

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
Prepared & Approved By:	Directors	Date: 08/11/2017
TITLE: The Irish Donkey Studbook (Rules & Procedures)		

1 A. General Definitions in These Rules:

Leisure Horse Ireland and L.H.I. are registered trading names of The Irish Piebald & Skewbald Association Ltd.

Leisure Horse Ireland operates and maintains:

- The Irish Piebald & Skewbald Studbook
- The Irish Donkey Studbook and
- An Equine Identification Register

These rules relate to Leisure Horse Ireland's operation of The Irish Donkey Studbook.

The Irish Donkey Studbook is the studbook of origin and incorporates a main studbook and a supplementary studbook for Irish Donkeys.

"The Issuing Authority" means The Irish Piebald & Skewbald Association Ltd t/a Leisure Horse Ireland.

"The List of Approved Stallions" is the published list of Approved Stallions. It is not exhaustive as a stallion's owner/custodian has the right to request that their Approved Stallion should not be publicised or included in the list. Such a request may be acceded to at the discretion of LHI.

"The Approved Laboratory" means Weatherbys Ireland GSB Ltd.

"An Approved Studbook" means a studbook approved under the relevant National and EU equine legislation by the Competent Authority in its country of origin.

In The Republic of Ireland "The Competent Authority" means The Department of Agriculture, Food & the Marine (DAFM).

"AIM" means the Animal Identification & Movement central database stored and maintained by DAFM.

A registered veterinary surgeon means that for registrations within the Republic of Ireland, the veterinary surgeon must be Veterinary Council of Ireland registered.

A 'compliant transponder' is one which has been issued by one of the currently approved passport issuing bodies, thus strictly controlling number ranges and that they:

- Comply with standard ISO 11784,
- Apply HDX or FDX-B technology, and are
- Capable of being read by a reading device compatible with standard ISO 11785 at a minimum distance of 12 cm.
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1 B. General Terms & Conditions:

Ownership of the Passport:

An identification document (passport) is issued as an aid to the identification of the equine to which it refers and is based on information supplied by the identifying veterinary surgeon and owner / breeder. The passport remains the property of LHI and can be recalled at any time. It is not a certificate of legal ownership and should not be construed as such.

No Right To Cancel:

Due to the nature of a Horse Passport, you acknowledge that when we have received your order, you do not have the right to cancel your order, and consequently the application fee will be retained to cover the costs associated with the processing of your application. This does not affect your other statutory rights.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
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VAT:

LHI is registered for VAT in Ireland (Reg. No. IE 6386639N).
 All fees include VAT.
 VAT receipts are available on request.

Payment Methods:

Payment should be made with the application as either a Cheque or Postal Order, made payable to Leisure Horse Ireland. Alternatively payment can be made by debit or credit card over the telephone, or online by PayPal and debit or credit card.

Payments Not Honoured:

Where cheques are returned unpaid by your bank you will be required to pay an additional €15 charge to cover bank and administration costs, in addition to the original amount.

Our Liability:

While LHI believes the information contained within its Identification Documents to be correct, we cannot guarantee its accuracy, in particular where it is dependent on information supplied to us. Therefore, we cannot accept liability for any loss resulting from errors that may arise.

Return of Completed Documents:

If return recorded delivery of documents has not been expressly requested and paid for by the applicant owner / custodian, the risk of loss passes to the applicant owner / custodian when an item is placed with the postal service by Leisure Horse Ireland. Separate proof of postage for each item of non recorded outgoing mail is not operationally practical; therefore where a registration record in Leisure Horse Ireland Database is recorded as "Completed", this will suffice as proof of postage of the document.

Data Protection - Personal Information:

Any personal information you provide will be held securely and in accordance with the Data Protection Legislation. We will only use your personal data for the purposes for which you have provided it. Information we receive or hold on you is routinely shared with DAFM / AIM and may be provided to other Government Agencies authorised under legislation to request it. We may also need to disclose personal data to a third party so that the service you requested can be provided.

All your calls, both inbound and outbound, will be recorded and may be monitored for training and quality purposes, in order that the service may be improved and to help prevent and detect fraud.

We may check information provided or received. If false or inaccurate information is provided and fraud is identified, details will be passed to the appropriate fraud prevention agencies.

Your data may be used for marketing, research and statistical purposes. If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us to be able to process their personal data and also that you have told them who we are and what we will use their data for, as set out in this notice.

By providing us with the Information you consent to all of the information being used, processed, disclosed, and retained as set out herein. In the case of personal data, with limited exceptions, you have the right to access, and if necessary rectify information held about you by formal written application to LHI.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
Prepared & Approved By:	Directors	Date: 08/11/2017
TITLE: The Irish Donkey Studbook (Rules & Procedures)		

2. Breed Standard:

An Irish Donkey is small and compact.

