APPROVED by the General Meeting of Members of the Horse Breeding Development Association, Minutes No. 2 dated 9 July 2024.

[Association logo, handwritten signature and round Association seal on the original.]

OPERATING PROCEDURE OF THE QUALIFICATION COMMISSION OF THE HORSE BREEDING DEVELOPMENT ASSOCIATION FOR QUALIFICATION ASSESSMENT OF JOCKEYS, HORSE TRAINERS AND JUDGES OF PEDIGREE HORSE PERFORMANCE TRIALS, AND CERTIFICATION OF RACECOURSES AND HORSES

Moscow
2024

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I. General provisions

1. This Procedure governs the work of the qualification commission of the Horse Breeding Development Association for qualification assessment of jockeys, horse trainers and judges of pedigree horse performance trials, and for certification of racecourses and horses (hereinafter respectively the Qualification Commission, trainers and judges).
2. This Procedure has been developed taking account of the International Agreement on Breeding, Racing and Wagering.
3. Qualification assessment of jockeys, trainers and judges, and certification of racecourses and horses, shall be carried out in accordance with the legislation of the Russian Federation, this Procedure, and other standards and rules of business or professional activity approved by the Horse Breeding Development Association pursuant to Federal Law No. 315-FZ of 1 December 2007 'On Self-Regulatory Organisations' (hereinafter respectively the Association and the Association's standards and rules).
4. The Association shall not recognise qualification assessments of jockeys, trainers and judges, or certification of racecourses and horses, carried out otherwise than in accordance with the legislation of the Russian Federation, this Procedure and the Association's other standards and rules, because the recorded results of such assessment or certification cannot be lawfully used.

5. The Qualification Commission shall comprise at least 5 employees of the Association.
6. Its composition shall be determined so as to exclude the possibility of conflicts of interest that could influence its decisions.
7. The Qualification Commission consists of a chair, deputy chair, secretary and commission members. All its members have equal rights in exercising their powers and making decisions. In the chair's absence, the deputy chair shall perform the chair's duties.

8. The chair of the Qualification Commission shall:
a) direct the Commission's work;
b) conduct its meetings;
c) be responsible for organising qualification assessment or certification.

9. The secretary of the Qualification Commission shall:
a) notify its members of the date, time and venue of its meeting no later than three days before the meeting;
b) immediately before the meeting, inform the Commission that particular Commission members, jockeys, trainers or judges being assessed, or owners (proprietors) of racecourses and/or

horses being certified are unable to attend;
c) keep minutes of the Commission's meeting, recording voting results and its decisions;
d) maintain the register of qualification-assessment certificates and conformity certificates issued, and record amendments to previously issued certificates, their cancellation and suspension.

10. If particular Commission members, jockeys, trainers or judges being assessed, owners (proprietors) of racecourses and/or horses being certified, or other invited persons whose attendance is necessary cannot attend, they shall inform the Commission secretary no later than three working days beforehand.
11. The minutes shall be signed by the chair, deputy chair, secretary and Commission members present at the meeting.

II. Qualification assessment of jockeys, trainers or judges

12. Qualification assessment determines whether jockeys, trainers or judges meet the Association's standards and rules and includes evaluation of their professional performance and professional competence.
13. Jockeys, trainers or judges shall undergo qualification assessment once a year. An extraordinary assessment may take place before a year has elapsed since the previous assessment.
14. An extraordinary assessment may take place when it is necessary to reinstate a cancelled qualification-assessment certificate or reactivate a suspended certificate of a jockey, trainer or judge.
15. The documents required by the Association's standards and rules, confirming that the jockey, trainer or judge meets those standards and rules, shall be submitted to the Qualification Commission no later than two weeks before the assessment begins.
16. The Qualification Commission has a quorum if at least half of all its members are present.

17. The jockey, trainer or judge being assessed shall be invited to the Qualification Commission's meeting. Assessment may be conducted by videoconference where technically possible. If the person fails to attend without a valid reason, a repeat Commission meeting to consider that person's qualification assessment shall take place no earlier than three months after the date of the unsuccessful consideration.
18. The Commission shall examine the submitted documents and hear the statements of the jockey, trainer or judge being assessed.

19. To ensure objective assessment, after examining additional information submitted by the jockey, trainer or judge about their professional activity and competence, the Qualification Commission may defer assessment to its next meeting.
20. Discussion of the jockey's, trainer's or judge's professional activity, competence, professional qualities and personal qualities shall be objective and conducted in a spirit of goodwill.
21. The Commission's decision shall be made in the assessed person's absence by open voting, by a simple majority of Commission members present. If votes are equal, the person presiding over the Commission meeting shall have the casting vote.

