

ZIMBABWE EQUESTRIAN FEDERATION



CENTRAL COMMITTEE DIRECTIVES

2006 TO 2018

LAST AMENDED AFTER THE NOVEMBER **2018** MEETING AND EFFECTIVE **1ST**
JANUARY 2019

Directive 01 of 2006	4
Administration, lines of communication and costs control	4
1. Administration	4
2. Lines of Communication.....	4
3. Control of Costs	6
Directive 02 of 2006 AMMENDED 2013	7
ALL INVITATIONS, SELECTORS, AND RELATED DUTIES, RESPONSIBILITIES AND AUTHORITY	7
1. Within Zimbabwe	7
2. Outside Zimbabwe	8
3. Convenor of the National Selectors	8
4. Selector Qualifications.....	9
5. Number of Selectors per Branch	9
6. Method of Appointing Seclectors	9
7. Responsibilities of Selectors.....	9
8. Selection Process	10
Directive 03 of 2006 AMMENDED 2007 AMMENDED 2013	11
NATIONAL DRESSAGE JUDGES CONSULTATIVE PANEL	11
Directive 04 of 2006 AMMENDED 2013	13
THE LEGAL SYSTEM	13
<u>Introduction</u>	13
1. Preamble	13
1.2 Penalties	14
1.3 Ground Jury	14
1.7 Appeal Committee	15
1.8 Branch Committee	16
1.9 The Disciplinary Tribunal of Central Committee	17
1.10) Objections	17
1.11 COMPLAINTS	18
1.12 REPORTS	18
1.13 APPEALS	18
1.14 Guide for Penalties	19
Directive 05 of 2006 AMMENDED 2013	21
ADMINISTRATION MANUAL	21
PART ONE	21
<u>Administrators</u>	21
Duties	21
PART TWO	23
<u>Administration of Finance</u>	23
Directive 06 of 2006	24
FEI, INTERNATIONAL, NATIONAL, INTER-PROVINCIAL COMPETITIONS AND VISITING EQUITATION EXPERTS	24
FEI Competitions	24
International, National and Inter-provincial competitions.	25
Equitation experts	26
Directive 07 of 2007	27

PROMOTION OF JUDGES AND COURSE DESIGNERS	27
Directive 08 of 2009.....	28
POLICY ON TEMPORARY MEMBERSHIP	28
Directive 09 of 2013.....	29
TECHNICAL DELEGATES.....	29
Directive 10 of 2012 (AMMENDED 2014).....	30
NATIONAL SHOWJUMPING CHAMPIONSHIP RULES	30
1) Qualification	30
2) Prizes	30
3) Championship Class	30
4) Trophy Shows	30
Directive 11 of 2013.....	31
FEI WORLD DRESSAGE CHAMPIONSHIP RECOMMENDATIONS	31
FEI Challenge Ranking.....	31
Directive 12 of 2013.....	32
RULES FOR SPECIAL SHOWJUMPING COMPETITIONS	32
1. Gamblers Stakes	32
2. Snooker Competition	32
Directive 13 of 2013.....	34
CRITERIA FOR THE AWARDING OF ZEF / ZEF COLOURS.....	34
SHOWJUMPING	34
DRESSAGE.....	34
EVENTING	34
Directive 14 of 2014.....	35
RETENTION OF STATUS – FEDERATION OFFICIALS	35
DRESSAGE.....	35
<u>NATIONAL JUDGES</u>	35
<u>OTHER JUDGES</u>	35
STEWARDS	35
SHOW JUMPING JUDGES AND COURSE DESIGNERS	35
<u>NATIONAL JUDGES</u>	35
<u>OTHER JUDGES</u>	36
<u>COURSE DESIGNERS – FEI Level 1</u>	36
<u>COURSE DESIGNERS , National and Provincial Level</u>	36
Directive 15 of 2017.....	38
OFFICIALS – REQUIREMENTS FOR PROMOTION (SHOWJUMPING).....	38

Directive 01 of 2006 :

Administration, lines of communication and costs control

As the size of the Federation diminishes, better administrations, understood lines of communication, correct procedures, and control of costs, are essential and will be beneficial to the Federation. It is not the intention of this directive to cover every aspect of the above mentioned subjects, but rather more to highlight some of the basics, which have been forgotten, ignored, or is just unknown.

1. Administration

- a) The management of the Federation at national level is the responsibility of Central Committee. These responsibilities are carried out through the Secretary General who is in charge of the administration of the Central Committee, and is mandated to carry out formal and routine matters without further reference.
- b) The management of Branches affairs is vested in the Branch Committee who is accountable to Central Committee and annually to Branch members.
- c) The activities of Branch Committees are controlled by the Constitution of the Zimbabwe Equestrian Federation as well as the Constitution of each Branch. They must also, conform to Central Committee Directives and where required as stated in the National Regulations.
- d) Committee members are expected to familiarize themselves with the Constitutions, National Regulations, and Central Committee Directives. The lack of knowledge on these matters cannot be accepted as an excuse for making incorrect decisions, and could possibly result in the branch committee being brought into disrepute.
- e) Branches may not under any circumstances represent themselves as the Zimbabwe Equestrian Federation
- f) Branch Committees may not make, amend, or delete National Rules or Regulations, but may make recommendations to Central Committee for consideration.
- g) Matters discussed at Branch Committee meetings are confidential and remain so until the minutes of the meeting have been tabled, adopted, and signed by the Branch Chairperson.

2. Lines of Communication

- a) Members wishing to raise a routine matter should do so through the branch Secretary.
- b) Members wishing to formally raise matters for Central Committee consideration should address their communication, in writing to the Secretary of the branch.

- c) Members wishing to make complaints or reports resulting from competitions must lodge these documents with the Event or Branch secretary within the prescribed time.
- d) The Secretary should always acknowledge receipt, time allowing, of correspondence arising from b). and c).
- e) Member's correspondence addressed to the Chairperson of the Branch will only be brought to the attention of the Branch Committee, should the Chairperson so decide that such action is necessary.
- f) Members may not contact the Secretary General directly, but rather through the secretary of their branch.
- g) Branch Committees must decide on the best method of communicating with their members. Whilst electronic mail coverage is large, it is not total and members, who do not have this facility, should not be prejudiced. Members who insist that communication must be by post, may well have to be prepared to pay a post levy as of this form of communication is expensive.
- h) Electronic mail is also becoming expensive and careful consideration should be given to different mailing lists for different activities. The shotgun approach only puts money into the pockets of Servers and Tele-One. Suggested types of lists are shown in appendix one.
- i) E-mails should always be acknowledged even if the required information is not available, or the action required to be taken cannot be immediate.
- j) It is the responsibility of members to keep themselves informed on the societies and branches activities. To this end, suitable notice boards should be strategically placed in branch offices and venues. The Secretariat should ensure that these notice boards are kept up to date.
- k) Officer hours should be structured to cater for the convenience of as many members as possible, taking into consideration the needs of members who live out of town.
- l) In order to avoid duplication and confusion, those responsible for disseminating information should channel their activities through the branch Secretary.
- m) Communication with Central Committee should be made via the Secretary General, and emanate from either the Branch Chairperson or the Branch Secretary. This control is not intended to be restrictive but rather more to facilitate single channel communication, thus avoiding duplication and a situation whereby two or more people don't communicate, believing that one of the others was going to undertake the task.

It also allows for accountability, as it becomes necessary to check with one person only as to whether a task has been carried out or not.
- n) Urgent matters for the attention of the President should be channeled through the Branch Chairperson.

- o) Hard or back up copies of important documents should be kept in a well structured filing system. This is essential to ensure that there is continuity when there is a change of committee personnel.

3. Control of Costs

- a) Most committees and subcommittees are tasked to run their respective activities on a profit making basis.
- b) In the past subcommittees have been notorious for wild and uncontrolled expenditure. The production of approved budgets should be encouraged, as well as the use of costed requisitions. Receipts should be obtained for every expenditure.
- c) Where sponsorship has been obtained, a portion of this income should be allocated to administration costs, including such items as rent, telephone, and utilities. A complete report on the expenditure of sponsorship money is essential.
- d) Duplication of activities is costly and should be avoided. The sending of three emails on the same subject by three different people is a totally unnecessary expenditure.
- e) Under the current economic climate and where financial resources allow, the purchase of consumables in bulk should be considered.

Central Committee recommends that new committee members should receive and sign for a copy of this directive, as soon as they take office.

This directive supersedes and replaces all previous directives on these subjects.

