

*This document is intended to support  
WECan members to build a strong  
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sport of Working Equitation in Canada and  
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# POLICY MANUAL

WECan Policy



Versio 3.0 2024

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# **ACCESS TO CORPORATE RECORDS**

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ACCESS TO CORPORATE RECORDS

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## ACCESS TO CORPORATE RECORDS

Access to the corporate documents listed below is important because it enables certain individuals to make informed decisions about a specific corporation based on that information.

- A written copy of the WECan By-laws is available to any current member in good standing, upon written request to the Secretary of the Corporation or they may be found on the WECan website.
- Minutes of Annual General Meetings are available to current members in good standing, upon written request to the Secretary of the Corporation.
- Resolutions of members are available for review by current members in good standing, upon written request to the Secretary of the Corporation.
- A register of debt obligations is available to current members in good standing, upon written request to the Secretary of the Corporation.
- A register of Directors of the corporation is available to current members in good standing, upon written request to the Secretary of the Corporation or a list may be found on the WECan website.
- A register of Officers of the corporation is available to current members in good standing, upon written request to the Secretary of the Corporation or a list may be found on the WECan website.
- A register of members of the corporation is available to Directors of the corporation upon request to the Secretary of the Corporation. A list of members will be available on the WECan website.
- Annual Financial statements are available to current members in good standing, upon written request to the Secretary of the Corporation.
- Minutes of meetings of members are available to current members in good standing, upon request to the Secretary of the Corporation.
- Minutes of regular meetings of Directors and resolutions of Directors are available to Directors at any time and are available for inspection by current members in good standing, at the designated office of WECan, during regular business hours. Written notes may be taken but copies are not permitted.
- Regular accounting records are available for inspection by the Directors and the Financial Review Committee at any time, upon request to the Treasurer of WECan.

A corporation is required to keep these records at its registered office or at some other location in Canada chosen by the board of directors.

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# ACHIEVEMENT AWARDS

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## Milestone Achievement Awards for Horse and Rider

This Awards program has been developed to encourage an environment of sportsmanship, focus on proper riding, self improvement, and participation in the sport. Points will be allocated according to a horse and rider's individual scores rather than their placing at a show. Use of an Advancement Requirements points system will encourage riders to obtain a minimum standard of riding in the Dressage and EOH phase, without a DQ in all phases of competition. This point system will also allow for equal point opportunity regardless of class size. Increasing the points required at the higher levels, ensures horses are confirmed at that level prior to moving up.

### Explanation of Awards System

Scores for Dressage and EOH trials are averaged together and awarded tracking points for that competition. Points are awarded for scores in the same fashion as advancement requirement points from the Competition Rule Book Section 1.8.

- (1) 57.500% thru 59.999% = 1 point
- (2) 60.000% thru 62.499% = 2 points
- (3) 62.500% thru 64.999% = 3 points
- (4) 65.000% thru 67.499% = 4 points
- (5) 67.500% thru 69.999% = 6 points
- (6) 70.000% and above = 7 points

*Points are accrued only if Dressage, EOH and Speed trials (where appropriate) are completed without a DQ.*

Milestone Awards for each level will be issued *once* to a horse /rider combination. The rider must be a Canadian WECAN member in good standing and the horse must have a WECAN horse recording number. Milestone Awards points are earned only at WECAN licensed shows. The total accrued points required at each level are as follows:

Children's Milestone Award:	<b>15pts</b>
L1 – Introductory Milestone Award:	<b>15pts</b>
L2 – Novice A Milestone Award:	<b>25pts</b>
L3 – Novice B Milestone Award:	<b>25pts</b>
L4 – Intermediate A Milestone Award:	<b>30pts</b>
L5 – Intermediate B Milestone Award:	<b>30pts</b>
L6 – Advanced Milestone Award:	<b>35pts</b>
L7 – Masters Milestone:	<b>35pts</b>



## Horse Ambassador Awards

To recognize the achievements of horses who have been outstanding ambassadors for the sport. These horses will have been advancing through the levels and competing for numerous years. Points may be accrued through all levels during the horse's career. The horse must have a WECan recording number. This award will be presented to the current owner of the horse.

Bronze Ambassador:           **100pts**

Silver Ambassador:           **150pts**

Gold Ambassador:           **200pts**

Platinum Ambassador:       **250pts**

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# CHAPTERS

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## CHAPTERS

The purpose of forming a WECan Chapter is to make it possible for working equitation riders and interested members to have local events in which to participate. As a national organization, WECan cannot organize events and activities in all areas of Canada; therefore, it acts as the umbrella organization supporting regions and Chapters to host working equitation events in the different geographic areas of Canada.

Each group of WECan members desiring to form a recognized Chapter will be required to complete a Chapter application. Applications must be approved by the WECan BOD and Chapters must meet and maintain all requirements to remain a Chapter in good standing. Recognized Chapter status will be probationary until such time as a bank account in the chapter's name has been established (see Financial below). Chapters will govern themselves independently but must comply with Canada Not-for-Profit guidelines and support and promote the values and policies of WECan.

### Benefits of Being a Chapter

- Financial: WECan annually submits to each Chapter, 50% of WECan membership fees for each member who has indicated affiliation to that Chapter on their membership application/renewal.
- Chapter events/activities and Chapter executive are covered by the WECan Club liability and Directors/Officer Insurance.
- Use of the WECan logo on advertising and social media.
- Support of the national body maintaining competition rules and Licensed Officials Program.
- Availability of Chapter presence in the WECan monthly newsletter.
- Being part of a local community and support group for like-minded riders.

### Membership

- All members of a Chapter must be a WECan member in good standing, and as such must adhere to the WECan Code of Conduct and the policies and guidelines of the Canada Not-for-Profit Act.
- Members may join any Chapter regardless of their geographic boundaries.
- The Chapter percentage of the membership fee will be paid only once annually to the original Chapter declared by the member at registration or renewal.
- As per WECan By-laws article 3.8 'members may transfer regional and/or Chapter affiliation at any time. The Chapter portion of membership fees will not be pro-rated for the balance of the year'.
- A Chapter may charge an extra fee to members, over and above the WECan membership fee, but this fee must be identified as something OTHER THAN a "membership" fee, eg. levy or surcharge.

### Governance

- A Chapter must have an elected executive consisting of a President, Vice-president, Secretary, Treasurer (these last two can be combined) and a WECan liaison.
- WECan Regional Directors may serve on their Chapter executive. In WECan Board of Director meetings, if any decisions regarding that Chapter are required, said Director shall recuse themselves during voting.
- A Chapter must hold an Annual General Meeting during each fiscal year.
- A Chapter must follow the policies and guidelines of the Canada Not-for-profit act.

- A Chapter may contact WECAN through their elected liaison, their Regional Directors or directly through any of the WECAN executive.
- A Chapter may wish to incorporate as a Not-for-Profit organization in their own province, however this is not necessary, as WECAN is the parent organization and is registered as an extra-provincial corporation which allows it to do business in each province.
- A Chapter may also become a Club Member/affiliate of their Provincial Equestrian Sport Organization.
- A Chapter is not limited to holding its activities within its defined area, providing they do not infringe upon another Chapter's area/activities.

