



# Region 17 Show Commission Manual

## Operations and Procedures

### **The Goal of the Show Commission is:**

- The promotion of the Arabian, Half Arabian and Anglo Arabian breeds, and that the goals and objectives of the Arabian Horse Association (AHA), Equine Canada and Region 17 AHA are upheld;
- To offer the best services
- To acquire the best available staff
- To maintain complete and accurate records consistent with policy
- To assure all assignments are executed as planned and to help in any and every capacity to endeavor the show runs well and the exhibitors have a fair, pleasant and the best possible experience.

### **The Mandate of the Region 17 Show Commission is to:**

- Plan, prepare budgets, setup, administer, operate and record the Region 17 championship Show and pre-show if operated
- Work within the rules and mandates of Region 17 respecting all decisions of the Region 17 Board of Delegates
- Ensure all rules, Equine Canada and AHA, are upheld
- Manage the Regional Show Budget, approved by the Region 17 Board of Delegates, assuring that it is achieved and to adjust the budget - given opportunities to benefit or mitigate events that may hinder the best operations of the show – to the best of the commissions' ability, and as such endeavor that the fiduciary responsibility of the region are understood and followed
- Secure class and corporate sponsorships. This can be the responsibility of the Show Commission or a person selected by the Commission for this purpose
- Keep the Regional Director informed, through regular communications, of significant decisions

### **Region 17 Show Commission and Commissioners**

The Region 17 Show Commission shall consists of six (6) commission members:

- one (1) whose club is in each province within Region 17 (BC, Alta, Sask, Man)
- plus two additional members at large.

**Terms of office** will be for 3 years, with 2 commissioners turning over each year. The cycle established is:

Year 1: Alberta representative & Commissioner at large

Year 2: Manitoba & Commissioner at large

Year 3: British Columbia and Saskatchewan representatives

If there is no candidate to fill a provincial vacancy then it will be filled with a candidate-at-large

Nominees for At Large commission members may be nominated by any club delegate.

**Replacement of a Show Commission member** who has resigned will be by appointment by the Director of a Region 17. That appointed commissioner will be from the same province as the commissioner being replaced if it's a provincial representative. The appointment must be supported with the majority approval of the Show Commission and ratified by the delegates at the next regional meeting.

### Region 17 Show Commission Chair

The Show Commission chair will be elected annually by a majority vote of the 6 Show Commission members. In the event of a tie, the Regional Director as an ex-officio member of the committee will cast the deciding vote.

Records of meetings and all decisions must be maintained by the regional secretary.

Notice of meetings and records of meetings shall be distributed to all Show Commission members, including the Regional director in a timely manner. They must also ensure that final show report including Show Records are sent to the Regional Secretary by the end of the fiscal year. These reports must be maintained for a minimum of 7 years.

In addition to the Show Commission Chair, the Show Commission may appoint or hire a Show Manager. The show manager shall be responsible for the overall operation of the show and will work along with the show secretary and show commission to facilitate the show operations efficiently and effectively. The show manager may be a member of the show commission.

### Specific Decisions to be ratified by the Region 17 Board of Delegates

- Show dates and location
- Judges selection
- Awards
- Significant change to the format of the Region 17 Championship Show. This would specifically include such things as decisions in relation to:
  - Inclusion or exclusion of a Pre Show
  - Inclusion or separation of Region 17 Championship Classes for “specialty” divisions such as Sport Horse, Hunter over fences, Jumper, Working Western, from the Region 17 Championship show
  - Budget Approval

The procedure for approval/ratification of the above is as follows:

- **Show location and dates** – The Region 17 Show Commission will present to the BoD proposals for locations and dates for a 6 year plan, with alternatives, and including proposed rates and comparisons to budget. The proposal will be submitted for ratification at any time but must be no

later than 2 years prior to the end of existing commitments and contracts. The BoD will ratify the recommendations of the Show Commission or refer back to the Show Commission for decisions based on specific requirements. The Show Commission may, from time to time, alter the decision of the BoD in the event of an **Untoward Incident**. An **Untoward Incident** is defined as an unexpected event that makes it impossible to hold the Region 17 Championship Show as originally ratified by the BoD OR an event that causes the majority of the Show Commission to believe that the event significantly impacts the viability of the Region 17 Championship show. In both cases the decision where the ability to take the decision before the BoD at a General Meeting of the BoD is not possible, the Show Commission will not be required to call an extraordinary meeting of the Board of Delegates.

