



ZAMBIA NATIONAL EQUESTRIAN FEDERATION

RULES AND REGULATIONS 2020

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RULES AND REGULATIONS

Chapter 1 - Jurisdiction, Responsibility and Application

1.1. Jurisdiction

The Federation is registered according to the laws of Zambia, supports the Zambian Government (and its Departments or Agencies) in any action or endeavour which the Federation considers to be in fulfilment of its objectives, and to recommend Rules and Regulations or any changes to Rules and Regulation which, in the opinion of the Federation, will better achieve the objectives of the Federation.

The Rules and Regulation that are relevant for Equestrian Sports and their implementation form part of the Constitution. The Rules and Regulations are supplementary to and in no way conflict with FEI rules and, in cases of dispute, the relevant FEI rules will apply.

1.2. Responsibility

The Federation will ensure that the statutes, Rules and Regulations of Federation Equestrian International (FEI), the National Sports Council of Zambia (NSCZ) and other authorities of the Government of the Republic of Zambia are always observed in accordance with Chapter 1, section 1.4 of the Constitution.

Responsibilities of the Federation, its Members, Affiliated Clubs and Organising Committees are:

1. To ensure that the welfare of the Horse is paramount and that it is never subordinated to competitive or commercial influences.
2. To ensure that all affiliated Clubs abide by the Rules and Regulations when organizing events or competitions
3. To ensure that any Event is correctly managed by Organizing Committees and to ensure the implementation of draft schedules are approved by the Federation.
4. To ensure that the Organizing Committees of Equestrian Events implement these Rules and Regulations

1.3. Application

The Rules and Regulations are established so that individual Athletes and teams of Athletes from different Affiliated Clubs (and, in the case of International Competition, National Federations (NFs)) may compete against each other under fair and equal conditions with the welfare of Horse as paramount.

The Rules and Regulations govern the conduct of all Equestrian Events organized by the Federation or any Organizing Committees (OC) of Equestrian Events. All Equestrian Events run under the auspices of the Federation must follow the appropriate Rules and Regulations.

The Federation, its Members and Affiliated Clubs must be able to demonstrate a clear understanding, application and enforcement of the Federation's Rules and Regulations, which are based on those of the FEI Rules of Equestrian Sports and the process of Dispute Resolution.

The Executive Committee is custodian of the Federation's Rules and Regulations, and as such is expected to enforce the Rules and Regulations using balanced mechanisms for dealing with disciplinary and grievance matters.

Chapter 2 - General Principles of Lodging Protests and Dispute Resolution

2.1. General Statement

The Federation takes seriously any incident that jeopardizes the health, safety and wellbeing of any Horse or Athlete and one that threatens the shared interests of those who enjoy Equestrian Sports.

In general, these may include (inter alia):

- Members mistreating horses with any form of cruelty or Abuse of Horse.
- Any actions that may put the health of Horses and Athletes at risk.
- Anyone proved to be disregarding the FEI Clean Sport Standards see: <http://www.fei.org/fei/cleansport>
- Behaviour (or lack of) that undermines the reputation of the Federation.
- Illegitimate, petty, or personalized attacks between Members.
- Inappropriate behaviour at Equestrian Events or where the Federation is represented.

2.2. General Principles of Lodging Protests

Any person lodging a Protest should, if possible, secure witnesses to the incident and any other form of Evidence, and either bring them to the body (i.e. Ground Jury, Appeal Committee or Executive Committee) before whom the Protest is lodged, or obtain written statements from the witnesses, duly signed, together with their names and addresses.

2.3. General Principles of Dispute Resolution

The Federation uses different mechanisms for dealing with disciplinary matters and these are described below. Where there are Grievances and Disputes, the Federation ensures that the Dispute Resolution process is fair and balanced by applying the following general principles:

- The Federation may appoint an Appeal Committee who can adjudicate when disciplinary matters are disputed, or grievance matters unresolved.
- Before reaching a decision, the Appeal Committee should examine the available evidence, hear all the parties concerned (provided they are available) and consider all relevant material, in every case trying to reach a fair and equitable decision.
- Any decision involving a disciplinary matter should be set forth in writing and include the reasons for the decision.
- Any Member affected by a decision of a disciplinary nature taken by the Federation or Ground Jury at an Event should be offered, where applicable, the possibility to submit an appeal to an Appeal Committee.
- When decisions are taken against a Member, special attention will be paid to the appropriate balance between transparency and protection of privacy.