## Financial

- Chapters are required to maintain accurate and professional financial records and must submit annual financial reports to WECAN by January 31<sup>st</sup> of each year.
- WECAN is NOT responsible for any debt or negative monetary transactions that the Chapter incurs; this responsibility is on the members of the Chapter and it is required of all Chapter members to ensure that all debts and negative monetary transactions are paid off to a nil balance by their respective due dates.
- WECAN will not pay for any Chapter expenses at any time nor hold responsibility for them.
- A Chapter must have an independent bank account held in the name of the Chapter, set up within 60 days of receiving notification of probationary Chapter status from WECAN. Confirmation of an account being set up in the name of the Chapter, is to be forwarded to WECAN. Chapter status will remain probationary until proof of this bank account is received.
- If a bank account is not set up within the designated time, the application will become invalid and re-application will be required (extenuating circumstances notwithstanding).
- It is required that this bank account have at least two signatories registered on it, and these signatories must be Chapter members.
- A Chapter will receive from WECAN, 50% of the membership fees for each member who has indicated affiliation to that Chapter on their membership application/renewal. The initial funds will be paid upon WECAN receiving proof of the independent bank account.
- Percentage of membership fees shall be forwarded to the recognized, active Chapters semi-annually in April and October.
- The financial records of the Chapter should undergo an annual review by independent person(s).
- A Chapter will submit, as part of their year-end report, a 'signed as reviewed' Financial Statement and Balance Sheet.
- If a written complaint of financial improprieties is received, WECAN is authorized to request a review of the Chapter's financial records.
- In the event of a Chapter dissolving, distribution of assets must follow the guidelines of the Canada-not-for-profit Act.

## Insurance

- Chapter events/activities and Chapter executive are covered by the WECAN Club Liability and Directors/Officer Insurance.
- Any documented incidences and/or complaints are to be forwarded to WECAN executive immediately.

## WECan Logo

- The WECan logo is a registered trademark and unauthorized use is an infringement of the Canadian Trademark laws. The trademark is the stylized horse and rider with the **WE<sup>CAN</sup>** below.
- As a part of WECan, the Chapter is welcomed to use the WECan logo (in its entirety) on all publications, social media and/or advertisements.
- Chapters are welcome to create their own individual logos or to use the WECan logo with the Chapter name added, providing it is used in its entirety (i.e. the entire WECan horse and rider and include **WE<sup>CAN</sup>** underneath).

## Social Media

- Chapters wishing to have an online/social media presence (ie. Facebook, Twitter, website) must comply with the WECan Code of Conduct.
- These social media platforms are the property of the Chapter, are administered by the Chapter and the Chapter can choose the content and access as agreed to by the members of the Chapter. Before posting/sharing anything on social media, permission must be obtained from the original poster or owner of images.
- As a part of WECan, the Chapter is welcomed to use the WECan logo (in its entirety) on all publications, social media and/or advertisements.
- WECan recommends that Chapters link their social media to their WECan Regional pages.
- Chapters are welcome to submit a short article introducing the Chapter in the WECan monthly newsletter. Chapters may submit concise reports to the monthly newsletter. These reports should be forwarded to the regional directors by 20<sup>th</sup> of each month and may include links and photos as per the current newsletter submission guidelines.
- If a chapter ceases to be current/active, any reference to WECan affiliation must be removed from all Social Media platforms until status as current/active is re-established.

## Chapter Policies

- A Chapter may develop their own 'in-house' policies, providing they do not contravene WECan policies, the Code of Conduct nor the Canada Not-for-Profit Act.

## Annual Reporting and Maintaining Status

- Chapters must submit a year-end report including audited/reviewed financial reports, list of members, elected executive, summary of past year's events, disclosure of any incidents, complaints etc. This report must be received by WECan by January 31 on forms provided by WECan.
- A Chapter must have at least 10 current WECan members to maintain recognized Chapter status. If at the time of renewal, there are less than 10 members current, the Chapter status will be placed 'on hold' until the required number of current members is achieved.

## Chapter Ethics and Conduct

- All Chapters agree to remain respectful and courteous to other Chapters and working equitation organizations. All Chapters must agree and adhere to the following Code of Conduct.

Chapter conduct policies are as follows:

### 1. Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

A chapter executive, director or other chapter representative shall not derive profit as a result of their position.

All Chapter Executives and/or Board of Directors are considered representatives of the Chapter. Representatives of the Chapter shall conduct themselves in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as representatives of the Chapter. Nevertheless, from time to time, conflicts either real or perceived, may arise.

- When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of Working Equitation Canada and the Chapter representative's personal interests, the Chapter representative has a duty to immediately disclose the conflict of interest so that the rest of the Chapter's decision making will be informed about the conflict.
- It is every Chapter representative's obligation, in accordance with this policy, to ensure that decisions made by the Chapter reflect independent thinking. Consequently, in the event that any Chapter representative receives compensation from the Chapter, such compensation will be determined by and approved by the Chapter membership in advance.
- Any conflicts of interest, including, but not limited to financial interests, on the part of any Chapter representative, shall be disclosed to the Chapter when it arises.
- Any Chapter representative having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- All conflicts disclosed to the Chapter will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Chapter representative involved in a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.

### 2. Adherence to WECan Code of Conduct

All members of a Chapter and its executive are expected to abide by the WECan Code of Conduct (COC).

Any Chapter/Chapter representative whose behavior or conduct is contrary to the WECan COC is subject to removal as a Chapter/Chapter Representative. Written complaints of alleged misconduct on the part of a Chapter/Chapter representative will be investigated promptly and as confidentially as possible by a committee appointed by WECan.

### 3. Confidentiality

Chapter representatives are reminded that confidential financial, personal and other matters concerning the organization, volunteers, donors, staff or clients/consumers may be included in Chapter materials or discussed from time to time. Chapter representatives should not disclose such confidential information.

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# CODE OF CONDUCT

WECan Policy



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## **Message from the President**

*The purpose of WECan as stated in our constitution is to promote the sport of Working Equitation throughout Canada, with a focus on classical horsemanship. WECan promotes the use of horses for ranch work and functionality. As an organization, we want to see the sport in Canada grow, following the example set by Italy, Portugal, Spain, and France. Our vision is to see Canadians inspired to achieve personal excellence and embrace a lifelong participation in the sport at a local and international level.*

*It is important to WECan that the services provided adhere to high ethical standards and WECan is committed to following a code of conduct which maintains the integrity of the organization.*

## Introduction

The purpose of this Code of Conduct (the “Code”) is to provide a framework for conducting the business of Working Equitation Canada (WECan) in accordance with the applicable laws, regulations, rules and to the highest standards of ethics and values. The matters covered in this Code are of utmost importance to WECan, its members, and other stakeholders.

This Code shall come into force with immediate effect. Each and every Director and Member of WECan shall be duty bound to follow the provisions of this Code.

This Code applies to all Members of the Board of Directors (“Directors”) of WECan, its members, and volunteers.

Accordingly, all Directors and members are expected to read and understand this Code and uphold these standards in their dealings and activities.

## Guiding Principles

Guiding Principles are the moral values that establish a framework for expected behaviour and decision-making set by the organization.

