

## POLICY F – DRESSAGE RULE AND REGULATION IMPLEMENTATION POLICY

Revision Number	Proposal Date	Acceptance Date	Effective Date	Signed-Off Officer	Signature
1.0	10 Aug 2017	14 Sep 2017	14 Sep 2017	P R Hefer	
2.0	17 Oct 2019	20 Oct 2019	20 Oct 2019	P R Hefer	

### OVERVIEW

The constitution of the **Dressage SA (DSA)** empowers the National Dressage Council to make and pass rules, by-laws or regulations and to add to, repeal or alter such rules, by-laws or regulations and further to administrate and implement such rules, by-laws or regulations in terms of the Constitution and the attainment of the objects of **DSA**. The objective of this policy document is to regulate rule changes and specifically to add clarity to the timing and procedure for the implementation of any addition, alteration, deletion or variation of any existing rule.

### POLICY PRINCIPLES

It is **DSA's** intention to follow the FEI Dressage Rules and FEI General Regulations as closely as possible although, for very specific reasons, there may be from time to time a need to refer to a set of rules known as the **DSA – National Dressage Rules** and the Regulations known as The General Regulations of **DSA** which have been drawn up specifically to assist in the regulation of Dressage in South Africa and although these rules and regulations may differ in some respects from those of the FEI Dressage Rules and Regulations, should any relevant point or matter not be covered in the **DSA** Dressage Rules or Regulations then the relevant FEI rule will apply.

FEI rules and regulations always supersede **DSA** rules and regulations especially as there are many instances where the **DSA** rules and regulations are silent. When **DSA** rules conflict with the FEI rule, the **DSA** rule serves to substitute or amplify the applicable FEI rule in order to lend clarity to specific local conditions.

### PROCEDURES

#### 1. Dressage SA – NATIONAL DRESSAGE RULES and GENERAL REGULATIONS FOR DRESSAGE (Hereinafter referred to as Rules and Regulations)

##### 1.1. FREQUENCY AND EFFECTIVE DATES OF RULE AND REGULATION CHANGES

- 1.1.1. The **DSA Rules and Regulations** will be changed no more than once a year during the months of November and December.
- 1.1.2. The **DSA Rules and Regulations** will be published on the **DSA** website during December of each year, but no later than the 15<sup>th</sup> of December of that year, and be effective as at the 1<sup>st</sup> of January the following year.
- 1.1.3. If there is any **Rules and Regulations** change between the publication of any Schedule and the commencement of any show, then the **Rules and Regulations** change will not be applicable for that show.

## 1.2. PROCEDURE FOR RULE and REGULATION CHANGES

- 1.2.1. It is recognised that Rule Changes decisions have far reaching implications for our sport and a thorough understanding of the interrelationships of **Rules and Regulations** when compared with the impact on athletes, officials, show holding bodies administrators ground juries and judicial bodies is needed.
- 1.2.2. For the reasons stated in 1.2.1 above, it is essential that all rule changes are made subject to the rigorous consideration of absolute specialists which have both knowledge and experienced in the affairs of dressage and the impact of the **Rules and Regulations**.
- 1.2.3. The decisions made by experts mentioned in 1.2.2 above as well as the appointment of such experts, must in addition be subject to a process of appeal and review respectively to ensure a very high level of oversight. This oversight will be fully expanded on in the sections below.

## 1.3. THE RULE CHANGE COMMITTEE

- 1.3.1. The **RCC** shall consist of 5 members as well as a secretary.
- 1.3.2. The secretary will generally be the secretary of **DSA** unless the five members wish to appoint another individual in which case such an appointment must be done before June of each year. The secretary shall not be part of the decision making process in accepting or rejecting rule change requests but will be responsible for the efficient flow of applications, notices, filing, publication and meeting all deadlines.
- 1.3.3. A minimum of 3 of the members must be from 3 different provinces.
- 1.3.4. The chair of the **RCC** will be decided upon by way of a vote by the appointed members of the **RCC**. Should there be an equality in votes, the **RCC** will refer the matter to the **DSA EXCO** for a final decision but only after a second and third round of votes has been conducted without any final clear election result.
- 1.3.5. Each member wishing to serve on the **RCC** excluding the secretary must submit a CV to the **DSA EXCO** to be considered for the position. The CV must clearly illustrate the individual's technical competency regarding the rules of dressage as well as their experience in working with the rules of dressage.

- 1.3.6. Should any one of the five members resign or be unavailable to occupy their post, then the chair of the committee must inform the president of **DSA** in writing. The **RCC** will be disbanded until a replacement is appointed by **DSA EXCO** after which the committee will be reconvened.
- 1.3.7. **Rules and Regulations** changes will be decided on by a simple majority vote although unanimous decisions should be sought which would require a more intensive debate on the individual merits.
- 1.3.8. No person may simultaneously serve on the **RCC** and the **RCAC**.

