



CHAPTER 1

VISION AND GENERAL ADMINISTRATION

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CHAPTER 1

VISION AND GENERAL ADMINISTRATION

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1.1 INTRODUCTION

- 1.1.1. The ERASA Constitution and Rules were compiled to ensure that individual competitors and teams who participate in endurance rides held under the auspices of ERASA can compete against one another under fair and equal circumstances.

1.1.1.1 If there is any doubt concerning the interpretation of the rules:

- 1.1.1.1.1 Before a ride, the matter shall be referred to the ERASA general manager who, after liaison with the relevant specialist grouping, will provide the correct interpretation.
- 1.1.1.1.2 During a ride, the final interpretation lies with the ride master (general rules) and/or chief veterinarian (veterinary rules), who shall always interpret the rules in such a way that fair and equal circumstances for all participants are ensured.

1.1.1.2 All disputes regarding the interpretation of the rules are to be referred to the Executive of the ERASA Council.

- 1.1.2 All members, riders, grooms, owners of horses, ride committees, officials, volunteers and anybody else who participate or are involved in an ERASA endurance ride are bound and shall abide by:

1.1.2.1 The current ERASA Constitution and Rules;

1.1.2.2 Any additional rules or rule changes as promulgated by ERASA from time to time;

1.1.2.3 Where applicable, the Constitution of the union and/or club involved;

1.1.2.4 Where applicable, any rules specific to the ride; and

1.1.2.5 Where applicable, the Statutes, General Regulations, Endurance Rules and Veterinary Regulations of the Federation Equestre Internationale (FEI).

1.1.3 Unions and Clubs shall ensure that:

1.1.3.1 The ERASA Constitution and Rules are strictly upheld at all rides presented under the auspices of ERASA and under ERASA rules; and

1.1.3.2 The relevant articles of the ERASA Constitution and Rules are upheld at all rides presented under the auspices of ERASA but under the FEI rules.

1.2 VISION

1.2.1 “The Endurance Ride Association of South Africa will be a dynamic, professional, internationally accepted and respected, performance based equestrian sport association catering for all spheres of membership without neglecting the well-being of the horses.”

1.2.2 The various elements of the vision are explained as follow:

1.2.2.1 Dynamic

- Innovative thinking, to be a leader in new methods and management systems in the sport of endurance.
- Continuous renewal to accommodate new trends within the sport whilst not negating tested and proven systems.

1.2.2.2 Professional

- The Association shall be managed in a professional way. Members of Council, Union Committees and Club Committees shall all be actively involved in the management of the Association, and shall also manage their respective portfolios with dedication.
- All persons who act as officials at rides shall be thoroughly trained.
- The behaviour and conduct of members of the Association shall always portray a professional image.

1.2.2.3 International recognition and respect

- The Association and all its structures to be recognised internationally, and the Association, its officials and members to be respected in the international arena.
- The Association shall develop management, administrative and time-keeping systems that satisfy international standards and which shall accommodate all categories of participation.

1.2.2.4 Performance based

- Equal opportunities shall be created to enable each rider to develop to his/her full potential, albeit it at club, regional, national or international level.
- Achievement at all levels (riders, officials and horses) shall be recognised.

1.2.2.5 All spheres of membership

- The Association makes provision for all categories of participation, including
 - Riders who participate purely for enjoyment.
 - Riders who compete against one another
 - Novices and experienced riders
 - Competitions at local, regional, national and international level.
 - Participation under national (ERASA) and international (FEI) rules

1.1.2.6 Welfare of horses

- The horse is paramount at all levels of the sport.
- Zero tolerance towards the use of prohibited substances.

1.3 WELFARE OF THE HORSE

1.3.1 ERASA requires all those involved in endurance riding to adhere to the following Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount. Welfare of the horse must never be subordinated to competitive or commercial influences. The following points must be particularly adhered to:

1.3.1.1 General Welfare

- 1.3.1.1.1 Good horse management. Stabling and feeding must be compatible with the best horse management practices. Clean and good quality hay, feed and water must always be available.
- 1.3.1.1.2 Training methods. Horses must only undergo training that matches their physical capabilities and level of maturity for participation in endurance rides. They must not be subjected to methods which are abusive or cause fear.
- 1.3.1.1.3 Farriery and tack. Foot care and shoeing must be of a high standard. Tack must be designed and fitted to avoid the risk of pain or injury.
- 1.3.1.1.4 Transport. During transportation, horses must be fully protected against injuries and other health risks. Vehicles must be safe, well ventilated, maintained to a high standard, disinfected regularly and driven by competent personnel. Competent handlers must always be available to manage the horses.
- 1.3.1.1.5 Transit. All journeys must be planned carefully, and horses allowed regular rest periods with access to food and water in line with current international guidelines.

