

SCOTIA SERIES DATE APPROVAL PROCESS

STAGE 1 – PRE-EXISTING COMPETITION APPLICATIONS

Scotia Series Competitions held in the current calendar year must submit the **Scotia Series Date Approval Application** to the NSEF by **December 1st of the current year** to confirm next year's date to have priority over new competition dates.

Date Approval Process

1. Same date as the current year will receive immediate approval ;
2. If applying for a different date by December 1st:
 - I. Indicate on the Date Approval Application up to three choices for the new date.
 - II. Applications will be processed in order of receipt.
 - III. The first-choice date will be approved if there is no existing competition on that date.
 - IV. If there is an existing competition on the first-choice date, it will be evaluated using the distance consideration, as follows:
 - Competitions that are more than 100km driving distance* apart will be approved.
 - Competitions 100km or less driving distance apart * will be given approval if no other same discipline-specific competition is held on that date. Some exceptions may apply.
 - V. If the first-choice date is not approved, the second-choice date and third-choice date will be considered using the same process.
 - VI. Competitions that do not receive “new date” approval for one of the three indicated choices will be advised and given an opportunity to choose another date by December 14th.
3. Upon approval, the date will be confirmed and posted on the NSEF Calendar of Events.

STAGE 2 - PRE-EXISTING COMPETITION APPLICATIONS RECEIVED AFTER DECEMBER 1ST & NEW COMPETITION APPLICATIONS

Beginning December 15th, stage 2 applications will be processed in order of receipt.

Date Approval Process

1. First-choice date will be approved if there is no competition on that date.
2. If there is an existing competition on the first-choice date, it will be evaluated using the distance consideration, as follows:
 - i. Competitions that are more than 100km driving distance* apart will be approved.
 - ii. Competitions 100km or less driving distance apart* will be given approval if no other same discipline-specific competition is held on that date. Some exceptions may apply.
3. If the first-choice date is not approved, the second-choice date and third-choice date will be considered using the same process;
4. Competitions that do not receive “new date” approval will be advised. An opportunity to choose another date will be given using the process as above.
5. Upon approval, the date will be confirmed and posted on the NSEF Calendar of Events.

*Distance will be determined via Google Maps using the 100Series Highways as the main route.

ORGANIZER FORM SUBMISSION

Prior to Competition:

Date Approval Form	Existing Scotia Series Competitions - Dec 1st New Scotia Series Competitions – Can be received at any time but will be processed according to the Date Approval Process
Competition Application	Due 4 weeks prior to competition
Final Prize List/Competition Information	Due 4 weeks prior to competition
Certificate of Insurance	Due 4 weeks prior to competition

After the Competition (Required):

Remittance Form with fees	10 days post competition
Results	10 days post competition

After the Competition (If Applicable):

NSEF Memberships Collected	Email/fax the new members' information within 24 hours to NSEF. Remit fees with Remittance Form.
Sportsmanship Nomination Form	10 days post competition



**Scotia Series
Date Approval Application**

(Please complete a separate form for each competition)

*****For the 2021 Competition Season, "existing" dates will be based on the 2019 Competition Dates*****

Competition Contact Information

Name: _____ Role: _____

Mailing Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Contact Display:

By checking this box , I hereby give my consent to have my contact information published on NSEF website.

Existing Scotia Series Sanctioned Competition (if received by December 1, 2020)

We wish to remain with the current competition date of _____

We wish to request a change in our competition date from _____ to:

1st Date Choice: _____

2nd Date Choice: _____

3rd Date Choice: _____

New 2020/2021 Scotia Series Competition: (processed beginning December 15th of the previous year, upon receipt)

1st Date Choice: _____

2nd Date Choice: _____

3rd Date Choice: _____

Please adhere to application deadline dates and submit to the NSEF via:

Email - nsefprograms@sportnovascotia.ca

Fax - 902-425-5606 or

**Mail - Nova Scotia Equestrian Federation
5516 Spring Garden Road, 4th Floor
Halifax, NS B3J 1G6**

More information on this and other NSEF programs and services can be found at www.horsenovascotia.ca