- **Judges Selection** – The selection of Judges will be the responsibility of the Region 17 Judges Selection Committee – please refer to this policy. The Show Commission will select their member from their own membership and this representative will serve for a term consistent with their membership on the Show Commission. A Show Commission member cannot be elected as a BoD representative to the Judges Selection Committee. The Show Commission representative must remain an active member of the Show Commission during their term on the Judges Selection Committee.
- **Budget Committee** - The development of the Budget will be the responsibility of the Region 17 Budget Committee – please refer to this policy. The Show Commission will select their member from their own membership and this representative will serve for a term consistent with their membership on the Show Commission. A show commission member cannot be elected as a BoD representative to the budget Committee. The show commission representative must remain an active member of the show commission during their term on the budget committee.
- **Awards for Champion or Reserve Champion** – The Show Commission shall, from time to time, need to review existing awards for Championship and reserve. The unavailability of existing trophies or the inability to secure existing trophies within the approved budget will cause the need to review. The cause to review will not however be restricted to the aforementioned and the Show Commission can at any time request the BoD to review and approve changes to the Awards. In the event that the awards are to be reviewed the Show Commission will endeavor that two alternative choices, with quotes, are available for review no later than the Fall meeting of the BoD prior to the show for which the change is proposed. The Show Commission does as a result of an untoward event that precludes the ability of the Show Commission to secure the approved awards, shall have the authority to change or substitute the awards. Notice of the substitution and reasons for the substitutions must be sent to the BoD.
- **Significant Changes to the Format of the Region 17 Championship Show.** This would specifically include such things as decisions in relation to:
  - a) Inclusion or exclusion of a pre- show
  - b) Inclusion or separation of Region 17 Championship classes for “specialty” divisions, or part thereof, such as sport Horse, hunter Over Fences, Jumper, and working Western, from the Region 17 Championship show.

- c) The Show Commission at the Fall meeting of the Region 17 BoD prior to the show inform the BoD of any proposed “significant” changes to the schedule and seek approval by motion to alter the show format, specifically in relation to (a) or (b) above or any other “significant” change that may arise. The show Commission has the right to select to hold or to cancel any class, as long as they are working from the list of approved classes as altered from time to time by the AHA National and Regional Classes Committee. The Show Commission may propose to the BoD for approval any other classes.
- Although every effort has been made to include any and all requirements for the planning and execution of the Region 17 show, errors and/or omissions are possible. Therefore, any error and /or omissions that may appear prior to or during the Region 17 show may be corrected or added at the discretion of the Region 17 Show Commission.
- For all intents and purposes, the term Region 17 Championship Horse Show (Region 17 Show) shall include all classes with consideration of Pre Show classes or Region 17 Championship classes, held within the dates as described under Show Location and Dates and all other Region 17 Championship classes (not including Regional Championship Competitive Trail Rides and Endurance Rides) held outside of the designated Show Location and Dates.