Directive 02 of 2006 AMMENDED 2013

PREAMBLE

Over the last few years several directives have been issued by Central Committee dealing with Selectors.

In view of the many changes that have occurred in recent years, it has become necessary to update and replace these directives, allowing sufficient flexibility to cope with the financial restraints that prevail today.

Having regard to the fact that much of the oral history and tradition of the Federation has not been passed on or indeed sought, it has been lost as the older management of the Federation has passed into oblivion. It becomes necessary to make the directive broad in its scope. Most of the individuals involved in the administration of the sport are relatively new, and do not realize that very few of the problems which face them have surfaced and been resolved in the past. In most cases a simple enquiry or some basic reading would have overcome some of the difficulties. But time is at a premium and in reviewing past directives, it would seem to make sense to keep all related subject matter under one heading.

Therefore the recommended directive should include the correct procedure when dealing with invitations to compete in Zimbabwe and beyond our borders, the appointment of selectors, the duties of the selectors and the selection process, where authorities begin and end.

ALL INVITATIONS, SELECTORS, AND RELATED DUTIES, RESPONSIBILITIES AND AUTHORITY

Invitations to compete, judge, attend training courses, and seminars

Invitations broadly fall into two categories, to participate (1) within Zimbabwe and (2) outside our borders.

1. Within Zimbabwe

- a) Branches, Agricultural Societies, and other authorized bodies, wishing to invite teams, and/or individual riders, and other related experts to come to Zimbabwe, must seek initial authorization from the Central Committee, following the procedure laid down in Central Committee directive 01 of 2006.
- b) Central Committee shall decide where applicable what level of competition is to take place and whether to see FEI status for the proposed undertaking. Should FEI status be recommended and duly FEI authorized, the organizing body shall be responsible for ensuring that all FEI Rules and regulations are observed, keeping Central Committee informed during the whole operation.
- c) When authorization has been granted full details should be sent to the Secretary General, again following the procedure laid down in Central Committee directive)1 of 2006, in order to obtain permission from the Sports and Recreation Commission to issue the planned invitation.
- d) It should be noted that the planning and preparation to undertake such invitations must be done well in advance. The Sports and Recreation Commission require at least two months notice, whilst application to the FEI must conform to their laid down timetable.

- e) When all the necessary clearances have been obtained, the Secretary General will issue the relevant invitations to the concerned National Federations, unless the Secretary General authorizes the Organizing Committee to undertake this function.
- f) Organizing committees will be totally responsible for accounting to Central Committee for the receipt and disbursement of all funds, as well as reports, results, and a full report on the conduct of the event.
- g) Organizations, person or persons wishing to issue invitation to Instructors, Course Designers, Judges, and other related experts to come to Zimbabwe, for the benefit of the Federation, should first seek authorization from the Central Committee. The procedure laid down in Central Committee directive 01 of 2006 is to be followed. Once the Central Committee's approval has been obtained, clearance from the Sports and Recreation Commission is required, again as laid down in Central Committee directive 01 of 2006.
- h) If Instructors, Course Designers, Judges, and other related experts are to come to Zimbabwe for private tuition purposes, the procedure to obtain clearance from the Sports and Recreation Commission applies. The procedure laid down in Central Committee directive 01 of 2006 is to be followed.

2. *Outside Zimbabwe*

- a) Invitations issued by foreign National Federations should be addressed to the Secretary General, Zimbabwe Equestrian Federation. However, many International Federations allow Organizing Committees to issue invitations on their behalf.
- b) Should Branches or individuals receive such invitations, they must forward them to the Secretary General for Central Committee clearance, before acting upon such invitation. If the Central Committee approval is granted, it becomes necessary to obtain clearance from the Sports and Recreation Commission, following the procedure laid down in Central Committee directive 01 of 2006.
- c) Members of the Federation who receive personal invitations to ride, judge, attend official courses, or instruct outside Zimbabwe are required to obtain clearance from the Sports and Recreation Commission. The procedure laid down in Central Committee directive 01 of 2006 is to be followed.
- d) Riders wishing to compete outside Zimbabwe must be licensed by their National Federation. Such licenses may only be issued by the Secretary General.

3. *Convener of the National Selectors*

- a) Central Committee shall appoint a Convener of the National Selectors, annually.
- b) When national teams or teams picked on merit are to be chosen, the Convener will decide on the method of selection to be employed . Due consideration must be given to the costs of assembling national selectors and the practicality of holding trials.
- c) .When teams are to be chosen on availability, wealth, or on any other basis not covered in clause (b), the Convener may authorize the national selectors from each Branch to liaise directly together, only referring to him/her on matters requiring clarification or as a result of disagreements. Final selection shall be referred to the convener.
- d) The Convener may authorize the appointment of a national selector from each branch to act as chairman of the selections from the branch.
- e) The Convener is entitled to a deliberative vote, and, when necessary, a casting vote.

4. Selector Qualifications

Under ideal circumstances selectors should be knowledgeable individuals who are not connected in any way with candidates being considered for selection. Parents, relatives, current instructors, and competitors likely to be considered for team and/or squad selection, should not be considered for the post of a selector. If his situation cannot be avoided, it must be clearly understood that a Selector being considered as a team member, or who is connected with a candidate being considered for selection, will recuse themselves from any discussion involving that candidate.

5. Number of Selectors per Branch

Five selectors shall be appointed from each Branch, of which three should be National Selectors and a further two Provincial Selectors. There must be an equal number of Selectors from each Branch and, should circumstances dictate that the number be reduced or increased, the Convener may authorize such change without referring to Central Committee.

6. Method of Appointing Selectors

There are three methods which may be used for the appointment of selectors:

- 1.) Selectors may be elected at an Annual General Meeting of a Branch, using the usual nomination procedures.
- 2) Branch Committees may appoint Selectors if the process outlined in 1) above is not used, or is withdrawn by Central Committee.
- 3) Central Committee may appoint National Selectors from each Branch in equal numbers, should it decide to withdraw the methods outlined in 1) and 2) above.

Currently the method outlined in 1) is in use in Mashonaland, and 2) in Matabeleland.

7. Responsibilities of Selectors

Selectors are required to carry out their duties as specified in this directive, having regard to additional instructions that may be issued by Central Committee from time to time.

- i) Selectors should familiarize themselves with the calendar of Events of both Branches, paying particular attention to any Events which are scheduled as qualifiers for major competitions.
- ii) Selectors should attend as many events as possible, keeping a record of all information which will assist them in the selection process.
- iii) Selectors should also study the results sheets for the previous twelve month in order to establish a clear picture of individual performances.
- iv) Where selection of a team is to be considered from the total membership of the Federation, there should be an inter change of information concerning potential candidates between Selectors of each Branch.
- v) Selectors should make every effort to be impartial, fair, and honest.
- vi) All matters pertaining to the selection process are confidential and may not be discussed outside the selection environment.
- vii) National Selectors are accountable to the Central Committee and may be called upon to explain their decisions, actions, and any breach of confidentiality.

- viii) Selectors shall report to their respective Branch if any approach has been made by a Member endeavouring to influence or obtain confidential information relating to the selection process.

8. Selection Process

Due consideration to be given to:-

- i) Conditions laid down by Central Committee, in particular whether the team or teams are to be considered as national or otherwise.
- ii) The requirements of the invitation, in terms of the required standard.
- iii) Whether the dates of the Event are practical, taking into consideration such things as school terms, etc.
- iv) The number of riders required.
- v) The number of officials allowed.
- vi) Whether the Event is on borrowed horses, or Zimbabwean horses are required. In the latter case particular attention must be paid to any veterinary restrictions both local and over the border.
- vii) Whether individual entries in other competitions are allowed.
- viii) Whether the invitation to participate extends to additional riders as well as a team of teams.
- ix) If additional individual entries are acceptable, consideration should be given to the selection of a squad, from which a final team or teams shall be selected at the venue.
- x) The timetable for accepting the invitation, sending team information and other requested data.
- xi) Selectors may seek the advice of experts in order to assist them in their deliberations. However, such experts may not be involved in the preliminary and final team or individual selection process.

It should be understood that team selection falls into two Categories, namely national representative team and non-representative team. That is to say in simple terms, teams selected at the highest level within the requested grade or teams selected on availability and wealth. Only teams at the highest grade can be regarded as the Zimbabwean National team.

Travelling National representative teams will be accompanied, where finances allow, by a Chef d'Equipe. Selectors may recommend a candidate for Chef d'Equipe for consideration by Central Committee. A Team Captain will be appointed by Central Committee. If a travelling reserve has been allowed final team selection will be made by the Team Captain, and where available the Chef d'Equipe. They may seek guidance but the final decision is theirs.