Ears: Longer than a horse.

Hooves: Smaller and rounder than a horse.

Coat Colour: Coats vary in colour with grey, brown, and black, roan, piebald and skewbald accompanied by stripes, spots, ear markings, white muzzles, eye rings or white bellies.

Tails: Thin with a tasselled end.

Mane: Stiff and coarse, usually sticking straight up.

Size: The size of donkeys varies.
The standard female donkey reaches around 137 cm while the male reaches around 142 cm.

Definitions

Jacks or Jackasses: Male donkeys will be recorded as a stallion, colt or gelding.

Jenny: Female donkeys will be recorded as a mare or filly.

Mule: The progeny of a Jack donkey and a mare pony.
(can only be registered in the supplementary section)

Hinnies: The progeny of a Jenny donkey and a pony stallion.
(can only be registered in the supplementary section)

3. Breeding Objective of the Irish Donkey Studbook

The breeding objective of The Irish Donkey Studbook is to register donkeys and to promote the breeding and preservation of the breed.

4. Non-Discrimination of Breeders

The Studbook shall operate in a non-discriminatory fashion towards its owner/breeders.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
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TITLE: The Irish Donkey Studbook (Rules & Procedures)		

5. Division of the Stud Book

The Irish Donkey Studbook is composed of a Main Section and a Supplementary Section.

A. Main Section

To qualify for entry into the Main Section of the studbook an animal must:

- i. Be descended from parents registered in the main section of a studbook of that same breed and have a pedigree established according to the rules of that studbook.
- ii. Be identified as foal at foot according to the rules of that stud-book.

B. Supplementary Section

Animals that are not eligible for classification in the main section of the Irish Donkey studbook may be entered into the supplementary section providing they meet the following criteria:

- i. Be identified in accordance with these studbook rules.
- ii. Be judged to conform to the Breed Standard (see section 2).
- iii. Have a minimum performance as laid down in the studbook rules.

Grading up to Main Section:

- a. A Donkey with both parents in the Supplementary section, or one parent in the Supplementary and one in the Main section of the studbook, is eligible for entry into the Main section of the stud book.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
Prepared & Approved By:	Directors	Date: 08/11/2017
TITLE: The Irish Donkey Studbook (Rules & Procedures)		

6. System of Identifying and Registering Donkeys.

Donkeys are identified and registered by the following procedure:

(1) Main Studbook registration procedure:

- a) Owner / custodian notifies Leisure Horse Ireland of their intention to register the donkey.
- b) Leisure Horse Ireland issues a registration kit to the owner / custodian, i.e. registration form, current identification marking chart and DNA envelope to the owner / custodian.
- c) Owner / custodian appoints a registered veterinary surgeon at their own expense who confirms the animal details by taking the markings, scans for any pre-existing transponder and implants a compliant transponder (see definition) if none is found or if a non compliant transponder is found.
Where a pre existing non compliant microchip is found, both the newly implanted compliant transponder number and the pre existing non compliant transponder number are to be recorded on the marking chart.
The vet takes a DNA sample, places it in the envelope provided and completes all sections thereof.
- d) As pedigree is to be recorded, this must be confirmed by a signed covering certificate from the stallion owner.
- e) The covering certificate, Mares passport (where the mare is registered with another approved passport issuing body), registration form, completed marking chart and Vet certified DNA sample together with the current fee are to be sent to Leisure Horse Ireland.
- f) Leisure Horse Ireland issues the passport to the owner / custodian when satisfied that all registration details are correct.
- g) The Passports shall state the category, i.e. "Main Studbook".

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
Prepared & Approved By:	Directors	Date: 08/11/2017
TITLE: The Irish Donkey Studbook (Rules & Procedures)		

(2) Supplementary Studbook registration procedure:

- a) Owner / custodian notifies Leisure Horse Ireland of their intention to register the donkey.
- b) Leisure Horse Ireland issues a registration kit to the owner / custodian, i.e. registration form, current identification marking chart.
- c) Owner / custodian appoints a registered veterinary surgeon at their own expense who confirms the animal details by taking the markings, scans for any pre-existing transponder and implants a compliant transponder (see definition) if none is found or if a non compliant transponder is found.
Where a pre existing non compliant microchip is found, both the newly implanted compliant transponder number and the pre existing non compliant transponder number are to be recorded on the marking chart.
The vet takes a DNA sample, places it in the envelope provided and completes all sections thereof.
- d) The registration form, completed marking chart and the current fee are to be sent to Leisure Horse Ireland.
- e) Leisure Horse Ireland issues the passport to the owner / custodian when satisfied that all registration details are correct.
- f) The Passports shall state the category, i.e. "Supplementary Studbook".