## Show Commission Responsibilities

1. **Show Commission Meetings** – a minimum of one face-to-face meeting is to be held in the year preceding the Regional Championship Show. Additional meetings may be scheduled as needed. Additional meetings may be held by teleconference or other means deemed appropriate at the discretion of the Show Commission
2. **Budget** – the budget forecast is to be created and presented to the BoD for approval annually, but no later than the Spring meeting prior to the show. Once the budget is approved by the BoD it is the responsibility of the Show Commission to endeavour to manage within the budget guidelines.
3. **Fiduciary Responsibilities**
  - a. **In Compliance with the Region 17 Expenditure Approval Policy:**
    - i. Annually the BoD will approve a budget for the operations of Region 17 including a Region 17 show budget, and other activities. The Budget will be sufficiently detailed to provide guidance and direction to the Regional Director, Vice director, Regional Show Commission and other Committee Chairs, to identify expenditures that are part of the business of Region 17 including the show and other functions of Region 17.
    - ii. Show Commission Chair can approve Show budget related expenditures as long as they are consistent with the show budget and are a budgeted expenditure. If they are a non-budgeted expenditure, up to \$5,000, or if the expenditure will cause the budget category to be exceeded by 15%, the approval of the Regional Director must be received. Any item unbudgeted and over \$5,000 requires approval of a majority of the BoD.
    - iii. If time is of the essence and the convening of a BoD meeting is not possible, consistent with the Region’s By Laws, a vote of the BoD may be obtained via

alternate means for the purpose of approving an unbudgeted expenditure above \$5,000.

- iv. The treasurer's role is within the expenditure approval process is to ensure that the items are consistent with the approval process.
- v. Show Commission expenses to the regional show will be reimbursed based on the following:
  - 1. Airfare to the Regional Show at the lowest coach airfare, or mileage (whichever is lower)
  - 2. Hotel
  - 3. Daily per diem
- vi. Commission members attending the Regional meeting will receive their airfare or mileage (whichever is lower) and their hotel accommodation. Commission members that are also Regional delegates are expected to share the costs 50:50 between the club and the commission. Meals during the commission meetings will be paid at the standard per diem rate unless meals are provided.
- vii. Mileage rates and per diems will be determined annually as part of the budget process using such guides as CRA rates.

**b. Regional Show Personnel and Compensation**

- i. The regional show, as much as possible, should be staffed with non-paid volunteers except for those that have per diem and fees as approved by the Show Commission, consistent with the approved budget.
- ii. Paid officials – all paid officials may receive travel, hotel, per diem and a daily fee. Per diem will be consistent with contracts and such tools as the CRA rates.
- iii. Conflict of interest – all regional show personnel, i.e. volunteers, contractual personnel and regional staff are subject to the following policy on gratuities, entertainment and conflict of interest. Gifts, hospitality or entertainment given by an individual or company of \$100 or less in value per show may be accepted by an individual as long as they are not meant to influence the event personnel's independence of judgment. Purchasing transactions are to be avoided if the regional show personnel, a member of the family or relative are owners or have substantial financial interest in any company competing for the regions' business.
- iv. Prize Money: will be paid consistent with EC Rules. The Show Commission will annually review and make recommendations to the Board of Delegates for classes and prize money distribution. The amount of and classes for awards will be approved by the board of Delegates as part of the budget process. The Show Commission may award additional prize money if additional sponsorships are obtained for those specific purposes.

**4. Contracts:** All positions receiving compensation require a contract.

- a. All contracts for the regional show will be approved as per the Region 17 expenditure approval policy but must be consistent with EC and AHA rules regarding conflict of interest. All staff contracts including Judges and Stewards contracts will be determined no later than the end of May. The Show secretary will make reasonable effort to contact staff as soon as

possible to ensure their availability and commitment to the show. The show secretary will contact Judges in the order chosen by the Judges Selection Committee for availability and participation in the Region 17 show. A copy of the contracts must be retained by the Show Commission (show secretary) and a copy sent to the Treasurer.

- b. **Multiyear contracts:** must be approved by the Board of Delegates as funds are being committed beyond a budget year.

## **Revisions to this document**

These Guidelines for the Region 17 Championship Horse Show can be added or deleted by the Region 17 Board of Delegates at any Region 17 AHA General meeting, by a majority of delegates in attendance. Any change to this scope however will only affect future decisions and not cause for any decision committed by the Show Commission prior to the change in scope.