### What does Guiding Principle Mean?

The term “guiding” refers to the fact that these values are established to lead the organization in any situation it might face. They are essential in decision-making processes; no decision should contradict any of the principles.

**Guiding Principles are important for long-term sustainability.** Guiding principles ensure that the long-term culture survives and helps the organization to drive performance, membership and growth.

## WECan Guiding Principles

*Ethical behaviour:* Members, organizers, directors, chapters, officials, volunteers. A member driven organization where people are proud to be a member, willing to offer their support at events and know they have a safe and friendly atmosphere to enjoy the sport. To promote and emphasize the safety and welfare of horse and rider. Staying within the guidelines of The Canada Not-for-profit Corporations Act.

*Consistency:* We promote consistent rules and regulations, support, and membership requirements throughout the country, ensure the organization remains self-sufficient and financially stable, and continue to grow and develop the sport in Canada and work with our North American counterparts.

*Respect & Encouragement:* Maintaining an atmosphere that always encourages growth of the organization and growth within the sport for all individuals. Ensuring the environment at events, either live or virtual, is supportive and encouraging for all in attendance and free from prejudice, bullying, and discrimination.

*Commitment to building strong communities.* A commitment to doing good for the whole. The desire to see working equitation grow in Canada with a united front based on honouring the traditional values of the sport and focusing on both correct horsemanship and sportsmanship. To create camaraderie. To create a place where likeminded individuals can come together and enjoy the sport

*Education:* Develop an organization for people to be a part of, that develops rules, programs, and encourages participation at the grassroots level through chapters and local events. Encourage growth and

progression through the levels to improve horsemanship skills. Create a support system for those wishing to get into the sport and those who are participating in the sport. Collaborate and promote visibility.

## **Actions that support the Guiding Principles**

**Be clear on expectations:** Create clarity and avoid misunderstandings by discussing expectations up front. Establish mutually understood objectives and deadlines for all projects, issues, and commitments. Where appropriate, confirm your communication by asking others to repeat back their understanding to ensure total clarity and agreement.

**Create a tone of friendliness and warmth:** Every conversation, phone call, email, text and even voicemail, sets a tone and creates a feeling. Pay attention to every interaction and be sure you are setting a tone of friendliness, warmth, and helpfulness. Treat others with courtesy and respect.

**Be relentless about improvement:** Keep getting better. Be a leader. Pursue excellence.

**Participate and contribute:** Actively contribute towards building the working equitation community at every level and at every activity/event. Make a point of going out of your way to welcome someone new and make them feel included. Encourage and cheer on your fellow participants, coaches, and volunteers.

**Find a way:** Take personal responsibility for making things happen. Respond to every situation by looking for ways to make it happen, rather than explain why it cannot be done. Be resourceful and show initiative.

**Work as a Team:** Help where you can. Encourage each other to recognize and realize each other's strengths and how they can lend support where it is needed.

## **Decision Making and the Code of Conduct**

Practice ethical decision making - when making a decision, ask yourself the following:

- Is it legal?
- Does it comply with the Code?
- Does it reflect our Guiding Principles?
- Does it respect the rights of others?

## **Reporting/Speaking Up**

### **Reporting Procedure**

WECan encourages all members to ask questions and raise issues without fear of retaliation. WECan is committed to treating reports seriously and investigating them thoroughly.

Members must report suspected unethical, illegal, or suspicious behavior immediately. WECan does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

WECan has an open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with their Provincial or Chapter Directors or Executive. If you are not comfortable speaking with your director or you are not satisfied with your director's response, you are encouraged to speak with the President of WECan.

Directors are required to report complaints or concerns about suspected ethical and legal violations in writing to WECan's Conflict Resolution Committee Administrator (CRCA) or a designated board member, who has the responsibility to investigate all reported complaints. Members with concerns or complaints may also submit their concerns in writing directly to the CRCA or another designated person.

If, for any reason, a person finds it difficult to report their concerns to such person, they may report the concerns directly to the President of WECan.

**No third-party complaints accepted.** All complaints must have a name, signature and method of contact provided with the complaint.

## **Conflict Resolution Committee Administrator (CRCA)**

WECan's CRCA is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The CRCA will advise the Board of Directors of all complaints and their resolution and will report at least annually on compliance activity.

## **Confidentiality/Anonymity**

To facilitate reporting of suspected violations **where the reporter wishes to remain anonymous**, a written statement may be submitted to one of the individuals listed above. Every effort will be made to ensure anonymity. Reports of violations or suspected violations will be kept confidential to the extent possible and consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Director, CRCA, or other designated person, will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious contravention of the WECan Code of Conduct and will be subject to disciplinary action.

## **To report a concern**

Talk to your Chapter Executive, your Provincial Director or WECan Executive, or

Contact WECan's CRCA or designated person at [conflict@workingeq.ca](mailto:conflict@workingeq.ca) , or

Contact the President of WECan at: [president@workingeq.ca](mailto:president@workingeq.ca) , or

Make a confidential and/or anonymous report by mail to:

Working Equitation Canada 222 Front Street, Box 338 Duck Lake, SK S0K 1J0

## No Retaliation

Reprisal, threat, retribution, or retaliation against any person who has, in good faith, reported a violation or suspected violation of law, this Code, or other policies, or against anyone who is assisting in any investigation or process with respect to such a violation, is not condoned and is to be avoided.

## Equal Opportunity

WECan will not tolerate discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability, or any other protected class.

## Harassment

Treat all fellow members, participants, suppliers, competitors and other stakeholders with dignity and respect at all times.

Any type of harassment, including physical, sexual, verbal, or other, is prohibited and can result in disciplinary action up to, and including, permanent membership termination.

Harassment can include actions, language, written words, or objects that create an intimidating or hostile environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations, or comments
- Visual displays such as derogatory or sexual pictures or gestures
- Physical conduct including assault or unwanted touching
- Threats or demands to submit to sexual requests as a condition of participation or to avoid negative consequences

## Bullying

We are committed to ensuring that our members and volunteers work in a safe and respectful environment that is free of bullying. Bullying can include:

- Spreading malicious rumor or gossip
- Excluding or isolating someone socially
- Withholding necessary information or purposefully giving the wrong information
- Intimidating someone
- Impeding someone's work
- Constantly changing work guidelines
- Making offensive jokes or sending offensive emails
- Criticizing or belittling someone constantly
- Tampering with a person's personal belongings or equipment

## **Conflicts of Interest**

A conflict of interest can occur when a member's personal activities, investments or associations compromises their judgment or ability to act in the best interests of WECan, its Chapters or its members. Members should avoid the types of situations that can give rise to conflicts of interest.

It is important for members to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to their Director.

## **External Communication on Behalf of WECan**

Only the WECan Executive are authorized to represent WECan to media and/or legal authorities. Members should refer all requests for information or interviews to the Secretary of WECan at [secretary@workingeq.ca](mailto:secretary@workingeq.ca).

## **Confidentiality – In General**

The organization and its membership maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to WECan, its members, and its business partners if disclosed.

Confidential information can include:

- Terms of contracts
- Policies and procedures
- Financial statements
- Any other information that could damage the organization or its volunteers if disclosed

## **Privacy**

The organization complies with the requirements of national and international privacy laws. All members are in agreement regarding confidentiality and non-disclosure.