7. Note on fitness for human consumption

Donkeys not presented for identification within six months of birth or outside the year of birth (whichever is longer) are not suitable for slaughter for human consumption and will be classified accordingly in Section IX Part II of the passport.

8. Identification system in the Irish Donkey Studbook

Donkeys are identified in the studbook by a 15-digit UELN registration number.

- i. first three digits of the number country code (372 Ireland)
- ii. next 3 to the studbook (IDS 003)
- iii. next two digits are gap numbers (00)
- iv. Last 7 digits is the individual registration number and also correspond to the last 7 digits on the microchip number where possible.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
Prepared & Approved By:	Directors	Date: 08/11/2017
TITLE: The Irish Donkey Studbook (Rules & Procedures)		

9. Naming and Prefixes

- a. Donkeys are named at the time of registration.
If a name is not specified by the owner / custodian on the application form or a requested name is not available or deemed appropriate, Leisure Horse Ireland will apply a randomly selected name to the animal.
Any name change requested thereafter will incur the current fee payable to Leisure Horse Ireland.
Any name chosen or selected must be unique as duplication of names is not permissible.
- b. If a breeder has a prefix name*** and this name is registered with Leisure Horse Ireland, this can also be used for naming at registration.

***Note on Registering a Prefix Name:

Leisure Horse Ireland offers the facility to register a prefix. Any donkey named with a registered prefix cannot have its name changed in the Irish Donkey Studbook, without the permission of the person who owns the prefix. Prefix forms are available to download or upon request from Leisure Horse Ireland and the following rules apply:

- The current fee payable applies.
- Prefix may have a minimum of 3 and a maximum of 20 characters.
- Prefix may be one word only.
- Breed names are not permitted.
- The prefix name will be registered with Leisure Horse Ireland only.

10. Postage of Documents

If return recorded delivery of documents has not been expressly requested by the owner / custodian, the risk of loss passes to the owner / custodian when an item is placed with the postal service by Leisure Horse Ireland.

11. Passport Requirements

A passport must be returned to the appropriate Issuing Authority when:

- i. The animal to which it refers dies or is destroyed, or
- ii. The owner / custodian is requested to do so by the Issuing Authority.

12. Duplicate Passports

The owner / custodian of an animal registered in the Irish Donkey Studbook must notify the Issuing Authority, in writing, of the loss or destruction of a Passport. In cases of loss or destruction the Issuing Authority may, at its sole discretion, re-issue a Passport. Application for a re-issued Passport must be made on the current Application Form and be accompanied by the current fee. Where a duplicate passport is issued, the animal is not considered suitable for slaughter for human consumption and will be classified accordingly in Section IX Part II of the passport.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
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TITLE: The Irish Donkey Studbook (Rules & Procedures)		

13. Stallion Approval

a. Eligibility Requirements

To be eligible for Approval in the Irish Donkey Studbook, a stallion shall:

- i. Be entered in the main or supplementary section of the Irish Donkey Studbook and be termed 'main approved' or 'supplementary approved' as relevant.
- ii. Be at least three years old.
- iii. Have DNA analyzed by and the results recorded with the Approved Laboratory.
- iv. Have passed a clinical veterinary examination by owner appointed vet.

The Issuing Authority may require an Approved Stallion registered in the Irish Donkey Studbook to be re-examined at owner / custodian expense for inspection at the discretion of the Issuing Authority.

b. Annual Licensing & Covering Certificates

Each year the Issuing Authority will provide covering certificate books for the current fee, to the Stallion owner / custodian of approved Stallions who have paid the prescribed annual stallion licence fee.

The Stallion owner / custodian will be obliged to:

- i. Record in the covering Book on a daily basis, full details of all coverings of Mares by the Approved Stallion.
- ii. Return the Covering Books to the Issuing Authority by October 31st of each covering year.
- iii. Permit the registered Stallion to be inspected from time to time by the Issuing Authority.
- iv. Permit the Issuing Authority to take DNA samples from the Approved Stallion from time to time.

c. Publication of Lists of Approved Stallions.

The Issuing Authority will publish a List of Approved Stallions for public distribution.

d. Cancellation, Revocation or Alteration of Classification.

The Issuing Authority shall notify the stallion's owner / custodian of its intention to cancel, revoke or alter the approval issued in respect of a stallion. The owner / custodian shall be afforded the opportunity of making written representations to the Issuing Authority within fourteen days of the date of issue of the notification. The Issuing Authority shall consider such representations before issuing its decision in the matter.