Where Internationals are held within Zimbabwe Central Committee will authorise the National Convener to finalise team selection with the available National Selectors and the Chef d'equipe.

Non representative teams will normally be accompanied by a Chef d'equipe who is authorised by the Central Committee to make final team selection if there is a travelling reserve or a squad has been selected. The Chef d'Equipe may seek guidance, but the final decision is his.

Directive 03 of 2006 AMMENDED 2007 AMMENDED 2013

NATIONAL DRESSAGE JUDGES CONSULTATIVE PANEL

Central Committee has approved the formation of a National Judges Consultative Panel. The Panel shall not have any executive or disciplinary powers, other than those outlined in the Terms of Reference.

Terms of reference

1. The Panel shall be comprised of all National Dressage Judges, five of whom shall form a quorum. There must be representation from both Branches. The agenda for meetings and relevant documents for discussion must be sent to all National Judges well in advance of the meeting, in order to enable Judges to have an input if unable to attend the meeting.
2. The Panel meeting together will annually elect a Chairman from amongst their members. One member should be designated to perform the task of keeping minutes of the proceedings. The Panel shall elect a Training Team including a Convenor.
3. Should circumstances not permit these elections to take place, the outgoing Chairperson shall notify the Secretary General accordingly. The Secretary General shall contact all National Dressage Judges seeking nominations for the various posts. Nominations must be submitted in writing within 14 days from the date of the notification. The Secretary General shall ballot the Judges from the list of nominations, and votes in writing must be received by the Secretary General within seven days from the date of the notification.
4. The Panel will advise Central Committee on all matters relating to the National Dressage Regulations. Input from Branch Committees must be obtained before formulating such advice.
5. In liaison with Branch Committees and the Panel, the Training Team will devise training programmes for all levels of ZEF dressage judges, and shall be responsible for the implementation of such programmes on a regional and/or national level.
6. In liaison with Branch Committees the panel will assist with the recommendations for promotion of Judges to Provincial level. The Panel will make recommendations for promotion of Judges to National and above categories to Branch Committees, who will, in turn, make application to the Central Committee, should they be in agreement with these recommendations.
7. The Panel and the Training Team will produce written and practical examination papers, designed to test the suitability of candidates for promotion, and establish the required pass mark. These examination papers are to be approved by Central Committee prior to use. These examinations shall be used as the criteria for upgrading on a national basis. These examinations will not be retrospective. The examining Judges, being not less than three, shall be appointed by the Panel.
8. Candidates for promotion must have judged at least 12 relevant competitions, during 5 or more Events over the last six months, preceding the promotion examinations.

9. The Panel may, from time to time, review the performance of all ZEF Dressage Judges. In the case of earner and Provincial Judges, Branch Committees should be notified of these findings. In the case of National Judges, findings should be referred to Branch and Central Committees.

10. Matters of a disciplinary nature shall be handled in the first instance by Branch Committees as laid down in the constitution of the ZEF. The Panel may be requested to supply information, but not opinion, for the disciplinary process.

This Directive supersedes and replaces all previous Directives on this subject.

Directive 04 of 2006 AMMENDED 2013

THE LEGAL SYSTEM

Introduction

It is not necessary to be a lawyer to administer and apply the Legal System. It is necessary however, for every Administrator, Judge, and Official to be fully conversant with the Constitution, and National Regulations of the ZEF and have a working knowledge of the Statutes and General Regulations of the FEI. At all times it is vital to apply sound legal principles to all matters of a disciplinary nature.

It must be clearly understood that where a judgement is required, be it during a competition, an investigation, or a hearing, that all correct procedures are followed in a sporting manner, being applied fairly to all parties.

Idle discussion and expressions of opinion including lobbying and solicitation of support, at any time prior to the commencement or during the legal process, totally compromises the position of those who are required to adjudicate on any such matter. Even those who may be required to adjudicate at later stages of the legal process may not discuss or express an opinion on a particular case. This does not include discussion of a general nature regarding the legal system. It must be emphasised that discussions with anybody, be it orally or electronically, regarding allegations, alleged facts, rumour, hearsay, and speculation, is sufficient to totally compromise the adjudicator from any further process within the legal system.

All Administrators, Judges, and Officials should make every effort to discourage such activities by members and curtail any form of communication on such matters immediately. It shall also be pointed out to members that such discussions could prejudice the position of all those involved in the case.

1. Preamble

The legal structure is established by the Constitution and National Regulations of the ZEF and, where applicable or when the ZEF instruments are silent, the Statutes and General Regulations of the FEI shall also apply. These structures are expanded by this Directive, and provide for the following:-

- a) The legal powers and responsibilities of officials and bodies required to be appointed under the ZEF Constitution, National Regulations and the Statutes and General Regulations of the FEI.
- b) A scale of penalties.
- c) A procedure for lodging objections, complaints and reports against the actions or behaviour of individuals or bodies involved in any capacity at Events held under the jurisdiction of the ZEF or of the FEI.
- d) A process of appeal to a higher body against decisions or penalties by any person or body acting under the ZEF Constitution National Regulations, or the Statutes and General Regulations of the FEI.

1.1 Any case of violation of the ZEF Constitution, National Regulations, the Statutes and General Regulations of the FEI or of the common principles of behaviour, fairness, and accepted standards of sportsmanship, which occurs:-

- a) During or in direct connection with an Event shall be dealt with by the Ground Jury, the Appeals Committee, the Branch Committee, or the Disciplinary Tribunal of Central Committee, according to their competence as laid down in this directive.

- b) At any other time or during an Event but which was not known until after the end of the Event, shall be reported to the Secretary of the Branch responsible for organising the Event.
- c) Appeals, objections, complaints or reports concerning incidents not known at the time of the Event, or which do not occur during the jurisdiction of the Ground Jury or the Appeal Committee at an Event, must be sent to the Secretary of the Branch responsible for organising the Event by registered letter, fax, or email, and must reach the Branch Secretary not later than 14 days after the end of the Event.

1.2 Penalties

- 1.2.1) Appropriate penalties shall be imposed in cases of infringement of the ZEF Constitution, the National Regulations, the Statutes and General Regulations of the FEI or contravention of the common principles of behaviour, fairness and accepted standards of sportsmanship, particularly in the following circumstances:-
 - a) Any action resulting in an unfair advantage to the offender.
 - b) Any action resulting in a material disadvantage to any other person or bodies involved.
 - c) Any action involving the maltreatment of horses.
 - d) Any action involving the dignity or integrity of any person involved in the sport.
 - e) Any action involving fraud, violence or abuse or similar criminal acts.
- 1.2.2) Ignorance of the relevant articles of the ZEF Constitution or National Regulations, the Statutes and General Regulations of the FEI does not affect liability for actions in violation of the ZEF Constitution and National Regulations.

1.3 Ground Jury

- 1.3.1) The Ground Jury shall consist of a minimum of two judges, one of whom shall act as the senior judge. The composition of the Ground Jury is covered in the ZEF Regulations for each Discipline.
- 1.3.2) The Ground Jury is responsible for the technical judging of all competitions for which it is appointed, and for settling all problems that may arise during its jurisdiction.
- 1.3.3) The following persons may not serve as Judges:
 - a) Any person who may be subject to a conflict of interest, for instance a close relative to a competitor or owner.
 - b) The owner of a horse/pony taking part in the competition.
 - c) A competitor taking part in the competition.
 - d) Trainers of competitors entered in the competition.
- 1.3.4) The period of jurisdiction of a Ground Jury extends from one hour before the beginning of the competition until half an hour after the announcement of the final results.
- 1.3.5) The Ground Jury as a whole is responsible for all decisions except where otherwise stated in this Directive, and shall be competent to deal with all cases of violation or infringement of the ZEF Constitution and National Regulations, and with all Objections and Reports which occur within the period of jurisdiction.
- 1.3.6) The members of the Ground Jury must be objective in their judgements and put aside any personal feelings or outside advice or anything they may know beforehand about the competitors or horses/ponies.
- 1.3.7) Before reaching a decision involving penalties, the Ground Jury shall examine the available evidence, including statements of the accused person and any other relevant material. In appropriate cases it should attempt to reach a fair and sportsmanlike settlement.