WECan and its members do not disclose any private, personal information of:

- Members
- Volunteers
- Participants
- Competitors
- Suppliers

## Record Keeping

All documents, databases, voice messages, mobile device messages, computer documents, files, and photos are records.

Directors or members should never destroy records in response to, or in anticipation of, an investigation or audit.

## Protection and Proper Use of Assets

WECan requires all members to protect its assets. All assets should be used for legitimate purposes, efficiently, and for organization business only.

Assets include obstacles, equipment, computers and information systems, telephones, confidential and proprietary information, corporate opportunities, and organization funds.

Suspected incidents of fraud, theft, negligence, and waste should be reported to the CRCA immediately.

## Use of Social Media

WECan respects the right of members to use social media for personal and professional purposes. However, members are accountable for what they post on social media and are responsible for complying with WECan policies and procedures when communicating on social media about matters connected to WECan.

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## Code of Conduct Acknowledgement

**By agreeing to the WECan Code of Conduct, you acknowledge that:**

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the Code.
- You agree to abide by its guiding principles.
- You agree to report to WECan any violations of the code.
- You agree to cooperate in any investigations of violations of the code.



**Members are required to:**

- Reveal their relationship with WECan when commenting online on issues related to the organization.
- Respect the privacy of other members and refrain from publishing photos of them without their consent.
- Ensure any information they post related to the organization is accurate.
- Comply with the rules of the social media sites they use.

**Members must not:**

- “Pretend” to be someone they are not online.
- Speak on behalf of the organization if they are not expressly authorized to do so.
- Share confidential information about WECan, its Directors, members, competitors, or suppliers.
- Post comments or pictures that could harm the organizations brand, reputation, or interests.

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# ELECTION OF DIRECTORS

WECan Policy



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WORKING EQUITATION CANADA

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## Preface

**Qualifications of Directors** – Subject to the Act and By-laws, any Person who has demonstrated a commitment to the mission and purposes of WECan, is a voting member over the age of seventeen (17), and whose membership is in good standing at the time of nomination may be eligible for a Board position. Membership throughout the term of office must be kept in good standing and Directors representing a specific region should reside within that region, unless appointed by the Board. Nominees must be voting members in good standing for a period of at least 180 days prior to the opening of nominations. Any member who may wish to become a Director is encouraged to serve on a WECan Committee for one year prior to being nominated to a director’s position.

**Number of Directors** – The Board of directors must consist of no fewer than six (6) and no more than sixteen (16) members, consisting of not more than two (2) members representing each of the following geographic regions: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, Atlantic Canada, and Northern Territories. Each Region will have a Director ‘A’ and a Director ‘B’ position for the purpose of election rotation.

In the event that the number of seated directors falls below the minimum prescribed, the Board shall appoint persons to fill vacant positions until the minimum number prescribed is met [six (6) nationally]. These appointments must be filled within thirty (30) days from the time the number of seated directors falls below the required minimum.

**Term of Directors** – Initial Directors were appointed by the organization and served for a term of three (3) years for Regional Director position ‘A’ and two (2) years for Regional Director position ‘B’.

Except as otherwise specified in Bylaw Article 4.4A, terms for Directors shall be two (2) years with the following pattern prevailing:

Election Year	Service Years	Regional Director Position
2019	2020-2021	Director A
2020	2021-2022	Director B
2021	2022-2023	Director A
2022	2023-2024	Director B
Etc.		

There shall be no limit on the number of terms a Director may serve.

## Election of Directors

- This is done REGIONALLY. Voting members in a region may nominate a qualified candidate from within their Region and all current adult voting members (one per family membership) may then vote for the Director of their choice IN THEIR REGION.

## Eligibility to Vote in Elections for Regional Directors

- Voting members must hold current membership for 90 or more days.
- Youth are not eligible to vote in elections.
- Family memberships are entitled to only one vote in elections.

## Nominations for Directors

- Nominees must be voting members in good standing for a period of at least 180 days prior to the opening of nominations.
- Nomination of a candidate for Director shall be submitted to the Nomination Committee by a current voting member and shall include written confirmation by the candidate expressing a willingness to stand for office. Accompanying the nomination, the candidate shall also submit a short introduction and bio for release to regional members stating why they wish to be considered for a Director position.
- Nominations will be accepted as of November 1, and must be on the prescribed WECan form which will be distributed to all current voting members.
- The Nomination form will list the person making the nomination, the name of the person nominated, their respective WECan membership numbers, the Region, and the signature of acceptance of the nominee.

## Nomination Committee

The Nomination Committee will be comprised of voting Members not currently seeking election.

- the committee chair shall be a current Director and shall not vote in the election.
- plus, a maximum of two (2) individuals selected by the WECan BOD or the committee chair.

Roll of the Nominations Committee

- Distribute nomination forms
- Receive completed nomination forms; verify for validity
- Distribute the introductions/bios of each nominee by Region
- Distribute Ballots, by Region
- Receive, verify and tabulate completed ballots, by Region
- Submit results to WECan BOD

## Election Process

Directors representing regions shall be elected by a plurality of votes cast by the voting members residing in their respective regions. Each voting member may cast only one vote for each Regional Director position.

## Timeframe

- November 1 - nominations open, nomination forms distributed
- November 15 - nominations close
- November 23 - Candidate bios and Ballots distributed by E-mail, to all voting members within the Region
- November 30 - Voting closes
- December - WECan BOD advises candidates of results, then announces results to general membership.

\*\*\*\*\*

## Unfilled Regional Director Positions

- If any Region is not represented by at least one Director, because of non-election, removal or resignation, it shall not constrain the BOD from doing business. The BOD may appoint a qualified individual to fill a vacancy until the next election.

## Election of WECan Officers

- The Officers of WECan are elected or appointed by the Regional Directors at the first meeting of the BOD in each new calendar year.

### The Officer Positions are:

President – must be a Regional Director

Vice-president – must be a Regional Director

Secretary – is not required to, but may be a Regional Director, and must be a voting member in good standing of WECan. May be nominated by any voting member by following the election process as for Regional Directors. The new BOD will decide on the Secretary position, taking nominations into account.

Treasurer - is not required to, but may be a Regional Director, and must be a voting member in good standing of WECan. This position may be combined with the Secretary at the discretion of the BOD. It may be nominated by any voting member by following the election process as for Regional Directors. The new BOD will decide on the Treasurer position, taking nominations into account.

Whenever possible a WECan Director should serve for a period of one year on the WECan Board prior to being eligible for nomination to the position of President or Vice President.

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# FINANCIAL

WECan Policy



Versio 3.0 2024

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## **FINANCIAL**

The corporation's Treasurer, appointed by the Board, is responsible for ensuring that all financial matters regarding WECan are in order and meet the requirements of the Canada Not for Profit Corporations Act (the Act), and provincial and federal law.

### **Banking Institution**

- The banking business of WECan shall be conducted at such Canadian chartered financial institution as the Board may designate.

### **Signing Authority**

- The Officers of WECan, or other persons appointed by the Board, shall have signing authority for all financial transactions conducted in the name of WECan.
- Permitted expenditures:
  - Treasurer – up to \$1000.00 – no prior approval is required
  - President – up to \$1500.00 (two approvals, Treasurer and President)
  - Full BOD - \$1501.00 and up
  - BOD can make approval prior to any spending up to a certain amount when motions are passed for events (eg book air fare, facility deposits etc)

### **Fiscal Year**

- The Fiscal year-end of WECan shall be December 31st.