Chapter 3 - Procedures to Report Cases of Abuse of Horse or Incorrect Behaviour towards an Event Official ¹

3.1. Abuse of Horses

No person may abuse a Horse during an Equestrian Event or at any other time.

3.2. Incorrect Behaviour towards Event Officials and Participants

Incorrect behaviour means disputing decisions made by any Official connected to an Equestrian Event, use of inappropriate language, confrontational or aggressive behaviour towards Event Officials or any other party connected with the Equestrian Event (other Athletes, grooms, journalists, the public, etc.)

3.3. Protests relating to Abuse of Horse

Protests for Abuse of Horses may be lodged by any person or body at any time. Any person witnessing an Abuse of a Horse must report it without delay.

If an Abuse of Horse is witnessed during or in direct connection with an Equestrian Event, it should be reported as a Protest to an Official and/or the Ground Jury. If the Abuse of a Horse is witnessed at any other time it should be reported as a Protest to the Secretary for referral to the Executive Committee.

¹ Adapted from FEI Articles 142 and 169

3.4. Procedure to Report a Protest relating to Abuse of Horse or Incorrect behaviour towards Event Officials

If any Member lodges a Protest related to the Abuse of a Horse or incorrect behaviour towards Events Officials, the following procedures should be followed.

Step		Action	Timeline
1 a	Submission of Protest to EXCOM	Details of Protest need to be submitted in writing to the Secretary of the Federation. Person(s) protesting shall not communicate their Protest to any other person.	< 5 days after Incident
1 b	The written report must include a description of the incident with supporting evidence such as veterinary reports, photographs and signed testimonies from other witnesses.		
1 c	Anonymous communications & third party un-witnessed reports will not be acted upon		
2	Initial investigation	EXCOM assesses and investigates the written report. EXCOM decides if the welfare of the Horse safety or any other Rules & Regulations or code of conduct has been breached.	< 7 days of receiving the written report
3	Disciplinary Committee	If the initial investigation finds prima facie evidence of Horse abuse or any other breach of the Rules and Regulations the offending party will be asked to appear before a ZANEF Disciplinary Committee to hear the case and be given an opportunity to respond to any allegations.	< 14 days of the initial investigation
4	Course of Action	The Disciplinary Committee informs EXCOM of its decision on the Protest and the course of action to be taken.	< 48 hours of the Disciplinary Committee meeting

5	Response from EXCOM	The Secretary to the Federation informs only those involved in the case, and any action, which will be immediately implemented.	< 48 hours of the Disciplinary Committee submitting its report to EXCOM
6	Appeals Committee	<p>Either party may appeal the decision. In this case an Appeals Committee meeting is called, and the appeal will be considered.</p> <p>Any Appeal must be received in writing and with justification within 5 days of receiving the response from EXCOM. Those involved with the case will be given an opportunity to respond to the decision.</p>	< 7 days of receiving the appeal an Appeals Committee is formed and sits
7	Course of Action	<p>The Appeals Committee informs EXCOM of its decision on the Appeal and the course of action to be taken.</p> <p>EXCOM approves the decision which is final and binding on all parties</p>	< 48 hours of the Appeals Committee meeting
8	Response from EXCOM	The final decision will be communicated by the ZANEF Secretary accordingly.	< 24 hours

The Federation may only investigate legitimate concerns if these procedures are followed.

3.5. Disciplinary Action in Case of Abuse of Horse or Incorrect Behaviour towards an Official

3.1.1. Abuse of Horses

Abuse of Horses in any form may entail a fine to the perpetrator and/or the Horse owner of up to K15,000 and/or a suspension from Competition of a minimum of three (3) months up to life.

3.1.2. Incorrect behaviour towards an Official or other Participants

Incorrect behaviour towards an Official or other Participants may entail a fine of K 200 up to K10,000 and/or a Suspension of a minimum of three (3) months and a maximum of up to twelve (12) months.

In cases of Protests made related to incidents, relating to Abuse of Horse or Incorrect Behaviour towards an Official, that are made at an Event and which are of a less serious nature, and/or in cases specified in the specific Discipline Rules, the Ground Jury may decide to issue a Yellow Card.