- 1.3.8) The Ground Jury may impose the following penalties on officials (other than those appointed by the FEI) owners of horses, Persons Responsible and competitors:-
 - a) A warning.
 - b) A fine up to a maximum of double the entry fee.
 - c) Disqualification from the competition, as per FEI Article 242.
 - d) Disqualification from the competition with a report to the Appeal Committee if the case is serious.
- 1.4) The Ground Jury shall refer the following to the Appeal Committee:
 - a) Any case which may occur outside the period of its jurisdiction or which is beyond its competence.
 - b) Any case within its jurisdiction and competence but which it considers warrants penalties not in the competence of the Ground Jury.
- 1.5) Decisions must be notified orally or in writing to the parties concerned. Cases involving penalties must be recorded by the Senior Judge in charge of the Ground Jury.
- 1.6) There is no appeal against decisions of the Ground Jury in the following cases:-
 - a) In matters where the Ground Jury is required to exercise judgements during the competition under the Rules. Such matters must be dealt with under the procedure for Objections.
 - b) The elimination of a horse for veterinary reasons.
 - c) The imposition of a Warning.
 - d) Immediate disqualification during a competition.

1.7 Appeal Committee

- 1.7.1) An Appeal Committee consisting of a Senior Judge and at least two qualified members must be appointed for every graded Event.
- 1.7.2) The responsible Branch Committee shall appoint the Appeal Committee members, who should be qualified and expert in the relevant equestrian discipline. They shall also be knowledgeable and fully conversant with all the relevant National Regulations, and the Legal System.
- 1.7.3) The following persons may not serve as members of an Appeal Committee:-
 - a) Members of the Branch Committee.
 - b) Members of the Central Committee.
 - c) Members of the Ground Jury, and the Course Designer for the competition in question.
 - d) Competitors, Persons Responsible and/or Owners of horses taking part in the competition.
 - e) Instructors whose competitors are taking part in the Event.
 - f) Any person who may be subject to a conflict of interest.
- 1.7.4) The Appeal Committee must be available throughout the Event for the period of its jurisdiction, although the composition of the Committee may change. If an objection lodged with the Ground Jury is still pending, the Appeal Committee must be available and has jurisdiction until one hour after the relevant decision of the Ground Jury.
- 1.7.5) The Appeal Committee shall deal with the following matters:-
 - a) Appeals against decisions of the Ground Jury. In these cases the decision of the Appeal Committee is final except in cases referred to it by the Ground Jury.
 - b) Objections and Complaints addressed to the Appeal Committee or referred to it by the Ground Jury, and all cases of violations of the ZEF Constitution, National Regulations, the Statutes and General Regulations of the FEI which do not come under the jurisdiction of the Ground Jury.
 - c) Reports from officials or other persons.

- 1.7.6) Before reaching a decision, the Committee shall examine the evidence (written and oral) of all the parties concerned and take into account any other relevant material. In appropriate cases it should attempt to reach a fair and sportsmanlike settlement.
- 1.7.7) The Appeal Committee may impose the following penalties on Officials (other than those appointed by the ZEF), Owners of horses, Persons Responsible and Competitors:-
- a) A Warning.
 - b) A fine of a maximum of three times the entry fee.
 - c) Disqualification from a competition or from the whole event.
 - d) Disqualification from the whole event and a report to the Secretary of the Organising Branch if the case is serious.
- 1.7.8) The Appeal Committee shall report to the Branch Secretary for referral to the Branch Committee:-
- a) Any case within its competence which it considers warrants more severe penalties.
 - b) Any case outside its competence.

1.8 Branch Committee

- 1.8.1) The Branch Committee shall consider all cases reported to it by the Branch Secretary:-
- a) Before hearing the details of any reported case, Committee members who have had any association with the member who is the subject of the allegations, must declare their interest, and withdraw from the meeting.
 - b) The Committee should consider the details of the case, and determine whether there is a charge to answer, and what section/s of the ZEF Constitution, National Regulations, and/or Statutes and General Regulations of the FEI apply.
 - c) The Committee shall inform the member in writing of the details of the allegations against the member, who shall be given the opportunity to submit an explanation orally or in writing at the hearing.
 - d) On receipt of an explanation in writing, or a request to give oral evidence, the Committee shall set a date for the hearing, advising the accused member accordingly.
 - e) At the hearing the Committee shall consider all the evidence and explanations before reaching a decision. In all cases, the Committee should attempt to reach a fair and sportsmanlike settlement. The accused member shall be informed in writing of the decision made by the Committee.
 - f) The Branch Committee may refer cases, within its competence which it considers warrants more severe penalties, to the Disciplinary Tribunal of Central Committee.
 - g) The Branch Committee shall refer cases within its competence, but as a result of incorrect administration, inability to reach a decision, or any form of compromise, to the Disciplinary Tribunal of Central Committee.
- 1.8.2) The Branch Committee may impose the following penalties:-

- a) A Warning.
- b) A fine up to a maximum of treble the entry fee for the Event, where the incident occurred. Should the incident have taken place anywhere other than at the Event, the latest entry fee shall be used as the basis of the fine.
- c) Suspension of the member for a period not exceeding one year.
- d) Expulsion from the Federation

1.9 The Disciplinary Tribunal of Central Committee

- 1.9.1) The Disciplinary Tribunal of Central Committee shall consider all cases that are referred to it by a Branch Committee.
- 1.9.2) The Disciplinary Tribunal of Central Committee shall consider all cases where a member wishes to appeal against the decisions or finding of any Branch Committee.
- 1.9.3) The Disciplinary Tribunal of Central Committee shall consider any disciplinary matter referred to it by the Central Committee.
- 1.9.4) The Disciplinary Tribunal of Central Committee may impose the following penalties:-
 - a) A Warning
 - b) A fine up to a maximum of ten times the entry fee for the Event where the incident occurred. Should the incident have taken place anywhere other than at an Event, the latest entry fee shall be used as the basis of the fine.
 - c) Suspension of the member for a period not exceeding two years.
 - d) Expulsion from the Federation.

1.10) Objections

- 1.10.1) Objections may be lodged with the Ground Jury during its respective period of jurisdiction, against alleged violations of the ZEF Constitution, National Regulations, in the organisation or conduct of the Event or Competition.
- 1.10.2) Objections may only be lodged by Owners, Persons Responsible or riders of horses/ponies taking part in the competition, or by the President of a National Federation of Chef d'Equipe, in the instance of National or Foreign Teams, or by a ZEF Official.
- 1.10.3) Objections must be in writing, signed by the authorised person making the objection together with any supporting evidence and a deposit equivalent to double the entry fee (unless the objection is lodged by an official). Such deposit to be refunded should the objection be successful...
- 1.10.4) The objection must be addressed to the senior judge of the Ground Jury and may only be handed to the Secretary of the Event Organising Committee and never to the Judges box.

- 1.10.5) Objections against the eligibility of a competitor or horse/pony or to the conditions of the arena: not later than half an hour before the start of the relevant competition.
- 1.10.6) Objections to an obstacle, or to the plan, or length of the course for a jumping completion: not later than a quarter of an hour before the start of the competition.
- 1.10.7) Objections to the cross country course or obstacles, not later than 18.00hrs on the day before the relevant competition.
- 1.10.8) Objections concerning irregularities or incidents during a competition, or the classification of a competition: not later than half an hour after the announcement of the results.

1.11 COMPLAINTS

- 1.11.1) Complaints may be lodged against any person or body involved in any capacity at an Event for reasons other than failing to observe the ZEF Constitution and National Regulations. These may include any contravention of the common principles of behaviour, fairness and accepted standards of sportsmanship, including such matters as behaviour which is detrimental to the character and/or prejudicial to the interests of the sport.
- 1.11.2) Complaints may be lodged with the Appeal Committee at any time during its jurisdiction. Thereafter they must reach the Secretary of the Branch Committee concerned not later than 14 days after the Event.
- 1.11.3) Complaints may be lodged by ZEF Officials, Owners, Competitors or by a Person Responsible for horses/ponies taking part in the Event.
- 1.11.4) Complaints must be in writing signed by the authorised person making the complaint and presented personally to a Member of the Appeal Committee or sent to the Branch Secretary with any supporting evidence and a deposit equivalent to the entry fee, such deposit to be refunded in the event of the complaint being upheld.

1.12 REPORTS

- 1.12.1) Any person or body may make a report to the Ground Jury during its jurisdiction, or after that period to the Secretary of the relevant Branch, but not later than 14 days after the Event, concerning alleged acts of abuse to horses/ponies. The report must be in writing, including supporting evidence, and signed by the person making the report and the witnesses.

1.13 APPEALS

- 1.13.1) An Appeal may be lodged by:-
 - a) Any person or body which has been subject to a penalty or decision made by any person or body authorised under the ZEF Constitution, or National Regulations, and provided it is admissible, see clause 1.13.2) below.
 - b) With the Appeal Committee against a decision of the Ground Jury taken in the course of its responsibilities under the ZEF Constitution and National Regulations.