### **Financial Records**

- The Board shall ensure that all financial records of WECan required to be kept by the Act, the By-laws or any other statute or law, are regularly and properly kept.
- The financial records of the organization shall be available for review at the registered office of WECan, by members in good standing. The request for review must be in writing and with a notice of at least forty-eight (48) hours.

### **Credit Card**

- With the approval of the Board, the Treasurer may apply for and retain possession of, a bank credit card in the name of Working Equitation Canada.

### **Trust Fund /GIC**

- WECan may enter into an agreement with a Canadian financial institution or other organization to create a trust fund/GIC, the income from which shall be used solely to promote the aims and objectives of WECan.

### **Annual Financial Statements**

- These documents are available at the registered office of WECan and any member in good standing, may on written request, obtain a copy free of charge at the registered office or by prepaid mail.

## Annual Return

- WECan will report an annual return to the Government of Canada no later than two (2) months after the fiscal year end. WECan is required to file reviewed financial statements with this return.

## Financial Oversight Committee

- Duties include but are not limited to, examination of the Board practices to safeguard the assets of WECan; review of the financial reporting, oversee the organization's annual audit or annual financial review, which is described in the by-laws, and review the internal control systems.
- The Financial Oversight Committee shall review, on a quarterly basis, the organization's financial transactions and bank statements. The committee shall report any questions or concerns about the organization's finances to the Board.
- The Financial Oversight Committee shall be re-established at each Annual General Meeting for the following fiscal year.

## Financial Review

- Prior to each Annual General Meeting (AGM), the Financial Oversight Committee shall review the annual financial records of WECan and report their findings to the members at the AGM.

## WECan Membership Fees

Individual Adult Membership \$40.00 annually  
Family Membership \$70.00 annually  
Individual Youth Membership \$20.00 annually

- New memberships submitted after October 15 shall be for the remainder of the current calendar year plus the full subsequent year.
- Membership renewals are due by December 31.

## Chapter Finances

- Chapters must also follow all guidelines from the Act regarding financial matters.
- Chapters must have an independent bank account held in the name of the chapter, at a recognized Canadian Financial Institution, set up within 60 (sixty) days of Chapter approval.
- It is required that this bank account have at least two signatories registered on it, and these signatories must be Chapter members in good standing.
- A Chapter will receive from WECan, 50% of the membership fees submitted to WECan, for each member who has indicated affiliation to that Chapter on their membership application/renewal.
- These fees shall be forwarded to the Chapter semi-annually in April and October.

- The financial records of the Chapter should undergo an annual review by independent person(s).
- A Chapter will submit, as part of their year-end report, a 'signed as reviewed' Financial Statement and Balance Sheet.
- If a written complaint of financial improprieties is received, WECan is authorized to request a review of the Chapter's financial records.

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# LOGO

WECan Policy



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## Official Logo



is the official logo for Working Equitation Canada and is protected by Trademark.



- The full name 'Working Equitation Canada' may be added below the logo.

## Unauthorized use

- Unauthorized use of the WECan logo is prohibited.

## Regional use

- The Regions of WECan may use the logo and are permitted to make minor adjustments/changes to reflect the name of the region. A final rendering must be approved by the Board of Directors of WECan prior to use.

## Use of parts of the logo

- In special circumstances the text **WECAN** may be used without the horse/rider but must be approved by the Board of Directors of WECan prior to use.

## Use by Chapters

- Recognized Chapters of WECan are permitted to use the entire logo as part of their Chapter logo design, or may incorporate the text **WECAN** into the design of their logo. If using the WECan logo or text, final rendering of the Chapter Logo must be approved by the Board of Directors of WECan prior to use.

- Recognized Chapters are permitted to use the trademarked WECAN logo while representing the Chapter relationship to WECAN, on publications, social media and/or advertisements.

## Use by Licensed Events

- Events which are licensed by WECAN are encouraged to use the logo (in its entirety) for promotion.

## Use by non-licensed events

- Non-licensed events are prohibited from use of the WECAN logo without prior permission from the Board of Directors of WECAN.
- Permission may be granted upon request on a case-by-case basis for use on advertising, promotional material etc. The logo may be displayed on advertising providing it also includes the statement “using WECAN rules” OR “WECAN rules will be used”.
- Application may be made to [secretary@workingeq.ca](mailto:secretary@workingeq.ca)
- Examples:



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# **MEMBERSHIP TERMS AND CONDITIONS**

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**WECAN**  
WORKING EQUITATION CANADA



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## Benefits of Membership

- Members will be eligible to receive offered discounts at WECan licensed events, clinics, and schooling shows.
- Membership permits entry to all Championship shows, for which they qualify.
- Membership permits entry to licensed shows without additional surcharge.
- Membership offers eligibility to WECan rider and horse awards programs.

## Membership Structure

**VOTING MEMBERSHIPS:** must hold current membership for 90 or more days.

- Individual Adult Membership –available to anyone eighteen (18) years of age or older as of January 1<sup>st</sup> of the current year. Individual Adult Members who are residents of Canada shall have the right to one vote and to be eligible to hold an officer position in the organization. \$40.00 annually
- Family Membership –available to any family with two (2) or more members living in the same household. A family membership shall be entitled to only one vote. This person must be eighteen (18) years of age or older and a resident of Canada. This appointed individual may hold an officer position in the organization. \$70.00 annually

**NON-VOTING MEMBERSHIPS:** Youth and current members of less than 90 days

- Individual Youth Membership – available to anyone seventeen (17) years of age and under as of January 1<sup>st</sup> of the current year. They shall have all the rights and privileges of membership except the right to vote and hold office. \$20.00 annually

## Membership Requirements

- Current membership with the appropriate Provincial/Territorial Sport Organization (PTSO).
- Confirmation of having read and agreed to the Code of Conduct.

## Application/Renewal Submission

- Online (preferred): Applications for membership and renewal of membership, may be completed online through the WECan website found at <http://workingeq.ca>
- Print: Printed applications may be mailed to the address listed on the form found at <http://workingeq.ca>

## Payment Methods

- E-transfer to: [treasurer@workingeq.ca](mailto:treasurer@workingeq.ca)
- PayPal to: [treasurer@workingeq.ca](mailto:treasurer@workingeq.ca)
- Credit Card through the WECan website
- Cheque payable to: Working Equitation Canada

## Approval Process

- Once an application/renewal has been received, the WECan Board of Directors will verify completion of membership requirements. Once completion of all membership requirements is verified, approval will be sent via E-mail. This process could take up to thirty days. (WECan Board of Directors meets monthly)

## Terms & Conditions

- Membership commences upon completion of all membership requirements, payment of membership fees and approval/verification by the BOD.
- This agreement shall remain in effect until one or more of the following occur:
  - The member fails to meet any requirements of membership; or
  - The member is suspended or expelled (Bylaw 3.6); or
  - The member voluntarily ceases to be a member or otherwise chooses not to renew their membership; or
  - WECan files for bankruptcy or ceases to do business.
- Membership is annual and is non-transferable.
- New memberships submitted after October 15 shall be for the remainder of the current calendar year plus the full subsequent year.
- Membership renewals are due by December 31.
- No members are exempt from these terms and conditions.