Where Approval has been cancelled or revoked, the stallion may not be re-submitted for approval without the explicit written consent of the Issuing Authority.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
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TITLE: The Irish Donkey Studbook (Rules & Procedures)		

14. Amendments to Rules & Procedures

- a. The Issuing Authority may without notice add to, vary, suspend or terminate the services they provide under these Rules and Procedures.
- b. The Issuing Authority may vary, amend or add to these Rules and Procedures. Any such change will be effective upon notice to owners / custodians of animals registered in the Irish Donkey Studbook. Notice will be by any means the Issuing Authorities think fit in so far as permitted by law.

15. Rectification & Removal of Entries in the Irish Donkey Studbook

- a. Where the Issuing Authority is satisfied that an entry in the Irish Donkey Studbook may be incorrect, it may require the owner / custodian of the animal to engage a veterinary surgeon, at their expense, to take the animal's markings and / or to provide such certificates as the Issuing Authority may designate and / or to substantiate the pedigree recorded by blood typing or DNA analysis.
- b. Where an Issuing Authority is satisfied that an entry in the Irish Donkey Studbook is incorrect it may without notice vary, amend, add to or expunge the entry in the Studbook. Any such change will be effective upon notice to the owner / custodian of the animal registered in the Irish Donkey Studbook.

16. Corrections/Amendments of Entries in The Irish Donkey Studbook

- a. Where the owner / custodian of an animal registered in the Irish Donkey Studbook wishes to amend, correct or otherwise update the registration, the owner / custodian should make an application to the Issuing Authority in writing, specifying the exact details of the amendment required and enclose the identification document issued in respect of the animal together with the current fee.
- b. Where the ownership / custodianship of an animal registered in the Irish Donkey Studbook changes, the new owner / custodian is required to apply to the Issuing Authority to amend the name and address of the owner / custodian recorded in the Irish Donkey Studbook. The application shall be accompanied by the Passport issued in respect of the animal, a completed Transfer of Ownership form and the current fee.
- c. The Issuing Authority may refuse to execute the requested amendment or may require the applicant to supply veterinary / DNA certificates, a new marking chart and confirmation of microchip number(s) in support of the application.

Leisure Horse Ireland	Document No.: LHI Rules 003 IDS	Revision No.: 2
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17. Appeals against Decisions of the Issuing Authority

- a. Where the Issuing Authority exercises a power conferred on it by these Rules and Procedures to the detriment of the interests of the owner / custodian of an animal registered, or for which registration is sought, in the Irish Donkey Studbook, the owner / custodian shall have the right to make and have considered written representations on the issue.

“Lost in Post” Claims: Where return recorded / insured delivery has not been expressly requested by the owner / custodian, the risk of loss passes to the owner / custodian when an item is placed with the postal service by Leisure Horse Ireland. Separate proof of postage for each item of non recorded outgoing mail is not operationally practical; therefore where a registration record in Leisure Horse Ireland Database is recorded as “Completed”, this will suffice as proof of postage of the document.

- b. The appeals procedure will be carried out in the following stages:

Stage I

An owner/ custodian who feels aggrieved in relation to any matter pertaining to Leisure Horse Ireland operations should, in the first instance, write to the Chief Executive Officer (CEO) of Leisure Horse Ireland, making it clear that Stage I of the Appeals Procedure is being invoked. The CEO will reply as soon as is reasonably practicable, but in any case within thirty days from receipt of the letter from the appellant.

Stage II

If the grievance is not resolved at Stage I, or if a reply is not forthcoming from the CEO within thirty days, the owner / custodian may request in writing, that at their next board meeting, the board allow the owner / custodian to attend the meeting during the period that the grievance is being considered. At the boards discretion, the owner / custodian may be allowed to make an oral submission on the grievance. If the oral submission is allowed, the board will then reconsider the issue and must communicate its decision to the appellant within thirty days.

Stage III

If the issue remains unresolved after Stage II, the owner / custodian may request an independent hearing, usually by an official of the Competent Authority. The board shall grant such a hearing. Appeals at Stage III will be heard by an individual or group of individuals with appropriate expertise, agreed by both parties to the dispute. From the date of appointment of the person(s) hearing the appeal, the case will be heard and the decision taken will be communicated to both parties within three months. The person(s) hearing the case will decide on the apportionment of costs, as appropriate.

Stage IV

Any dispute that remains unresolved after Stage III may be pursued by invoking provisions under the legal personality of Leisure Horse Ireland: the 1963 Companies Act.

All owner / custodians who use the services of Leisure Horse Ireland must abide by these rules, regulations and standards.