- c) With the Secretary of the organising Branch Committee, against decisions of the Appeal Committee.

1.13.2) An Appeal is NOT admissible:-

- a) Against a decision of the Ground Jury in matters where the Ground Jury is required to exercise judgement during a competition under the Rules. Such matters must be dealt with under the procedure for Objections.
- b) Against a decision of the Ground Jury in cases of the elimination of horse/pony for veterinary reasons.
- c) Against the imposition of a Warning
- d) Against immediate disqualification during a competition.
- e) Against the confirmation by an Appeal Committee of a decision or penalty imposed by a Ground Jury.

1.13.3) Appeals to the Appeal Committee must be in writing and signed and must include supporting evidence in writing or the presence of one or more witnesses and must be lodged not later than one hour after the decision of the Ground Jury.

1.13.4) Appeals to the Appeal Committee must be accompanied by a deposit equivalent to the entry fee, such deposit to be refunded should the appeal be successful.

1.14 Guide for Penalties

1.14.1) An oral or written warning should be imposed in cases of minor violations or contraventions committed unintentionally and without significant consequences.

1.14.2) A fine should be imposed particularly in cases where the offender has objectively gained an unfair advantage or has disadvantaged another person, or has infringed the Constitution, and/or the National Regulations by negligence.

1.14.3) Disqualification should be imposed when it is specified in the Regulations, or if the circumstances demanded immediate action. Disqualification from a competition means that the competitor and horse/pony concerned is removed from the list of entries and the classification, and includes the forfeiture of prize money won in that particular competition. Disqualification from an Event means that the competitor and horse/pony concerned may take no further part in that Event and it may include the forfeiture of any prize money won in previous competitions at that Event where this is provided for in the National Regulations.

1.14.4) Suspension should be imposed in cases of intentional or negligent violation or contravention of the letter or the principle of the Constitution or National Regulations. Suspension must be for a stated period and during that period the person or body

suspended may take no part in competitions or Events, as the Competitor, Official or in the organisation of, or participation in, any Events under the jurisdiction of the FEI.

1.14.5) Notwithstanding anything to the contrary indicated in paragraphs 1 to 4 above, the penalties listed below shall be imposed in the following cases:

- a) The findings on analysis of a Prohibited Substance as defined in FEI regulations will always entail the disqualification of the horse/pony and competitor from the Event and the forfeiture of any prize money won in the same Event.
- b) If the results of such findings on analysis may be construed as a deliberate attempt to affect performance of the horse/pony or in cases of repeated offences, the penalty shall entail the suspension of the Person Responsible from 3 to 24 months. A fine can also be imposed.
- c) If the results of such findings may not be construed as a deliberate attempt to affect the performance of the horse/pony or if the results of such findings may be construed as the results of legitimate treatment of the horse/pony or of one or more parts of his body, the penalty shall entail a fine to be decided by Central Committee.
- d) Abuse of a horse/pony in any form (rapping, hyper-sensitisation of limbs, banned schooling methods, etc.) shall entail a fine to be decided by Central Committee or a suspension of three months to life.
- e) Incorrect behaviour towards Event Officials or any third party connected with the Event (other rider, journalist, public etc.) may attract penalties as outlined in clause 1.8.2) above, or as directed by the Disciplinary Tribunal of Central Committee, or Central Committee from time to time.

AMMENDED RATIFIED NOVEMBER 2013

Directive 05 of 2006 AMMENDED 2013

ADMINISTRATION MANUAL

PART ONE

Administrators

1. An Administrator is a member of the Federation who has been elected by Members to serve on a Branch Committee.
2. An Administrator may also be a member of the Federation who has been elected by a Branch Committee, or Central Committee, to fulfil a specific duty, such as Honorary Treasurer, Secretary, Convenor of Selectors, Central Committee Member, or Development Officer.
3. Administrators should be persons of integrity who are able to fulfil their duties without fear or favour, in a fair and sporting manner; being prepared to devote their energies towards the development and improvement of the sport. Administrators work on behalf of and for the benefit of Members. Administrators must avoid any possible conflict of interest, in particular where matters involve a relative, an employed trainer, an employed Veterinarian or any such other person.
4. An Administrator is an Official of a Branch or Central Committee, and as such should conduct his/her self in a respectful manner, being prepared to serve the interests of Members at all times. An Administrator attending an Event, or official function, whether fulfilling a specific function or not, is still an Official, and should be prepared to assist Members and other Officials when required.
5. No matter how talented our Athletes may be, the sport will not prosper if the Administration and Administrators are below standard, particularly in the organisation of Events, the fair enforcement of Sports Rules, Regulations, and Disciplinary procedures.

Duties

1. When attending their first meeting, newly elected Administrators must ensure that they receive copies of the relevant Branch Constitution, the Federation Constitution, Sports Rules for all Disciplines, as well as Central Committee Directives.
2. Administrators must make every effort to familiarise themselves with the above-mentioned documents, thus ensuring that they know and understand the scope of their responsibilities and accountability.
3. Administrators may well be required to undertake specific duties and participate on Sub-Committees. When tasked with such responsibilities it is essential that Administrators become fully conversant as soon as possible with the requirements,

skills, and necessities, and clearly understand that Sub-Committees are non-executive and any recommendations and proposed actions require the sanction of the relevant Branch Committee.

4. When attending Committee meetings, Administrators should avoid holding side conversations with other members and devote their attention to the business being conducted; thus ensuring that meetings are constructive, sensibly short, with the understanding of all participants of the business that has been conducted.
5. Administrators who wish to have specific matters discussed at Committee Meetings should request the Chairperson to include the matter on the Agenda for the next meeting, and then prepare a proposal paper and have it circulated to Committee Members via the Branch Secretary. This allows all Committee Members time to consider the proposals, therefore avoiding rushed decisions without due consideration which, in many cases, leads to mistakes and inevitably necessitates changes often after a Member has been prejudiced.
6. Administrators should ensure that recurring annual actions are prepared well in advance. Constitutional matters such as Annual General Meetings, fee structures, Financial Statements, etc. require research and it is advisable to have a programme in place by mid year.
7. Appointments required by a Branch Constitution, the Federation Constitution, or Central Committee Directives, must be made within the laid down timescale.
8. The work which is required to hold an Event or Competition should be undertaken and published well in advance, giving members more than a few days to put in their entries. Advanced planning takes away unnecessary strain from Secretariat and Organising Committee.
9. Administrators should pay attention to their appearance and behaviour at Events or Official functions, as Committees are often judged by these criteria more than the effort that has been put into the functions. More than moderate consumption of alcohol often undermines the authority of an Administrator.
10. Administrators must on all occasions be seen to be obeying all Regulations and Sports Rules. Administrators who break the rules are giving members an open licence to do the same.

PART TWO

Administration of Finance

1. Relevant clauses of the Constitution of the Federation, and Branches, shall be strictly followed, paying particular attention to the clauses regarding eligibility for and disqualification from office.
2. Members of Executives Committees who are appointed to be signatories for a bank account must have been members of the Federation for at least five years, and to have served on the Central Committee or on a Branch Committee for at least two years.
3. Annual audited accounts shall be tabled at all Annual General Meetings, including an Audited statement of the financial affairs of the Federation or Branch. As the Federation is a non-profit making Organisation, any surplus funds should be allocated to development, replacement or updating of equipment, and a statement of intent should be published annually.
4. A receipt will be issued for each incoming fund transaction, and such funds shall be lodged in a bank account in the name of the Branch, or Central Committee.
5. An Executive Committee may allocate a certain sum as Petty Cash to be held by the Secretary General or a Branch Secretary. A detailed record of each transaction is to be recorded and the account is to be reconciled monthly.
6. All other transactions are to be carried out by cheque, drawn on the relevant bank account. A cheque requisition is to be made out for each transaction and supported by an invoice or a suitable document. Such transactions shall be approved by the relevant Executive Committee and shall be recorded in the Minutes of the meeting where the expenditure was approved. An Executive Committee may approve in advance regular recurring expenses such as rent or utilities, providing the amount falls in a predetermined band.
7. All cheques drawn on such accounts shall be signed by any two of the following – President or Chairperson, Vice-President or Vice-Chairperson, a Member of the Finance Sub-committee, Secretary and/or Honorary Treasurer.
8. Sub-Committees may not, under any circumstances, handle, hold, or transact any funds. An Organising Committee which has been duly authorised by Central Committee or a Branch Committee may, however, conduct financial transactions relating to a specific Event. This authorisation excludes any Capital Expenditure.
9. No fund raising activity may be undertaken on behalf of a Branch or Central Committee without the relevant Committee approval. All such funds must be fully recorded and accounts submitted to the relevant Committee.