1.3.1.2 Fitness to compete

- 1.3.1.2.1 Fitness and competence. Participation in competition must be restricted to fit horses and riders of proven competence. Horses must be allowed suitable rest period after endurance rides; additional rest periods should be allowed following travelling over long distances.
- 1.3.1.2.2 Health status. No Horse deemed unfit to compete may compete or continue to compete. Veterinary advice must be sought whenever there is any doubt.
- 1.3.1.2.3 Doping and Medication. Any action or intent of doping and illicit use of medication constitute a serious welfare issue and will not be tolerated. After any veterinary treatment, sufficient time must be allowed for full recovery before competition.
- 1.3.1.2.4 Surgical procedures. Any surgical procedures that threaten a competing horse's welfare or the safety of other horses and/or Athletes must not be allowed.
- 1.3.1.2.5 Pregnant/recently foaled mares. Mares must not compete while pregnant or with foal at foot.
- 1.3.1.2.6 Misuse of aids. Abuse of a horse using natural riding aids or artificial aids (e.g. whips, spurs, etc.) will not be tolerated.

1.3.1.3 Events must not prejudice horse welfare

- 1.3.1.3.1 Competition areas. Horses must be trained and compete on suitable and safe surfaces. All ride venues and endurance courses must be designed with the safety of the horse in mind.
- 1.3.1.3.2 Extreme weather. Competitions must not take place in extreme weather conditions that may compromise welfare or safety of the horse. Provision must be made for cooling horses after competing.
- 1.3.1.3.3 Stabling at Events. Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the horse. Washing-down areas and water must always be available.

1.3.1.4 Humane treatment of horses

- 1.3.1.4.1 Veterinary treatment. Veterinarians must always be available at an endurance ride. If a horse is injured or exhausted during a competition, the rider must stop competing and a veterinary evaluation must be performed.
- 1.3.1.4.2 Referral centres. Wherever necessary, horses should be collected by ambulance and transported to the nearest relevant treatment centre for further assessment and therapy. Essential treatment must be administered before horses are transported.
- 1.3.1.4.3 Competition injuries. The incidence of injuries sustained in competition should be monitored. Ground surface conditions, frequency of competitions

and any other risk factors should be examined carefully to indicate ways to minimise injuries.

1.3.1.4.4 Euthanasia. If injuries are sufficiently severe a horse may need to be euthanized on humane grounds by a veterinarian as soon as possible, with the sole aim of minimising suffering.

1.3.1.4.5 Retirement. Horses must be treated sympathetically and humanely when they retire from competition.

1.3.1.5 Education

1.3.1.5.1 ERASA urges all those involved in endurance riding to attain the highest possible levels of appropriate education.

1.4 **SECRETARIAT**

1.4.1 The ERASA secretariat consists of a number of positions into which Council will appoint suitable persons. These include:

1.4.1.1 General Manager

1.4.1.1.1 The General Manager is appointed by Council in accordance with the procedure determined by Council. The general manager is a salaried official in the permanent employ of Council. The general manager acts as secretary of Council, but does not have the vote.

1.4.1.1.2 The general manager is responsible to oversee efficient administration of the Association. The general manager reports to the Executive of Council, and shall:

- Ensure that minutes of meetings are kept and distributed.
- Maintain the Constitution and Rules, and make amendments based on decisions made by the Annual General Meeting and Council.
- Distribute information to members of the Association
- Arrange and coordinate elections of council members.
- Maintain all databases (including the member database, horse database and results database).
- Maintain ranking lists for both riders and horses.
- Manage administrative aspects regarding the election of SA National Teams, SA Development Teams and Federation Teams
- Investigate, make recommendations regarding and, after approval by Council, implement relevant technological aids to improve the management of both the Association and endurance rides.

- Manage the Associations website.
- Oversee the execution of duties of the administrative officer(s) of Council (in close collaboration with the Treasurer on matters pertaining to financial management).

1.4.2.1 **Administrative Officers**

- 1.4.2.1.1 Administrative Officers are appointed by Council in accordance with the procedure determined by council. These are salaried positions in the permanent employ of Council.
- 1.4.2.1.2 The Administrative Officers maintain aspects of the administration of the Association as determined by Council from time to time. The Administrative Officers report to the General Manager.

1.4.3.1 **Legal Adviser**

- 1.4.3.1.1 Council appoints a Legal Adviser/Legal Advisers.
- 1.4.3.1.2 The Legal Advisers deal with specific legal matters (including advice on disciplinary action) at the request of Council and report to Council or its delegate.