#### **1.4. THE RULE CHANGE APPEAL COMMITTEE (RCAC)**

- 1.4.1. The **RCAC** shall consist of 5 members.
- 1.4.2. A minimum of 3 of the members must be from 3 different provinces and the elected technical portfolio holder of **DSA** must be on the committee.
- 1.4.3. The chair of the **RCAC** will be decided upon by way of a vote by the appointed members of the **RCAC**. Should there be an equality in votes, the **RCAC** will refer the matter to the **DSA EXCO** for a final decision but only after a second and third round of votes has been conducted without any final clear election result.
- 1.4.4. Each member wishing to serve on the **RCAC** excluding the technical portfolio holder of **DSA** must submit a CV to the **DSA EXCO** to be considered for the position. The CV must clearly illustrate the individuals technical competency regarding the rules of dressage as well as their experience in working with the rules of dressage.
- 1.4.5. Should any one of the five members resign or be unavailable to occupy their post, then the chair of the committee must inform the president of **DSA** in writing. The **RCAC** will be disbanded until a replacement is appointed by **DSA EXCO** after which the committee will be reconvened.
- 1.4.6. The appeal to any proposed **Rules and Regulations** change will be decided on by a simple majority vote although unanimous decisions should be sought which would require a more intensive debate on the individual merits.
- 1.4.7. Appeals may only be heard against rule changes which are put forward by the **RCC** during that rule change season and no other existing rules.
- 1.4.8. No person may simultaneously serve on the **RCC** and the **RCAC**.

#### **1.5. DEFINING THE PROCESS OF RULE AND REGULATION CHANGE**

- 1.5.1. All registered **DSA** members in good standing are encouraged to submit any **Rules and Regulations** change requests to the secretary of the **RCC** by no later than the last day of October of each year. Each member is allowed to submit a maximum of 5 (five) rule change requests.

- 1.5.2. The members of the **RCC** and the **RCAC** may also submit rule change requests but they are not limited as to the number of requests that they are allowed to submit.
- 1.5.3. All rule change submissions need to be forwarded directly to the **RCC's** secretary by a member in good standing and such an application needs to be proposed and seconded by members of **DSA** in good standing.
- 1.5.4. All rule change submissions must be forwarded by email or delivered by hand to the secretary of the **RCC** who must confirm such receipt by no later than close of business on the 1<sup>st</sup> of November by email. A copy of the rule change submission must be attached and this version of the submission will be deemed to be the only one for consideration. Should you not receive a written confirmation of receipt, then the rule change submission will be deemed to not have been submitted. If proof of submission is presented to the secretary of the **RCC** by close of business on the 2<sup>nd</sup> of November which timeous submission line with para 1.5.1, then the secretary will add the request to the list of requests for that rule change season.
- 1.5.5. The secretary of the **RCC** shall carbon copy ("cc") the president of the applicant's provincial dressage council in the confirmation email as described in 1.5.4
- 1.5.6. The rule change request must be made on the standard format and on a form as determined and supplied by **DSA** and the motivation contained in the application must be comprehensive as no additional submissions by letter, email or by phone will be allowed.
- 1.5.7. The **RCC** may make suggestions related to the wording or principals of any **Rules and Regulations** as well as check the suggested **Rules and Regulations** against current FEI **Rules and Regulations** in order to check for any potential conflicts. These suggestions and changes must be minor and the member who submitted the rule change application must be advised in writing and generally such changes will be grammatical, numbering and similar.
- 1.5.8. The **RCC** will also have the ability to make corrections to obvious errors in application must be advised in writing and generally such changes will be grammatical, numbering and similar
- 1.5.9. The **RCC** will make their decisions within 15 days and publish both the rule changes which have been successful as well as those that have been rejected on a dropbox folder which will be "read only" and which will have a public link.
- 1.5.10. The member who submitted the original request will also be advised in writing by the secretary of the **RCC** within the same 15 days if the rule change request has been successful or not.
- 1.5.11. The member that submitted that original rule change submission will then be required to submit a petition to the **RCAC** with no fewer than 5 dressage members names, signatures and email addresses attached to the petition. The petition must contain a different and expanded motivation for the rule change and if the complete motivation remains unchanged, then the appeal will be rejected.

- 1.5.12. The petition must be sent to the chair of the appeal committee by no later than the 25<sup>th</sup> of November of each year, who must confirm receipt thereof to the member as well as the chair of the **RCC** and also advise as to the validity of the appeal insofar as its correctness in terms of this policy.
- 1.5.13. The **RCC** shall have 48 hours from the time of receipt of the appeal notification from the **RCAC** to submit a motivation for their non-acceptance of the rule change request to the chair of the **RCAC** for consideration.
- 1.5.14. The **RCAC** will convene and make its determination by no later than the 5<sup>th</sup> Day of December of each year and the member will be advised of such decisions by no later than close of business on the 6<sup>th</sup> of December of each year.
- 1.5.15. The rule changes will then be incorporated into the existing rules and regulations and these will be published including all changes shown as mark-ups on the **DSA** website by the 15<sup>th</sup> of December of each year.
- 1.5.16. A notice will be sent to all members by email advising them of the new publications and providing a link to the **Rules and Regulations** documents on the **DSA** website.