Directive 06 of 2006

FEI, INTERNATIONAL, NATIONAL, INTER-PROVINCIAL COMPETITIONS AND VISITING EQUITATION EXPERTS

This Directive covers the following activities:

F. E. I Competitions run on a World, a Continental, a Regional, or a Zone basis, which require active participation by the National Federations for all countries that participate in the competition.

Competitions to be held in Zimbabwe, which are International, National or Inter-provincial, and National Championship, in any Discipline, including qualifying competitions. This includes competitions bearing the name Zimbabwe or Zimbabwean.

Equitation experts offering or being asked to offer training, coaching, instruction, including the holding of seminars, discussions, whether on a private basis, by invitation only, or being generally made available to all members of the Federation.

FEI Competitions

1. All competitions falling under the auspices of the F. E. I. are controlled in Zimbabwe by the Central Committee, who shall make all necessary appointments, and approve the conditions and rules for any qualifying competitions. Central Committee may delegate responsibility for these competitions to a Branch or to an individual or individuals, who shall at all times, be accountable to Central Committee.
 - 1.1. Such authorised bodies are not empowered to amend, alter, add or delete any part of the approved conditions and rules which have been sanctioned by Central Committee. Any such recommendation must be forwarded through the correct channels to Central Committee for its consideration.
 - 1.2. Should qualification competitions be authorised, the conditions must be the same for all Branches, irrespective of the number of competitors participating.
 - 1.3. All communication to the F. E. I shall be made through the Secretary General, who may under certain circumstances authorise direct communication to the F. E. I, however a copy of such communication must be sent to the Secretary General.
 - 1.4. At the present time all F. E. I Competitions are aimed at the development of the various disciplines. It is therefore the responsibility of all authorised bodies to ensure that this objective is maintained at all times. Quality rather than quantity is an important ingredient of Central Committees' development structure.
 - 1.5. All F. E. I Competitions require certain conditions to be met on a predetermined timetable, often including photographs, press cuttings, as well as team selection, results

etc. Authorised bodies are required to ensure that this timetable is adhered to, in a timely and efficient manner.

- 1.6. When the F. E. I send to Zimbabwe, Judges or other officials, strict protocols should be observed. A draft itinerary for the proposed visit should be sent to the individuals concerned at least three weeks prior to their arrival, which may be finalised on their arrival.
- 1.7. Any official functions should be approved by Central Committee, including the guest list, venue, and order of proceedings.
- 1.8. Authorised bodies shall send to Central Committee a full report including a supported income and expenditure statement, within 21 days after the completion of the competition. This report shall cover all qualifying competitions, qualifiers, and the final competition. Problems which were encountered should be highlighted, and suggestions in order to improve the handling of said competitions, should be made.

International, National and Inter-provincial competitions.

2. International, National and Inter-provincial competitions may only be authorised by Central Committee, irrespective of them being team or individual competitions.
 - 2.1. International competitions are the sole responsibility of the Central Committee, and are organised in conjunction with the F.E.I. The planning and organising of such Events is laid down in the F. E. I. General Regulations. Central Committee may delegate certain functions and activities to individual Branches as it shall see fit, and shall issue Directives accordingly.
 - 2.2. National & Inter-provincial competitions will be regarded as 'closed', if entries are limited to members of ZEF, and will be regarded as "open" if entries allow participation of competitors from other National Federations.
 - 2.3. Branches wishing to organise such Events, must first applied to Central Committee, stating the date, venue, grade, number of teams, proposed competitions, course designer and whether travel is to be funded in part or a whole.
 - 2.4. Should Branches desire to invite individuals, teams, and/or officials from other National Federations, they shall apply in the first instance to Central Committee. Should approval be granted, all information must be sent to the Secretary General who will attempt to obtain clearance from the S. R. C., in order to issue an invitation.
 - 2.5. Should clearance be granted, the Secretary General shall extend an invitation to the National Federation concerned. .
 - 2.6. Branches wishing to undertake such an exercise should familiarize themselves with the requirements of the F.E.I regarding travel expenses, accommodation, and all other pertinent regulations.

- 2.7. All communication to the foreign National Federation shall be made through the Secretary General, who may under certain circumstances authorise direct communication to the National Federation, however a copy of such communication must be sent to the Secretary General.
- 2.8. Team and individual selection shall be conducted as laid down in Central Committee Directive 02 of 2006.

Equitation experts.

3. Branches wishing to invite Equitation experts to give members any form of training, coaching, instruction, including the holding of seminars, discussions, shall apply to Central Committee for authorisation giving a full description of the intended course, including provisional dates, venue, costs, and all other relevant information.
 - 3.1. Members wishing to invite Equitation experts to give any form of training, coaching, instruction, including the holding of seminars, discussions, shall apply in the first instance to their Branch Committee for approval and should this be granted, the application will be forwarded to Central Committee for authorisation. The application must give a full description of the intended course, including provisional dates, venue, costs, and all other relevant information, including a clear statement as to who is to benefit from such course.
 - 3.2. If the course is not open to the full membership of the relevant Branch or the Federation as a whole, and is to be limited to an individual, a riding school, an instructors' clientele, attendance is by invitation only, or any combination of the above, including any other permutation, a guarantee must accompany the application clearing the Federation of any liability arising from any circumstances, at any time, before, during or after the completion of said course.
 - 3.3. All approved applications are required to be forwarded, via the Secretary General, to the S.R.C. in order to obtain permission in the first instance, to issue the necessary invitation. Should the S. R. C. approve the issuing of the invitation, and subsequently if the invitation is accepted by the Equitation expert having obtained clearance from his/her own National Federation, it is necessary for the Secretary General to obtain the final clearance from the S.R.C. as soon as all the details had been completed. However this information has to be forwarded to the S.R.C. at least four weeks in advance of the commencement of the course.
 - 3.4. Failure to follow the above-mentioned procedure, not only breaches S.R.C. Regulations, but may well also breach Immigration and Reserve Bank Statutory requirements, thus putting the Federation at risk. Any member or Branch failing to fulfil the requirements of this Directive could face serious disciplinary action.

Directive 07 of 2007

PROMOTION OF JUDGES AND COURSE DESIGNERS

With effect from the first of September 2007, Central Committee and Branch Committees will only consider candidates for promotion, who meet the following criteria.

1) Dressage Judges, who have undergone a programme of training under the auspices of the National Dressage Judges Consultative Panel. Candidates must have successfully passed practical and written examinations, at the required level, and have the endorsement of the NDJCP.

2) Show Jumping Judges who have undergone a programme of training under the auspices of an appointed National Judge/s or higher. Candidates must have successfully passed practical and written examinations, at the required level, and have the endorsement of the appointed Trainer/s.

3) Course Designers who have undergone a programme of training under the auspices of an appointed National Designer/s or higher. Candidates must have successfully passed practical and written examinations, at the required level, and have the endorsement of the appointed Trainer/s.

In addition all Show Jumping Judges who have been promoted since the first of January 2002 will be required to undergo practical and written examinations in order to evaluate their development and progress. This exercise will be designed to highlight possible areas of weakness with the object of further promotion training. This exercise is to be completed by 30th November 2007.

Written examinations papers will be scrutinised before use, by suitably qualified members of Central Committee.

This directive supercedes and replaces all previous directives on this subject.

--

Directive 08 of 2009

POLICY ON TEMPORARY MEMBERSHIP

The Zimbabwe Equestrian Federation welcomes all persons seeking temporary membership, and looks forward to meeting you at its events.