## Privacy

- Working Equitation Canada is committed to protecting the privacy of its members. WECan will only use the information that is collected concerning a member lawfully and in accordance with The Privacy Act and The Personal Information Protection and Electronic Documents Act. Members have a right at any time to stop WECan from contacting them for marketing purposes.
- The personal information WECan holds will be held securely in accordance with our internal security policy and the law. WECan will never transfer member's information without first obtaining their consent.

## Contact

- Questions regarding this policy, or with the website, contact WECan via one of the methods listed at [workingeq.ca/contact](http://workingeq.ca/contact)

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# PROVINCIAL SOCIETIES

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## PROVINCIAL SOCIETIES

Working Equitation Canada is a registered Canadian Not-for-Profit Corporation, doing business across the country.

In each province in which there are active Chapters, WECan must register as an Extra-Provincial Not-for-Profit Corporation with the appropriate Provincial government department.

A Chapter may wish to incorporate as a Not-for-Profit organization in their own province, however this is not necessary, as WECan is the parent organization and is registered as an extra-provincial corporation which allows the corporation to do business in each province.

### List of Provincial departments

British Columbia:	<a href="http://www2.gov.bc.ca">www2.gov.bc.ca</a>
Alberta	<a href="http://www.alberta.ca">www.alberta.ca</a>
Saskatchewan:	<a href="http://www.isc.ca">www.isc.ca</a>
Manitoba:	<a href="http://www.companiesoffice.gov.mb.ca">www.companiesoffice.gov.mb.ca</a>
Ontario:	<a href="http://www.ontario.ca">www.ontario.ca</a>
Quebec:	<a href="http://www.registreentreprises.gouv.qc.ca">www.registreentreprises.gouv.qc.ca</a>
New Brunswick:	<a href="http://www2.snb.ca">www2.snb.ca</a>
Nova Scotia:	<a href="http://beta.novascotia.ca">http://beta.novascotia.ca</a>
Prince Edward Island:	<a href="http://www.princeedwardisland.ca">www.princeedwardisland.ca</a>
Newfoundland / Labrador:	<a href="http://www.gov.nl.ca">www.gov.nl.ca</a>
Northwest Territories:	<a href="http://www.justice.gov.nt.ca">www.justice.gov.nt.ca</a>
Nunavut Territory:	<a href="http://www.gov.nu.ca">www.gov.nu.ca</a>
Yukon Territory:	<a href="http://www.yukon.ca">www.yukon.ca</a>

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# **PROVINCIAL/ TERRITORIAL SPORT ORGANIZATIONS**

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## PROVINCIAL/TERRITORIAL SPORT ORGANIZATIONS (PTSOs)

In acknowledgement of the interest expressed in the sport of Working Equitation in provincial regions, Working Equitation Canada recognizes the importance of collaboration with the Provincial and Territorial Sports Organizations (PTSOs) throughout Canada. We believe developing a working relationship together is important to promote the sport of Working Equitation within Canada as well as support the equine industry as a whole.

- In order to protect the interests of both WECan and each PTSO, a memorandum of agreement (MOA) has been created. A copy of this MOA can be found at the end of this document.
- Signed MOAs will be kept on file in WECan records.
- If they desire, a Region or a Chapter may become a Club Member/Affiliate of their Provincial Equestrian Sport Organization.

### PTSOs in Canada

#### HORSE COUNCIL OF BRITISH COLUMBIA

27336 Fraser Highway  
Aldergrove, British Columbia  
V4W 3N5

- Phone: 604-856-4304
- 1-800-345-8055
- Email: [communication@hcbc.ca](mailto:communication@hcbc.ca)
- Website: <https://hcbc.ca>

#### ALBERTA EQUESTRIAN FEDERATION

100 – 251 Midpark Blvd S.E.  
Calgary, Alberta  
T2X 1S3

- Phone: 1-403-253-4411
- 1-877-463-6233
- Email: [info@albertaequestrian.com](mailto:info@albertaequestrian.com)
- Website: [www.albertaequestrian.com](http://www.albertaequestrian.com)

#### SASKATCHEWAN HORSE FEDERATION

300 - 1734 Elphinstone Street  
Regina, SK  
S4T 1K1

- Phone: 306-780-9244
- Email: [technicaldirector@saskhorse.ca](mailto:technicaldirector@saskhorse.ca)
- Website: [www.saskhorse.ca](http://www.saskhorse.ca)

#### MANITOBA HORSE COUNCIL

145 Pacific Avenue  
Winnipeg, Manitoba  
R3B 2Z6

- Phone: (204)-925-5718
- Fax: (204) 925 5703
- Email: [mhc.admin@sportmanitoba.ca](mailto:mhc.admin@sportmanitoba.ca)
- Website: [www.manitobahorsecouncil.ca](http://www.manitobahorsecouncil.ca)

#### ONTARIO EQUESTRIAN

320 Harry Walker Pkwy N Unite 2  
Newmarket, Ontario  
L3Y 7B4

- Phone:( 905)-709-6545
- ( 877)-441-7112
- Email: [info@ontarioequestrian.ca](mailto:info@ontarioequestrian.ca)
- Website: [www.ontarioequestrian.ca](http://www.ontarioequestrian.ca)

#### CHEVAL QUEBEC

7665 boul Lacordaire  
Montreal, Quebec  
H1S 2A7

- Phone: 514-252-3053
- Phone: 1 866 575 0515
- Email: [info@cheval.quebec](mailto:info@cheval.quebec)
- Website: [www.cheval.quebec](http://www.cheval.quebec)

## **NEW BRUNSWICK EQUESTRIAN ASSOCIATION**

900 Hanwell Road, Unit 13  
Fredericton, New Brunswick  
E3B 6A2

- Phone: (506) 454-2353
- Fax: (506) 454 2363
- Email: [horses@nbnet.nb.ca](mailto:horses@nbnet.nb.ca)
- Website: [www.nbea.ca](http://www.nbea.ca)

## **NOVA SCOTIA EQUESTRIAN FEDERATION**

5516 Spring Garden Road, 4th Floor  
Halifax, Nova Scotia  
B3J 1G6

- Phone: 902-425-5450 ext 337
- Email: [nsefservices@sportnovascotia.ca](mailto:nsefservices@sportnovascotia.ca)
- Website: [www.horsenovascotia.ca](http://www.horsenovascotia.ca)

## **ISLAND HORSE COUNCIL**

40 Enman Cres  
Charlottetown  
Prince Edward Island  
C1E 1E6

- Phone: (902) 620-3888
- Email: [office@islandhorsecouncil.ca](mailto:office@islandhorsecouncil.ca)
- Website: [www.islandhorsecouncil.ca](http://www.islandhorsecouncil.ca)

## **NEWFOUNDLAND AND LABRADOR EQUESTRIAN ASSOCIATION**

P.O. Box 372, Station "C"  
St. John's, NL  
A1C 5J9

- Email: [secretary@equestriannl.ca](mailto:secretary@equestriannl.ca)
- Website: [www.equestriannl.ca](http://www.equestriannl.ca)

## **EQUINE ASSOCIATION OF YUKON**

Box 30011  
Whitehorse, Yukon  
Y1A 5M2

- Email: [equineyukon@gmail.com](mailto:equineyukon@gmail.com)
- Website: [www.equineyukon.weebly.com](http://www.equineyukon.weebly.com)

Memorandum of agreement is on the following pages

## **Working Equitation Canada/Équitation de Travail Canada & Provincial and Territorial Sport Organization Agreement**

In acknowledgement of interest expressed in the sport of Working Equitation in provincial regions, Working Equitation Canada recognizes the importance of collaboration with the Provincial and Territorial Sports Organizations (PTSOs) throughout Canada. We believe developing a working relationship together is important to promote the sport of Working Equitation within Canada as well as support the equine industry as a whole.