3.6. Disciplinary Action in the Case of Protection of Riders²

The use of a properly fastened Protective Headgear will be mandatory at all Competition arena and warm up venues as well as riding from one to the other and from the stables for the purposes of competing.

Failure to wear such Protective Headgear where and when required after being verbally notified to do so by an Official, shall result in a Yellow Warning Card, being issued to the Athlete unless exceptional circumstances apply.

The use of cameras on Athletes or equipment (such as on Protective Headgear, head covering or carriage) shall not be permitted, unless otherwise specifically agreed by the Ground Jury. An Athlete's decision to wear a camera while competing shall always be voluntary and at the Athlete's own risk.

At an Event, the Ground Jury after consultation with the responsible medical officer may at any time exclude from further participation in a Competition or an entire Equestrian Event any Athlete who is unfit to continue by reason of a serious or potentially serious injury, impairment, or health condition.

² Adapted FEI Article 140

Chapter 4 - Protests & Disciplinary Action at an Event or Otherwise under Jurisdiction of Federation³

4.1. The Ground Jury

The Ground Jury is responsible for the technical judging of the Competitions and for all other decisions related to the Equestrian Event except where otherwise stated in the relevant Sport Rules.

The Ground Jury must be available throughout the Equestrian Event and this corresponds to its period of Jurisdiction.

The Ground Jury deals with all Protests in the first instance provided that the Protests relate to matters occurring during or in direct connection with an Equestrian Event and that they are presented within the period of its Jurisdiction.

Where Protests involve veterinary matters during Events, the Veterinary Representative at the Equestrian Event is invited to join the Ground Jury in an advisory capacity.

4.2. General Principles of raising a Protest at an Equestrian Event

Protests related to an Equestrian Event must first be lodged with the Ground Jury established for the Equestrian Event.

At an Equestrian Event, the Chairperson of the Organizing Committee, recognized Officials, Chefs d'Equipe or, if there is no Chef d'Equipe, by a Person Responsible for the Team, or the Veterinarian responsible for Horses taking part in the Equestrian Event may initiate a Protest.

Protests may be lodged against any person or body involved in any capacity at an Equestrian Event or any other situation that is subject to the Jurisdiction of the Federation, for either failing to observe the Rules and Regulations including Equestrian Sport Rules; or for violating the common principles of behaviour, fairness, or accepted standards of sportsmanship, whether occurring during or in connection with an Equestrian Event or at any other time under the jurisdiction of the Federation.

Unless otherwise specified, Protests must be lodged before the end of the period of the Equestrian Event. This is true even if the person or body lodging the Protest is not present at the Equestrian Event.

Lodging a Protest before the Ground Jury at an Equestrian Event in matters listed below must be within the relevant time limit and this is a prerequisite to a right of Appeal to the Appeal Committee.

³ Adapted from FEI Article 163 General Regulations, 23rd edition, 1 January 2009, updates effective 1 January 2014

4.3. Protests Made at An Equestrian Event and Time Limits for Protests

Protest related to Matters:	Time Limits for Protests:
Eligibility of an Athlete or Horse for a specific Competition or concerning the conditions of the arena.	No later than thirty (30) minutes before the start of the relevant Competition.
Protests concerning an obstacle, or the plan or length of the course for a Jumping Competition.	No later than fifteen (15) minutes before the start of the Competition.
Protests concerning the cross-country obstacles or courses in Eventing, or the course in Endurance.	No later than 18:00 hrs on the day before the relevant Competition. If the course is not open until the day of the event, then not later than 30 minutes before the start of the relevant Competition.
Protests concerning irregularities or incidents during a Competition, or the results of a Competition.	No later than thirty (30) minutes after the announcement of the results of the relevant Competition.
Protests challenging the procedures followed in the application or implementation of any FEI or Federation rule.	No later than thirty (30) minutes after the notification of the application or implementation of such rule.

4.4. Fines, Suspensions and ZANEF Yellow Cards⁴

The Ground Jury may impose the following penalties and sanctions:

1. A Warning;
2. A Yellow Card;
3. A fine of a maximum of K1,000;
4. Elimination and/or Disqualification of an Athlete(s) and/or Horse(s) from a Competition(s) and/or from an Event;
5. Automatic Disqualification for the entire Event of a Horse that was found to have left the restricted area without permission;
6. Suspension of an Athlete with one (1) or more Horses for a period of 24 hours following the moment when the Athlete's Horse is found to have left the restricted area without permission;
7. In serious cases, immediate disqualification during the Event with a referral to the Appeal Committee.