1.4.4 **Coordinators of National Championships**

- 1.4.4.1 Council will determine which National Championships will be held, and appoint a coordinator for each. A coordinator may be an individual, club or union, is appointed to coordinate the organisation of a specific championship and reports to Council.
- 1.4.4.2 The Coordinators of National Championships shall submit a plan and budget for the specific National Championship to Council (or a delegated structure) for approval. After approval they shall see to it that the specific National Championships is successfully presented.

1.5 **CODE OF CONDUCT**

- 1.5.1 This Code of Conduct applies to all members of ERASA, as well as all grooms and visitors present at a ride meet (hereinafter referred to as "everyone"):
- 1.5.1.1 Everyone shall accept that at all times the welfare of the horse shall be paramount.
- 1.5.1.2 Everyone shall not only recognise and respect their own rights and responsibilities, but also the rights, safety and human dignity of all other members, officials, ride committees, members of management and members of the public.
- 1.5.1.3 Everyone shall conduct themselves in such a way that their behaviour will add to the positive image of and shall never be to the detriment of the sport of endurance riding.
- 1.5.1.4 Everyone shall adhere to the Constitution and Rules of ERASA at all times.

- 1.5.1.5 No member shall participate in a ride when he/she is under the influence of alcohol and no official shall officiate at a ride whilst under the influence of alcohol and not able to properly conduct his responsibilities.
- 1.5.1.6 Everyone shall respect all private property (including ablutions and facilities on the ride grounds) and withhold themselves from any action that could lead to the damage of such property.
- 1.5.1.7 Everyone shall ensure that the grounds (including the route/course) where the ride is presented are kept clean at all times and prevent littering.
- 1.5.1.8 Smoking whilst on horseback, whilst leading a horse or when presenting a horse to the veterinary panel will be regarded as poor horsemanship. Smoking on the course is strictly prohibited and will lead to disqualification.
- 1.5.1.9 Responsible persons (as defined in the ERASA Constitution) are responsible for the behaviour of their support team, family and friends. The ride master officiating at a ride may disqualify a rider and order him/her (with his/her entire group) to leave the grounds immediately if the support group, family or friends make themselves guilty of behaviour that has a negative impact on the organisation of the ride.
- 1.5.1.10 Officials and committees that act on behalf of members shall always execute their duties and responsibilities in a professional and diligent manner. This includes:
- Adherence to the Constitution and Rules
 - Making impartial decisions in an objective manner, and
 - Pursuit of the highest standards
- 1.5.1.11 Everyone involved in the sport is encouraged to pursue the highest level of knowledge in his specific field (whether as rider, groom, official, veterinarian or administrator).
- 1.5.1.12 It is expected of all voting members to attend the Annual General Meeting and Special General Meetings of the Association. At these meeting voting members can exercise their right to make decisions concerning policies, procedures and management of the Association
- 1.5.2 No person bound by the Constitution of ERASA may take any action that may discredit either the Endurance Sport, ERASA or any of it's members, officials or office bearers or which effect will have or intended to do so.
- 1.5.3 In particular, and without prejudice to the general nature of the foregoing, such act will include the making, publishing or publishing of statements, statements, articles or comments, whether oral or in writing or by social media or any other medium or method of communication whatever, is threatening, contemptuous, obscene, offensive, pornographic, dishonest, discriminatory, threatening, blasphemous or defamatory.
- 1.5.4 "SOCIAL MEDIA" includes, but is not limited to, Facebook, LinkedIn, Twitter, Wikipedia, Flickr, MySpace, Tumblr, Pinterest, Google, YouTube, internet messaging, websites and webpages, or any other similar medium which may be designed in the future.

1.6 OBJECTIONS, COMPLAINTS AND GRIEVANCES

1.6.1 Any member of ERASA can submit an objection, complaint or grievance against any action and/or decision made by any structure or official of ERASA.

1.6.1.1 Reporting non-compliance with the Constitution and Rules of ERASA, complaints regarding the behaviour of participants and/or officials and objections against decisions made by officials during the ride meet (with the exception of decisions by the veterinary commission, against which no objections may be lodged) shall be submitted and will be dealt with in accordance with Chapter 7 (Disciplinary Process) of the ERASA rules.

1.6.1.2 Club and/or Union Level

1.6.1.2.1 Complaints, objections and/or grievances against an action and/or decision made by a club – and/or union management committee or an office bearer of a club or union shall:

1.6.1.2.1.1 Be handed in to the secretary of the club (if the action/decision was made at club level), who will refer the matter to the club management committee, or the secretary of the union (if the action/decision was at union level), who will refer the matter to the union management committee

1.6.1.2.1.2 Be in writing and signed by the person(s) submitting the complaint, objection and/or grievance.

1.6.1.2.2 The club – or union management committee shall, within seven days of receipt of the complaint, objection and/or grievance, acknowledge receipt thereof.