Please however note temporary membership is governed by the following terms and conditions:

- i. Any person who is resident, or temporarily resident of Zimbabwe, may apply for temporary membership of the Branch of the Zimbabwe Equestrian Federation for a maximum period of two (2) months.
- ii. Any applicant for temporary membership must clearly state the reasons the Applicant is seeking temporary as opposed to annual membership.
- iii. A temporary membership application will be referred to the Branch Committee for consideration and approval. Such application shall be accepted or rejected at the **sole discretion** of the Branch Committee, and the said committee shall not be required to provide any reasons or justification to the applicant, should it decide to turn down any application for temporary membership.
- iv. If an application for temporary membership is refused, this does not bar the applicant from applying for ordinary annual membership.
- v. Any horse or pony ridden by a temporary member must be registered and licensed with the ZEF in terms of para 4. of the ZEF National Regulations. Where the horse or pony is not already registered or licensed with the ZEF, an application to register and license the horse or pony shall accompany the application for temporary membership, and the registration and licensing fees shall be paid in accordance with the standard ZEF tariffs upon the temporary membership being granted to the applicant.
- vi. A temporary membership fee of \$10 per month shall be levied. This amount may be reviewed from time to time.
- vii. Temporary members shall pay double the normal entry fee for any competition classes they may enter.
- viii. Temporary members may only compete in :
 - Ungraded show jumping competitions
 - Fox hunter eventing competitions
 - Prelim dressage competitions.
- ix. It is expressly noted no temporary member may take part in any international FEI competition held by the ZEF, including but not restricted to the FEI National Dressage, and Show Jumping Challenges, or the FEI Gauntlet Challenge show jumping event.
- x. Temporary members shall have no voting rights and may not hold any administrative or other office within the ZEF.
- xi. Temporary members must acquaint themselves and abide by all ZEF rules and regulations.

Directive 09 of 2013

TECHNICAL DELEGATES

Technical Delegates are appointed in order to ensure that Events are organized and run to a high standard, observing all relevant Rules and Regulations. It is important that participating Athletes and horses are encouraged to achieve higher individual skills on a fair and equal basis. All members, participating and watching, should be afforded an enjoyable experience, showcasing excellent organization and an exciting display of sporting skills.

The selection and the duties of Technical Delegates are adequately covered in the various FEI publications.

In addition, Technical Delegates appointed for the various disciplines are required to develop the skills of new and less experienced Administrators, by offering advice and guidance during and between Events.

This function does not replace the role of the ZEF Representative, nor does it change any aspects of the Legal System and the responsibilities allocated to various officials such as the Ground Jury, the Jury of Appeal, and Branch Committees.

It is important that Technical Delegates have a high level of knowledge and understanding of all General Regulations, as well as the Rules for the Discipline they are appointed to technically assist. Equally important, Technical Delegates must understand their relationship with all appointed Officials, such as Course Designers, Judges, and Organizing Committee Officials. Technical Delegates are accountable to the Central Committee, but they should liaise and work with Branch Committees on a day to day basis.

Directive 10 of 2012 (AMMENDED 2014)

NATIONAL SHOWJUMPING CHAMPIONSHIP RULES

1) Qualification

- a) In order to qualify for Victor Ludorum prizes at the National Championship Show, the horse/rider combination must have competed in a class of the same grade without elimination or retirement at a graded event prior to this show.
- b) Allocation of points at the championship show will be awarded on the basis 4 for 1st, 3 for 2nd, 2 for 3rd and 1 for 4th, these points will be awarded irrespective of the number of starters and prizes awarded. These points again will count towards the “Victor Ludorum” prize, and in the Championship class – count towards the “National Champion” Prize.
- c) When there are 3 or more competitors in each equivalent grade, the class may be run concurrently but judged separately. If it is necessary to combine classes, the competition will be judged as 1 class and points awarded on a 4,3,2,1 basis.

2) Prizes

There will be two prizes awarded for each grade.

- i) Most Points for the Competition - A Victor Ludorum Prize for the most points at the Event.
- ii) The National Champion - The Winner in each grade at the championship class is declared Champion. (These awards are traditionally awarded separately to Junior and Senior athletes, although the classes will be run together at the show)
- iii) Zimbabwe National Champion - The Zimbabwe National Champion - The National Champion must be the highest placed Zimbabwe Federation Member at the National Championship Show. Visiting riders may compete at the National Championship Event, but not be considered the National Champion.

3) Championship Class

- 1) The Championship show will have the final championship class in each grade, with reverse qualification order of competitors.

4) Trophy Shows

Throughout the year there will be specific “Trophy Shows” where Championships / Victor Ludorum trophies and / or prizes may be allocated. There will be 2 in Matabeleland and 2 in Mashonaland and are open to all members of the ZEF.

These events should be

Matabeleland :

Trade Fare and Horse of the Year Show

Mashonaland:

Easter Show and Winter Show

Directive 11 of 2013

FEI WORLD DRESSAGE CHAMPIONSHIP RECOMMENDATIONS

There will be no signing chits on behalf of ZEF (ie. an expense account). Neither ZEF or FEI will honour any debts

- Expenditure can only be authorised by Mashonaland Branch Chairman.
- The judges should have dinner at their lodge. ZEF will honour dinner expenses AT THE LODGE, but not alcohol expenses.
- Money should be raised for this show through sponsorship.
- All sponsorship money and goods in kind MUST come through the Mashonaland Branch office and be receipted as such.
- Any sponsorship and goods in kind, including letters sponsored for the dressage arena, remain the property of the ZEF and not of the venue.
- The judges should give a seminar on one of the evenings to our judges. Only judges (all levels) will be admitted to this seminar. They will be expected to pay an entry fee. No alcohol will be allowed at this seminar.
- Central Committee Dressage Representative to be on the organizing committee.
- Dressage Technical Delegate to be copied on minutes of FEI WDC meetings.
- All communication with the FEI must be through the Secretary General.

FEI Challenge Ranking

- Consider these percentages as being equal in standard –

Preliminary	60.00%
Elementary	57.50%
Medium	55.00%
Advanced	52.50%
PSG	50.00%
- Each combinations score is then multiplied by the factor that makes these percentages equal thus producing 1 ranking for all levels.

	Multiplication factor	
Preliminary	1	1000
Elementary	1.0435	1043
Medium	1.0909	1091
Advanced	1.1429	1143
PSG	1.2000	1200

- The 2 best scores to calculate the rankings from.

Directive 12 of 2013

RULES FOR SPECIAL SHOWJUMPING COMPETITIONS

In addition to the competitions described in the FEI Rules the following are often used in Zimbabwe., Show organizers are particular asked to make it quite clear which rules they propose be used. It is sufficient to state 'ZEF Rules' without going into further detail in the prize list and catalogue, if it is not proposed to use the FEI Rules.

1. Gamblers Stakes

A number of obstacle of varying difficulty are set in the arena, each being marked with either a number or a playing card symbol to denote its value, depending on the difficulty. Two or more obstacles may bear the same value and combinations are permitted.

The athlete is required to take a fixed number of obstacles, usually between five and ten, which number should be approximately two thirds of the total number of obstacles set up. Obstacles may be jumped in any order and from either direction (unless an obstacle is built to be taken only in one direction and is flagged accordingly) and each may be jumped only once.

The athlete scores the value of each obstacle jumped clear, whether or not he previously had a refusal at the same obstacle and is penalised 4 points for the first and second disobedience when playing card values are used, or 30 and 60 points when the obstacles are valued in those terms. The third disobedience eliminates the athlete from the competitions.

After the disobedience the athlete must endeavour to jump the obstacle at which the disobedience took place from the same direction and may not move on until he has jumped it.

The competitor will be timed and the winner is the athlete with the greatest number of points after penalties have been deducted; in the case of equality of points, time will decide all the places.

Time may be taken from the first jump to the last jump, or Start to Finish lines.

2. Snooker Competition

The arena will contain seven or more vertical obstacles of similar difficulty called Red obstacles and six obstacles of varying difficulty called Coloured obstacles, each marked clearly with the appropriate colour. Multiple obstacles are not permitted.

Red obstacles may be jumped from either direction and each may be attempted once only. Coloured obstacles may be taken only the direction indicated by the flags and may be jumped more than once if not already knocked down.

The starting line may be crossed in either direction and athletes will jump for a stated time between 60 and 90 seconds. After starting, the obstacles will be attempted in the following order:

Any Red obstacle, then any Coloured obstacle, then any other Red obstacle, then any Coloured obstacle, and so on until all the Red obstacles have been attempted; then Yellow, Green, Brown, Blue, Pink, in that order, unless any of these coloured obstacles has already been knocked down, in which case the round will end when the preceding coloured obstacle has been taken.

No obstacle will be rebuilt during a round, even if it has been knocked down only in refusing. This includes the displacement of a lower element in the same vertical plane.

An obstacle will be regarded as having been attempted if it is jumped clear, or if it is knocked down in jumping or if it is knocked down in refusing, and after any such attempt the athlete must proceed to the next obstacle in the order set out above; i.e Red to Colour and Colour to

Red, etc. If the athlete refuses or runs out without knocking down the obstacle he may, at his discretion, attempt the obstacle at which the run-out or refusal took place.