The penalty imposed in any given case can consist of a combination of fine, suspension and disqualification. The amount of a fine and the duration of a suspension shall be decided according to the circumstances of the case.

For those Protests made for offences tabulated above, the Chairperson of the Ground Jury and/or an Official at the Event, must notify the Person Responsible during the period of the Equestrian Event that he will receive a penalty, the notification will be delivered either by hand or by any other suitable means. If after reasonable efforts the Athlete or the Person Responsible cannot be notified during the period of the Equestrian Event that he has received a penalty, the Athlete or the Person Responsible must be notified in writing within fourteen (14) days of the Event.

All fines imposed are due to the Federation. Any person who has not paid a fine within thirty (30) days of receiving a demand for payment will be automatically suspended until the fine is paid. If fines are not paid within ninety (90) days from the date of issue, simple interest will automatically be charged at the end of each month at the rate of 10% p.a.

If fines are paid to an Organizing Committee or Affiliated Club or any other person, such fines shall be remitted to the Federation within 7 days.

⁴ Adapted from FEI Article 169

Chapter 5 - Protests Lodged at any other Time

Protests regarding matters which have not occurred during or in direct connection with an Equestrian Event and/or which were not known until after the end of the Equestrian Event, shall be lodged with Executive Committee through the Secretary.

Such Protests shall be filed no later than fourteen (14) days after the end of the relevant Equestrian Event or the occurrence of the Incident. A case shall be deemed to occur in direct connection with an Equestrian Event, if it occurs between departing from and returning to the Horse's home base.

All Protests must be in writing, signed and be accompanied by any supporting evidence, including names of witnesses.

Protests to the Ground Jury and to the Appeal Committee shall be presented within the applicable time limit to the Chairperson of the Ground Jury or the Appeal Committee, as the case may be.

Protests to the Executive Committee shall be sent within the applicable time limit to the Secretary of the Federation.

The Secretary refers the Protest against any person or body made by any person or body or on his own initiative, at any time, regarding any matter to the Executive Committee.

Should the same person receive one (1) more Yellow Card at the same or any other Equestrian Event within one year of the delivery of the first Yellow Card, the person shall be automatically suspended for a period of two (2) months after official notification from the Secretary of the Federation.

The recipient of a Yellow Card has the right to appeal in writing to the Organizing Committee within 1 hour after receipt of the Yellow Card.

The yellow card remains in force for a period of one year from the date of issue even if under appeal.

5.1. Types of Protest, Management and Disciplinary Actions

Type of Protest	Managed by	Action
Abuse of Horse at any time ⁵	If at an Equestrian Event - Chief Steward, Event Official or Ground Jury at an Event. If not at an Equestrian Event - EXCOM.	Yellow Card Fines Suspension
Incorrect Behaviour towards Event Officials ⁶	Organizing Committee, Chief Steward or EXCOM.	Yellow Card Fines Suspension
Dangerous Riding Eventing Rules	Chief Steward, Ground Jury or Technical Delegate	Yellow Card
Non –Compliance with Protective Headgear Rules ⁷	Chief Steward Ground Jury or Organizing Committee	Yellow Card
Non- Compliance with applicable Sport Rules ⁸	Chief Steward or Ground Jury	Yellow Card
Protests Made at an Event or within Federation Jurisdiction related to abusive or aggressive behaviour, unsportsmanlike behaviour, trouble making.	Chief Steward, Event Official, Organizing Committee, Ground Jury or EXCOM.	Disqualification Suspension

Chapter 6 - Dispute Resolution Procedure

This chapter covers the procedure where no other specific Disputes Resolution procedure applies.

The Federation aims to ensure that Disputes and Appeals are resolved as quickly and efficiently as possible and in order to achieve this, it is intended that the Disputes Resolution procedure should be easily accessible, that all Disputes are fully and fairly investigated, and that the process should provide an effective response and appropriate redress. The Federation will use the feedback provided from Disputes to ensure that its systems and services are improved if so required.