22. Following assessment of a jockey, trainer or judge, the Commission shall decide either:
a) that the person meets the Association's standards and rules, and to issue a qualification-assessment certificate; or
b) that the person does not meet those standards and rules, and to refuse a certificate.
23. The results shall be communicated to the assessed jockeys, trainers or judges immediately after the voting results are determined.
24. The assessment results shall be entered in the minutes of the Qualification Commission's meeting.
25. A jockey, trainer or judge may appeal the assessment results in accordance with the legislation of the Russian Federation, including to the Association's Disciplinary Committee.

III. Certification of racecourses and horses

26. Certification determines whether racecourses and horses meet the Association's standards and rules.
27. Racecourses and horses shall be certified once a year. Extraordinary certification may take place before a year has elapsed since the previous certification.
28. Extraordinary certification may take place when it is necessary to reinstate a cancelled racecourse or horse certificate, or reactivate a suspended certificate.
29. The documents required by the Association's standards and rules, confirming that the racecourse or horse meets those standards and rules, shall be submitted to the Qualification Commission no later than two weeks before certification begins.
30. The Qualification Commission has a quorum if at least half of all its members are present.

31. The owner (proprietor) of the racecourse or horse being certified shall be invited to the Commission's meeting. Certification may be conducted by videoconference where technically possible. If the owner fails to attend without a valid reason, a repeat Commission meeting to consider certification of that racecourse or horse shall take place no earlier than three months after the date of the unsuccessful consideration.
32. The Commission shall examine the submitted documents and hear the owner's statements.
33. To ensure objective certification, after examining additional information submitted by the owner, the Commission may defer certification to its next meeting.
34. Discussion of the racecourse's technical characteristics and the horse's performance capacity and racing class shall be objective and conducted in a spirit of goodwill.

35. The Commission's decision shall be made in the owner's absence by open voting, by a simple majority of Commission members present. If votes are equal, the person presiding over the meeting shall have the casting vote.
36. Following certification of a racecourse or horse, the Commission shall decide either:
a) that it meets the Association's standards and rules, and to issue a certificate; or
b) that it does not meet those standards and rules, and to refuse a certificate.
37. The results shall be communicated to owners (proprietors) of the racecourses or horses being certified immediately after the voting results are determined.
38. The certification results shall be entered in the Commission meeting's minutes.
39. Owners (proprietors) of racecourses or horses being certified may appeal the certification results in accordance with the legislation of the Russian Federation, including to the Association's Disciplinary Committee.

IV. Amendments to previously issued qualification-assessment certificates and conformity certificates

40. Issued qualification-assessment certificates and conformity certificates may be amended to correct errors or technical inaccuracies.
41. If errors or technical inaccuracies are identified in issued certificates, the Commission, on its own initiative or on applications from assessed jockeys, trainers and judges or owners (proprietors) of certified racecourses and horses, shall amend the certificates accordingly within three working days.
42. An assessed jockey, trainer or judge, or the owner (proprietor) of a certified racecourse or horse, who has received a certificate and has grounds under this Procedure for its amendment shall apply to the Commission to amend it.
43. The application shall contain documents or information substantiating the errors or technical inaccuracies, and the applicant's signature.

44. Amendments shall be made by issuing a new qualification-assessment certificate or conformity certificate and an amendment statement, adding the Cyrillic characters 'ВИ' to the certificate number.
45. Failure by the assessed jockey, trainer or judge, or the owner (proprietor) of the certified racecourse or horse, to supply documents or information substantiating the errors or technical inaccuracies constitutes grounds for refusing an amendment. If an application is refused, the Commission shall notify the applicant in writing of the reasons.

V. Cancellation and suspension of previously issued qualification-assessment certificates and conformity certificates

46. The Commission may cancel an issued certificate if the assessed jockey, trainer or judge, or the certified racecourse or horse, ceases to comply with the Association's standards and rules and the non-compliance cannot be remedied.
47. In individual cases, the Commission may suspend an issued certificate until the identified non-compliance with the Association's standards and rules is remedied.

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48. In urgent cases provided for in the Association's standards and rules, a qualification-assessment certificate or conformity certificate may be cancelled or suspended by decision of the Association's official representative at performance trials (races). Such cancellation or suspension shall subsequently be approved by the Qualification Commission; otherwise, it shall not be recognised by the Association.
49. If the circumstances leading to suspension change, the Commission may reactivate the certificate.
50. The certificate shall be deemed reactivated from the time of the relevant decision, of which the Commission shall notify the jockey, trainer or judge, or the owner (proprietor) of the racecourse or horse.
51. Cancellation shall be effected by crossing out the contents of the original certificate itself and by the Commission marking it to indicate that its validity has ended.

VI. Final provisions

52. This Procedure shall enter into force upon approval.
53. Any amendments and additions to this Procedure may be adopted by the General Meeting of Members of the Association.

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Numbered, stitched and secured with a seal: 7 sheets.
9 July 2024
O. V. Zhavoronkova

[The original binding note bears a handwritten signature and the round seal of the Horse Breeding Development Association, Moscow. This is a descriptive translation of the original note, not authentication of the translated document.]

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