## **1.6. APPOINTMENT AND ROTATION OF THE RULE CHANGE COMMITTEE AND RULE CHANGE APPEAL COMMITTEE MEMBERS**

- 1.6.1. Appointments are made to the **RCC** and the **RCAC** by the **DSA EXCO** as described in 1.3 and 1.4 above.
- 1.6.2. There appointments will be sent to the Secretary General of the South African Equestrian Federation for ratification.
- 1.6.3. All provincial presidents are invited to make written representations to the South African Equestrian Federation within 7 (seven) days of the announcement of the appointments to the **RCC** and the **RCAC** should they be dissatisfied with the appointments made and have a resolution to that effect from their respective councils. Such representations should contain a suggestion of an alternative member who is prepared to stand as well as their CV. A motivation is required as to why the appointed member is not acceptable to that provincial council.
- 1.6.4. The SAEF will consider the representations and within a further 7 (seven) days announce if any of the submissions were successful in which case they will not ratify the appointment and request a new alternate submission to be made by the **DSA EXCO**.
- 1.6.5. All members that serve on the **RCC** or the **RCAC** must resign from that specific committee after a four-year period but may re-apply to the **DSA EXCO** for appointment to either committee and may also be eligible for re-appointment.
- 1.6.6. All positions to the **RCC** and the **RCAC** with automatically become vacant should the member:
  - 1.6.6.1. Die

- 1.6.6.2. Be declared insolvent
- 1.6.6.3. Be convicted of any crime
- 1.6.6.4. Resign
- 1.6.6.5. Be found guilty of any offence by his/her club, his/her Provincial council, **DSA** or the South African Equestrian Federation.

## **1.7. THE POWERS OF THE SOUTH AFRICAN EQUESTRIAN FEDERATION TO REQUEST A REVIEW OF APPOINTMENTS AND OBJECTIONS**

- 1.7.1. Upon the appointment of the **RCC** and the **RCAC**, and the request for ratification as described in 1.6.2, the provincial presidents of the provincial councils may make application to have the appointments nullified as described in 1.6.3
- 1.7.2. The **DSA** EXCO will consider the ruling made by the SAEF regarding appointments and submit alternative appointments for ratification.

## **2. FEI RULES AND GENERAL REGULATIONS**

- 2.1. FEI rule changes and General Regulations are published on the 1<sup>st</sup> of January of each year however, FEI directives are announced all year round and these need to be acted on by our Discipline and therefore the procedure is outlined hereafter:
  - 2.1.1. The Secretary of **DSA** will check the FEI website weekly for all new directives.
  - 2.1.2. The Secretary of **DSA** is required to send notification of all the FEI directive changes to all council members and ensure that these notifications are date stamped.
  - 2.1.3. All new FEI directives will be in effect 30 days from the date of circulation of such a directive by **DSA** this will be known as a settling-in period.
  - 2.1.4. In the case of Dressage shows, all FEI directives that are in effect at the time of publication of the schedule will be deemed to be applicable subject to the 30-day notice period between the notification referred to in 2.1.2 above and the first date of the show. If there is less than a 30-day period between this notification and the first day of the show, the FEI directive will not be applicable.
  - 2.1.5. The **DSA** website must contain a schedule showing all FEI directive changes and detail the notification circulation date as well as the Directive Effective date.

## **3. SAEF GENERAL REGULATIONS**

- 3.1. It must be noted that during 2019, the South African Equestrian Federation (SAEF) has published a now set of General Regulations for the equestrian federation.

- 3.2. These General Regulations remain in force and rank superior to the **DSA** General Regulations.
- 3.3. Should the SAEF be silent on any aspect of the sport, then the General Regulations of **DSA** will be utilised but should there be a conflict, then the General Regulations of the SAEF will be utilised.
- 3.4. The **RCC** is tasked to over the next year investigate all duplications and conflicts and to request amendments the appropriate documents as required in order to ensure alignment.

#### 4. GENERAL POLICIES APPLICABLE TO RULES AND REGULATIONS

- 4.1. Meetings of the **RCC** and the **RCAC** may be conducted by a gathering of the participants or by conference call or Skype and minutes of such meetings should be kept by the secretary of the **RCC**.
- 4.2. No distribution or publication of any **Rules and Regulations** or policy may be published by any individual or organisation prior to that being published by **DSA** on their official website.
- 4.3. No council members or office bearers of **DSA** may make comments related to **Rules and Regulations** changes, other than legitimate consultation related to the promotion of a **Rules and Regulations** change prior to **DSA** publishing any **Rules and Regulations** including any statements on social media prior to a **Rules and Regulations** change announcement.
- 4.4. Regarding all CN status shows, the **Rules and Regulations** in play at the time of publication of the first event schedule publication will be in play for the entire duration of the show as they may extend over a number of months.

Tabled by an Ordinary General Meeting of Dressage South Africa held on 20 October 2019.

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Dianne Smith

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Date

Resolved as being accepted as the official Policy of the Association by the Council of **DSA** on 20 October 2019.



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Pierre Hefer

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22 October 2019

Date