1.6.1.2.3 The club – or union management committee shall decide by a normal majority of votes whether there is merit in the complaint, objection and/or grievance, and, if so, appoint an investigation committee to investigate the complaint/objection/grievance. Such investigation committee:

- Can consist of any number of members (including a one man committee).
- Collects information concerning the complaint, objection and/or grievance. Where this involves the collection/evidence from persons, this shall preferably be done by obtaining statements under oath.
- Binds all statements and other information in a bundle and submits the bundle to the club – or union management committee.
- Must submit the results of its investigation to the club – or union management committee within thirty (30) days after appointment and receipt of its instruction from the club – or union management committee, except if special circumstances require that the submission thereof shall be postponed, under the understanding that prior authorization for such postponement shall be obtained from the club - or union management committee.

- Is required to deal confidentially with the complaint, objection and/or grievance being investigated as well as with all information collected during the investigation.

1.6.1.2.4 The club – or union management committee shall, after the investigation committee has completed its investigation, receive the bundle from the investigation committee and decide by a normal majority of votes on further action to be taken. This can include (but is not limited to):

- Confirmation of the previous decision and/or action.
- Revision of the previous decision and/or action.
- Referral of the matter by the club management committee to the union management committee of the Union where the club is affiliated, or by the union management committee to Council.

1.6.1.2.5 Complaints, objections and/or grievances referred by a club management committee to a union management committee will be dealt in the same way as set out in Article

1.6.1.2.6 The person(s) who submitted the complaint, objection and/or grievance will be informed in writing of the decision of the club- or union management committee. Should he not be satisfied with this decision, he can refer the matter to the union (where the decision was made at club level) or Council (where the decision was made at union level).

1.6.1.3 Council Level

1.6.1.3.1 Complaints, objections and/or grievances against an action and/or decision made by Council, the Council Executive, a committee of Council or an office bearer of Council shall:

1.6.1.3.1.1 Be handed in to General Manager of ERASA, who will refer the matter to the Council Executive.

1.6.1.3.1.2 Be in writing and signed by the person(s) submitting the complaint, objection and/or grievance.

1.6.1.3.2 The General Manager shall, within seven days of receipt of the complaint, objection and/or grievance, acknowledge receipt thereof.

1.6.1.3.3 The Council Executive shall decide by a normal majority of votes whether there is merit in the complaint, objection and/or grievance, and, if so, appoint an investigation committee to investigate the complaint/objection/grievance. Such investigation committee:

- Can consist of any number of members (including a one man committee).

- Collects information concerning the complaint, objection and/or grievance. Where this involves the collection/evidence from persons, this shall preferably be done by obtaining statements under oath.
- Binds all statements and other information in a bundle and submits the bundle to the Council Executive.
- Must submit the results of its investigation to the Council Executive within thirty (30) days after appointment and receipt of its instruction from the Council Executive, except if special circumstances require that the submission thereof shall be postponed, under the understanding that prior authorization for such postponement shall be obtained from the Council Executive.
- Is required to deal confidentially with the complaint, objection and/or grievance being investigated as well as with all information collected during the investigation.

1.6.1.3.4 The Council Executive shall, after the investigation committee has completed its investigation, receive the bundle from the investigation committee and decide by a normal majority of votes whether further action is warranted. If so, the matter shall be referred to Council.

1.6.1.3.5 Council will consider the relevant documentation and shall, by means of a normal majority of votes, decide on the action to be taken. This can include (but is not limited to):

- Confirmation of the previous decision and/or action.
- Revision of the previous decision and/or action.

1.6.1.3.6 Complaints, objections and/or grievances referred by a union management committee to Council will be dealt in the same way as set out in Article 1.6.1.3.5.

1.6.1.3.7 The person(s) who submitted the complaint, objection and/or grievance will be informed in writing of the decision of Council. Should he not be satisfied with the decision of Council, he can declare a dispute. In such cases:

- An independent legal practitioner shall be appointed (all parties shall declare their satisfaction with this appointment in writing).
- All parties involved shall submit their opinion in writing to this legal practitioner.
- The legal practitioner shall study the relevant documentation and render an opinion.
- All parties shall abide by the findings of this legal practitioner.

1.6.2 Non-compliance with the procedure as set out above by any member of ERASA will be regarded as a transgression of the rules of ERASA and will be dealt with in terms of the procedures as set out in Chapter 7 (Disciplinary Process).