Any Dispute not specifically relating to an Equestrian Event should be sent to the

⁵ FEI Articles 142 & 169.6.2 and/or FEI Eventing Rules Art. 526

⁶ FEI Article 169.6.3

⁷ FEI Article 140

⁸ FEI Article. 169.7

Secretary of the Federation and the procedure set out below will then apply. Disputes relating to the activities of a ZANEF member body, such as an Affiliated Club, should be addressed to the member body in question and copied to the ZANEF Secretary.

Complaints should be notified as soon as possible after occurrence of the event(s) giving rise to the Complaint and no more than thirty days after that date. Delay may hamper proper investigation of a complaint.

The Executive Committee will seek to resolve the matter informally within 14 days.

Should any Executive Committee member have a Conflict of Interest, this must be declared. The said member may comment but not vote on any related decision.

Matters which fall outside the Jurisdiction of the Federation or are more appropriately dealt with by another supervisory body, may be referred to that body, with the ZANEF Secretary in copy, for their consideration. Those regarding the protection of children or vulnerable adults may be referred to the police or social services as will complaints alleging criminal activity. The Federation may also act if a Complaint is found to be malicious or vexatious.

6.1. Dispute Resolution Procedure

Step		Action	Timeline
1	Submission of Dispute	Details of Dispute submitted to the Secretary of the Federation.	< 30 days after occurrence of event(s) giving rise to the Complaint.
2	Resolution	The Complainant and his / her advisor will be invited to meet with The Chairperson and one other EXCOM member to discuss and resolve the matter.	Within 14 days
3	Complaints falling outside Jurisdiction of ZANEF	EXCOM will refer to the appropriate body.	Within 7 days

6.1.1. Independence

The Federation will ensure that all persons concerned in the investigation of a dispute have no Conflict of Interest in the matter.

6.1.2. Confidentiality


The Federation will respect a Complainant's desire for confidentiality which will be preserved as far as is practicable. This should be treated with particular respect in the case of minors. Proper investigation of a Dispute is likely to involve enquiry of third parties, including any person named in the matter, and it will normally be necessary for these people to be given information about the Dispute while withholding the identity of the Complainant.

Chapter 7 - Procedures for Changing Rules

Members, Officials, Executive Committee members, Affiliated Clubs or any other relevant associated body may request that these Rules and Regulations be reviewed. The request must be put in writing to the Secretary of the Federation, the Disciplines Representative and/ or the Grading Representative explaining the reasons for the proposed changes.

Any changes will be discussed by the Executive Committee and any amendments approved by the AGM or EGM convened for the purpose.

ATTACHMENTS

YELLOW CARD	
EVENT:	 <p>Extract of ZANEF Rules approved 2019</p> <p>For those Offences listed in Table 5.1 of the Rules and Regulations, the Chairperson of the Ground Jury and/or an Official at the Event, must notify the person responsible during the period of the Event that he will receive a YELLOW CARD, the notification will be delivered either by hand or by any other suitable means.</p> <p>The recipient of a yellow card has the right to appeal in writing to the Organizing Committee within 1 hour after receipt of the yellow card.</p> <p>If after reasonable efforts the Athlete or the Person Responsible cannot be notified during the period of the Event that he has received a YELLOW CARD, the Athlete or the Person Responsible must be notified in writing within fourteen (14) days of the Event, after which the recipient has the right to appeal within fourteen (14) days through EXCOM.</p> <p>Should the same person receive one (1) more Yellow Warning Card at the same or any other Event within one year of the delivery of the first Yellow Warning Card, the person shall be automatically suspended for a period of two (2) months after official notification from the Secretary of the Federation.</p>
DATE:	
Person Responsible	
NAME:	
ZANEF Membership Number:	
OFFENCE (please tick)	
<input type="checkbox"/> ABUSE OF HORSE	
<input type="checkbox"/> INCORRECT BEHAVIOUR	
<input type="checkbox"/> DANGEROUS RIDING	
<input type="checkbox"/> NON-COMPLIANCE WITH PROTECTIVE HEAD GEAR	
<input type="checkbox"/> NON-COMPLIANCE WITH APPLICABLE ZANEF RULES	
<input type="checkbox"/> OTHER – please specify below:	
Name & Signature of Official	
Signature of Person Responsible	

ZANEF Show Jumping Rules
(under separate cover)

ZANEF Dressage Rules
(under separate cover)

ZANEF Eventing Rules
(under separate cover)

ZANEF Grading Rules
(under separate cover)