Working Equitation Canada (WECan) is a federal not-for-profit organization registered in 2017, that is set up for national representation for the sport of Working Equitation. Our purpose is to promote the sport of Working Equitation throughout Canada with a focus on classical horsemanship and the use of horses for ranch work and functionality. We wish to adopt the sport into Canada and respect the traditional values and rules that Working Equitation was founded on by the four pioneering countries: Italy, Portugal, Spain and France. The vision is to see Canadians inspired to achieve personal excellence and embrace lifelong participation in the sport of Working Equitation with some pursuing it to an International level. WECan is a member-based organization that requires all members to have membership with their respective PTSOs. Our by-laws and more information about us can be found at [www.workingeq.ca](http://www.workingeq.ca). We are setup as an umbrella organization; WECan is split into Regions and within Regions members may form Chapters which are similar to smaller, more localized Working Equitation clubs. The WECan Regions are as follows:

- British Columbia
- Alberta
- Saskatchewan
- Manitoba
- Ontario
- Quebec
- Atlantic Canada
- Northern Territories

WECan believes in creating equal opportunity for all members and non-members who are interested in the sport of Working Equitation and as such we believe a collaborative agreement with the PTSOs is to the benefit of our members as well as the benefit of the PTSO organizations themselves. At this time WECan is not affiliated with Equestrian Canada but that is in our vision. As well, we are a member of the World Association for Working Equitation. WECan has sole responsibility for creating the rules for Working Equitation within Canada and has released a copywritten rule book which is reviewed annually to ensure it best represents the sport and the needs of Canadians as well as aligns with the World Association for Working Equitation's rules and values for the sport. WECan has its own Licensed Officials Program to train our judges and technical delegates for the sport of Working Equitation within Canada.

In the interest of creating a working relationship with PTSOs, WECan proposes a collaboration with the following terms and conditions:

- Membership requirements: WECan will continue to require all members to have a valid membership with their local PTSO. This has always been a requirement for membership with WECan and will continue to do so for the safety of our members and the support of PTSOs. As part of this understanding, the PTSOs will agree to either give access to their membership database to appointed WECan representatives so we can check on WECan member PTSO memberships in good standing or the PTSO agrees to check a list of WECan membership applicants' status in a timely manner when it is required.
- Rules Usage: WECan is the sole creator of Working Equitation rules within Canada. These rules are protected by copyright and as such variations, modifications or other representations of Working Equitation rules are not permitted to be used. We are happy to have Canadians use our rules and they are available for all to access on our website. We update our rules annually to ensure they are always the best representation of the sport in Canada; a list of updates can always be found at the front of the rule book and changes are highlighted in red to help everyone keep up with changes. At this time, we believe our

rules follow the EC/PTSO requirements quite closely so are confident that there should not be any concerns from PTSOs about our rules. We do accept rule change proposals annually which are reviewed in October/November of each year. At this time helmets are required for all riders under the age of 18 but helmet usage by over the age of majority is left up to the discretion of each individual adult. Working Equitation is a tradition-based sport and as such all tack and attire is permitted, and we will continue to allow all traditional tack and attire combinations to be permitted within equine welfare and human safety standards. We keep our rules as closely aligned as possible to the World Association of Working Equitation Rules and as a result international changes will affect our rules from time to time as we aim to ensure the representation of the sport is maintained on both a national and international level.

- Licensing of Competitions: Any licensed, recognized, or sanctioned Working Equitation competition must be approved by Working Equitation Canada to ensure the show format, layout and terms, licensed officials, rule usage etc meets the standards of WECan and the sport in Canada. WECan encourages but does not currently require approval of schooling shows. If a competition has not received licensing approval by WECan it cannot be called or advertised as anything more than a schooling show. We are happy to have PTSOs offer dual licensing for shows and will very willingly work together with PTSOs to assist in this process and you can be assured that if the show organizers have received licensing approval from WECan that the show meets the standards and requirements of Working Equitation competitions within Canada. PTSOs are welcome to license schooling shows as we are aware this is of course of benefit to the individual PTSOs but also to the show organizers due to incentives and support they receive from the PTSOs'. Because of copyright law, schooling shows are required to provide evidence of written permission for the use of WECan rules at their show. We will not require involvement in PTSTO licensing of schooling shows but do require the PTSOs to ensure that any show they are licensing have written permission from WECan to use our rules. We will always happily answer any questions PTSOs have and work directly with them to ensure they have the support they need from the National body when it comes to the sport of Working Equitation. Forms for licensing, rule usage permission etc can be found on our website.
- Licensed Officials: Working Equitation officials in Canada can be recognized as licensed officials only if they have successfully completed the WECan Licensed Officials Program. We do allow guest judges from out of country to come in for shows. These judges are reviewed and approved at the time of show licensing with WECan. WECan will remain the only organization to license Working Equitation officials in Canada. We are aware some PTSOs are willing to help organize or possibly offer funding aid to host more localized licensed officials' events in their respective provinces. We are happy to work with PTSOs to help make licensed official programs available on a more local level as geographical challenges are always something to consider in Canada. It is important to build working relationships that help bring specialized programming and events to more localized areas.
- Changes to this working relationship: WECan believes it is very important to create and maintain relationships with the PTSOs; review of how we can work together to support our members will become an annual exercise. Changes to this working relationship and the involvement in Working Equitation organization with PTSOs must adhere to this agreement unless WECan agrees to make changes in writing. We believe this joint collaboration to support the sport of Working Equitation will be a benefit to everyone but it is always important to ensure changes are carefully reviewed and agreed upon by both parties at all times and communication between WECan and the PTSOs remains open and co-operative.

WECan understands the importance of organizations working together to create the most opportunity possible for members and those interested in the sport of Working Equitation. We believe the development of a working relationship with PTSOs is of benefit to everyone and helps support the equine industry as a whole and so it is certainly in our interest to offer a working relationship and support each other. The conditions in this agreement have been based on previous discussion with some PTSTO representatives who expressed interest in creating a working relationship. We believe written agreements to be important as it helps create consistency and brings

clarity to the involvement of both WECan and the PTSOs within the sport of Working Equitation in Canada. If you wish to learn more about the sport of Working Equitation, WECan itself or have questions regarding this proposed working agreement please do not hesitate to contact our President, by email at [president@workingeq.ca](mailto:president@workingeq.ca). If your PTISO is in agreeance to the terms set forth in this agreement, please sign below. Signed copies of this agreement will be presented to both parties of the agreement for their records.