Athletes will score the following points for each obstacle jumped clear before the time allowed is reached (even after a refusal) provided the athlete has taken off before the time allowed is reached:

Red 1; Yellow 2; Green 3; Brown 4; Blue 5; Pink 6; Black 7.

Disobediences will not be penalized except by the time they waste, save that a third disobedience eliminates.

An athlete who attempts the obstacles in the wrong order or who attempts a Red obstacle more than once will be eliminated. Athletes who are eliminated for any reason will nevertheless be credited with their scores up to that time.

The athlete gaining the most points in the time allowed is the winner. In the event of a tie for first place only, there will be a jump-off with a shorter time allowed over the same course, and in the event of a further tie the prizes will be shared. Other ties will share.

Directive 13 of 2013

CRITERIA FOR THE AWARDING OF ZEF / ZEF COLOURS

An athlete may be considered for this award in the following circumstances:

Representing Zimbabwe at any of the following:

Olympic Games

Youth Olympic games

Paralympic Games

FEI World Challenge Finals

Representing the ZEF/ZEF, in an officially selected Federation Team at least 3 times. (Athletes can then be re-awarded, or capped each time they are selected)

Easter Festival RSA

Harare Show

FEI World Show Jumping Challenge

FEI World Dressage Challenge

SHOWJUMPING

Competing and being placed in any official Grand Prix Event outside Zimbabwe.

Winning the National Championship Event at the highest Level at least twice.

DRESSAGE

Competing and being placed in any official Prix St. Georges Level outside Zimbabwe.

Competing at Prix St. Georges level and achieving over 60% 3 times.

Winning the National Championship event in the highest grade at least twice.

EVENTING

Competing and completing any *Level event in or outside Zimbabwe.

Winning the National Championship Event in the highest grade at least twice.

Directive 14 of 2014

RETENTION OF STATUS – FEDERATION OFFICIALS

1. In order to attain a consistent level of efficiency and knowledge the Federation has the following minimum officiating/continuing education criteria for all levels of officials. These criteria have not been set arbitrarily but with reference to the entry level requirements laid down by the FEI for the retention of an official's status.

DRESSAGE

- a. The FEI, for 2 star judges requires the following as a minimum for a judge to retain their status:
 - i. A minimum of 12 classes at the highest level that they are qualified over a three year period, and
 - ii. Participation in at least one refresher seminar for the maximum level they are judging.
- b. The Federation has adopted a similar approach to ALL grades of judge, namely:

NATIONAL JUDGES

1. A minimum of 12 classes at Advanced/PSG/Inter 1 or above over a three year period, and
2. Leading or co-leading at least two Judge training or dressage clinic sessions (aimed at judge training or educating riders on aspects of the “scale of training” in that three year period, and
3. Sitting in or shadow judging at Advanced level with an FEI 2* or above for at least one class in that same period.

OTHER JUDGES

For all judges below National the minimum to retain their status is:

1. Judging at least four classes in the current or preceding year (January to December), and
2. Participation in at least two dressage judges' training clinics given by an accredited FEI person or a local National Judge in the current or preceding year, and
3. Shadow judging or sitting in for at least two classes with a visiting FEI 2* star judge or a National Judge at the maximum level at which they are allowed to judge or as training at the level above.

STEWARDS

- a. The FEI for Level 1 stewards requires the following for retention of status:
 - ii. To act as steward at a FEI international competition 3 times in 3 years, and
 - iii. To attend one refresher course in every three years.
- b. The Federation adopts the same criteria.

SHOW JUMPING JUDGES AND COURSE DESIGNERS

NATIONAL JUDGES

The Federation has adopted that National Judges should as a minimum complete the following to retain their status:

1. Judging as the senior judge, 12 jumping classes at National or FEI events over any three year period, and

2. Conduct or co- lead at least two judge training seminars over any three year period or mentor at least two show jumping judges that successfully upgrade their status over the same period, and
3. Co – judge or sit in with a FEI level one judge or attend a FEI show jumping judge’s course at One star level in any three year period.

OTHER JUDGES

For all judges below National level the minimum is:

1. To judge at the highest level for which they are accredited as senior judge on at least four occasions in the year or preceding year or to act as assistant judge on at least four occasions in the same period to a National or higher level judge, and
2. Participation in at least two judges’ training clinics given by an accredited FEI person or a local National Judge in the current or preceding year.
3. (Please note that the FEI retention/education criteria for show jumping judges are currently under review. The Federation may revise the above for show jumping judges in the light of the FEI’s publication.)

COURSE DESIGNERS – FEI Level 1

The FEI level one minimum criteria for retention of status are:

1. 6 x Assistant CD with 2 different CDs at National or FEI recognized events providing the CD is FEI Level 3 or 4, within a three year period, and
2. Participation at a 3 day refreshing seminar organized by the NF and operated by the FEI within the 3 year period.
 - i. The Federation adopts the same criteria as the FEI for all recognized Levels
 - ii. The Federation adopts the following requirements for CDs below level 1,

COURSE DESIGNERS , National and Provincial Level

For all CDs below Level 1 the minimum to retain their status is:

- a. To build at the maximum event Level attributable to their grade at a minimum of 6 events in any three year period, and
 - b. To act assistant CD to a CD of a higher level at least three times in any three year period, and
 - c. To participate in at least two refresher/educational seminars on course designing in any three year period.
 - d. IN ADDITION, National CDs will be required to lead or co-lead at least three refresher/educational seminars on course design in any three year period.
-
1. It is be permissible for an Official to apply to Central committee in writing through their branch in advance, for a Sabbatical period of up to three years for justifiable reasons, such as incapacity or temporary non residency, but prior to resuming judging, there should be evidence of participation in, at their maximum permitted level or above as assistant CD (if applicable) or a training clinic, sitting in or shadow judging at least once for each sabbatical year. This may only be evidenced by confirmation in writing from the FEI or other country Federation affiliated to the FEI or by the Branch of the Federation.
 2. The Federation shall maintain the records of officials by capacity, by venue, date and class. In addition the Federation will issue Officials’ Record Books in which their officiating and attendance at clinics or seminars will be recorded and counter signed by an attending senior official or convener. It is the judge’s responsibility to see that their record book is properly maintained.

3. The convener of all affiliated shows is required, within 14 days of the show, to furnish the Chairperson of the Branch of the Federation with a list of the actual officials by class.
4. Should an official not meet the minimum requirements, he or she will be notified in writing to their last registered address with the ZEF, by the Chairman of the Branch, stating where they have failed to meet the minimum requirements and allowing them the opportunity to make good their position within six months of the date of the letter/email. Failure to do so will result in them being referred to the appropriate Committee for removal from the list of ZEF Officials.
5. Any such official so removed from the list shall only be able to be reinstated upon successfully fulfilling again the criteria laid down by the Federation for promotion to their previous level.
6. The above should be read in conjunction with any other requirements of the Federation, such as, membership of the Federation, etc.

Directive 15 of 2017

OFFICIALS – REQUIREMENTS FOR PROMOTION (SHOWJUMPING)

DISCIPLINE	OFFICIAL	PHASE 1 Requirements	Qualification	PHASE 2	Qualification	PHASE 3	PHASE 3 FEI-LEVEL 1
Show-jumping (including for eventing)	Course-designer	1 national course 3 shows as assistant CD (in either national or international shows-WJC) Course-design and course-build (even WJC tracks) at 3 practice shows under supervision. Test, written and practical	Candidate To become PROVINCIAL COURSE DESIGNER (Level 1)	1 national course 3 shows as assistant cd (in either national or international shows-WJC) Course-design at 1 national show under supervision. Test, written and practical	NATIONAL CD	Course-design at 2 National shows as Principapal CD	Participate to an FEI-Level 1 course
Show-jumping (including for eventing)	Judge	1 national course 3 practice shows – under supervision Test, written and practical	Candidate To become PROVINCIAL JUDGE (Level 1)	1 national course 3 shows as judge (in either national or international shows-WJC) under supervision. Test, written and practical	NATIONAL Judge	Judge in 2 National shows as President of Ground Jury	Participate to an FEI-Level 1 course
Show-jumping (including for eventing)	Steward	1 national course 3 practice shows Test, written and practical	Candidate To become PROVINCIAL STEWARD (Level 1)	1 national course 3 shows as steward (in either national or international shows-WJC) under supervision. Test, written and practical	NATIONAL Steward	Stewarding in 2 National shows as Chief Steward	Participate to an FEI-Level 1 course

Please note that assisting means having to assist during the whole duration of the show. As far as course-designers this would mean also being present the day before for the setting up of the course.