***The Provincial and Territorial Sport Organization, \_\_\_\_\_, agrees to adhere to the terms set forth in this agreement. We understand this is a partnership agreement and as such have done our due diligence to read and educate ourselves on terms, background and nature of this agreement and as such are entering into this agreement with the intention of following the terms and conditions set forth within. We confirm that the below representatives have the authorization to enter into this agreement on behalf of our Provincial & Territorial Sport Organization.***

***Signed this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ in the city of \_\_\_\_\_ in the Province of \_\_\_\_\_.***

***Provincial and Territorial Sport Organization***

**Printed Name:** \_\_\_\_\_

**Title in Organization:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***Working Equitation Canada***

**Printed Name:** \_\_\_\_\_

**Title in Organization:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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# SHOW LICENSING

WECan Policy



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WORKING EQUITATION CANADA

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## **INTRODUCTION**

Licensing of a Working Equitation Show is to ensure that WECan rules will be observed for the competition, that the officials are licensed and able to adjudicate at the levels offered and that appropriate insurance coverage is in place for the show.

Only those points awarded at WECan Licensed Shows are used when compiling WECan year-end awards.

Licensing of a show does not indicate that the show is automatically open for entries to everyone. The Show organizers may restrict entries based on any number of variables; some examples being breed, membership, facility requirements etc.

## **Application**

- The application for each Show Licensing must be filled out in its entirety.
- Licensing application forms must be accompanied by the processing fee, the show entry form and the Show Premium/Prize List.
- For 'Licensed' shows the form must be received a minimum of forty-five (45) days prior to the date requested for the show.
- For Championship shows, the form must be received ninety (90) days prior to the requested date.

## **Insurance**

- Shows hosted by a Chapter are automatically covered by WECan insurance, and no additional policy is required.
- Other groups/persons wishing to host a WECan licensed show must have minimum \$2,000,000.00 facility and event insurance, and WECan must be named as an additional insured.
- Proof of this insurance must be submitted to WECan at least two (2) weeks prior to the start of the show.
- Failure to produce proof of insurance within this time frame will result in a \$100.00 penalty and licensing of the show will be withdrawn and any points earned will not be recognized for WECan year-end awards.

## **Fees – Before Show**

- A mandatory \$10.00 processing fee is required to be submitted with EACH Show licensing application.

## **Fees – After Show**

- \$2.00 for each horse with a WECan Horse Recording Number that started the competition, is to be submitted to WECan no later than two weeks following the show.

## **Advertising**

- The show must advertise itself as a “WECan Licensed Show” in a clear statement and must include the current WECan logo on any prize list, print or digital advertisements.
- This may be added to the prize list after submission of the Application for Show Licensing, but the amended document must be presented to WECan at least thirty (30) days prior to the show.

## **Rules**

- Licensed Shows must strictly adhere to the current WECan rule book as published on the Working Equitation Canada website:

<http://workingeq.ca/rules&officials>

## **Judges**

- Judges must be licensed by a Working Equitation Organization whose licensing program is recognized by WECan.
- Proof of licensing to be provided upon request.
- Show organizers must ensure the qualifications of judges are appropriate to the competition levels offered at the show.

## **Participation**

- WECan Licensed Shows must comply with WECan’s membership requirements for competition.
- Competitors must be individual or family WECan members to compete and to be eligible for WECan year-end awards.
- Horses must have a WECan recording number in order to be eligible for WECan lifetime achievement and year end awards. Members are entitled to a free life-time WECan horse recording number, through the website.

## **Changes to the Application Information**

- WECan must be notified immediately of any changes to the show dates, location, officials, show management, or of cancellation.
- Failure to do so may result in loss of license.

## **AFTER THE SHOW**

### **Results & Remittance**

- All competition results and competitor fees must be received by WECan no later than two (2) weeks following the conclusion of the show or they will not be included in the WECan lifetime achievement and year end awards.
- Show results, score sheets, signed waivers and any Incident Reports are to be kept on file by the show organizers for a period of twelve (12) months.

### **Feedback Form**

- WECan maintains a feedback document from all licensed shows for the use of the Events committee.
- General summary of responses specific to that show may be sent to the applicable show organizers.
- The link for access needs to be sent out to all attendees. This can be sent via social media for ease of access.

### **Judge & TD Form**

- The WECan Judge and TD form is to be provided to the officials for submission to the WECan Events committee.
- The form will then be forwarded back to the event organizers.

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# **SOCIAL MEDIA**

WECan Policy



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## **INTRODUCTION**

This policy is to cover the use of websites and applications that enable users to create and share content or to participate in social networking. Before posting/sharing anything on social media, permission must be obtained from the original poster or owner of images.

### **National**

- The Working Equitation Canada website shall provide access to information pertinent to the national body. Recognized Chapters and a list of individual members shall also be accessible through the website.
- The Working Equitation Canada Facebook page content shall be educational information and items of interest to working equitation enthusiasts. The national Facebook page is not for commercial advertising.
- The national website and Facebook page are to be maintained by a person or persons appointed by the Board of Directors of WECan.

### **Regional**

- The WECan regional Facebook pages are for the promotion of shows, clinics, courses, webinars, show results, items of educational interest to members in the region and notices from the National Body. The regional Facebook pages are not for commercial advertising.
- The regional Facebook pages are to be maintained by the elected Regional Directors.

### **Chapters**

- A Chapter's Social media platform is the property of the Chapter, is administered by the Chapter and the Chapter can choose the content and access as agreed to by the members of the Chapter.
- Recognized Chapters are permitted to use the trademarked WECan logo while representing the Chapter relationship to WECan, on publications, social media and/or advertisements.
- WECan recommends that Chapters link their social media to their WECan Regional webpage.

**All online presence must comply with the WECan Code of Conduct.**

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# USE OF RULES

WECan Policy



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## Copyright

- WECan rules for competition are protected by copyright.

## Use of Rules at Non-licensed events

- Written permission from WECan must be obtained by organizers for use at all non-licensed events, eg. clinics, schooling shows etc.
- Request for permission to use rules is on the website under [www.workingeq.ca/rules/officials](http://www.workingeq.ca/rules/officials).
- or by regular post to Working Equitation Canada,  
129 Freeman Way NW  
High River, AB T1V 1V3
- Permission may be requested for the whole calendar year.
- Permission must be requested annually for the coming calendar year.

## Use of Rules at WECan Licensed events

- Events which are licensed by WECan must use the current WECan rules as found on the website [workingeq.ca](http://workingeq.ca)

## Submitting Changes to Competition Rules

- A form for submission of changes to the competition rules can be found in the Rule Book, Appendix F
- Submit proposed changes to [secretary@workingeq.ca](mailto:secretary@workingeq.ca)
- Submit proposed changes prior to October 1 of current year.

## Review and Approval

- All proposed rule changes submitted to WECan are reviewed by the Rules Committee.
- Proposed changes which are agreed upon by the committee are then presented to the WECan Board of Directors for approval.
- The revised rule book is released prior to January 1, which is the start of the WECan competition year.

In the case of a discrepancy of written information, the rules as displayed on the Working Equitation Canada website shall prevail.