



Region 17 Show Commission Operations and Procedures

The goal of the Show Commission is:

To endeavour:

- the promotion of the Arabian, Half and Anglo Arabian Breeds, and that the goals and objectives of the Arabian Horse Association, Equine Canada and Region 17 Arabian Horse Association are upheld:
- the best services are offered,
- the best available staff is acquired,
- to maintain complete and accurate records consistent with policy
- that all assignments are executed as planned and to help in any and every capacity to endeavor the show runs well and the exhibitors have the fair, pleasant and the best possible experience.

It is the mandate of the Region 17 Show Commission to:

- Plan, prepare budgets, setup, administer, operate and record the Region 17 Championship Show and pre-show, if operated,
- To work within those rules and mandate of Region 17 respecting all decisions of the Region 17 Board of Delegates,
- To ensure all rules, Equine Canada and Arabian Horse Association, are upheld,
- To manage the Regional Show Budget, approved by the Region 17 Board of Delegates, is achieved, and to adjust, the budget given opportunities to benefit or events that may hinder the best operation of the show, to the best of their ability, and as such endeavor that the fiduciary responsibilities of the region are understood and followed.
- Securing class and corporate sponsorships will be the responsibility of the Show Commission or a person selected by the Commission for that purpose.
- To keep the Regional Director informed through regular communication of significant decisions.

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

- Show Dates and Locations
- Judges Selection
- Awards for Champion and Reserve
- 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 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 decision based on specific requirements. The Show Commission may from time to time alter the decision of the Board of Delegates 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

Horse Show as originally ratified by the Board of Delegates 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 by the show commission to alter the dates or location of the show and would require a timely decision where the ability to take the decision before the Board of Delegates at a General Meeting of the Board of Delegates 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.

The Region 17 Judges Selection Committee will consist of 2 members of Region 17, who are not member of the Show Commission, and one member of the Show Commission. The Region 17 Board of Delegates shall select by election the two region 17 members to the Judges Selection Committee. All terms for the Judges Selection Committee shall be for a term of two years, with expiration terms occurring in opposing years such that every fall meeting of the Region 17 Board of Delegates, the Board of Delegates is selecting one member to the Judges Selection Committee. The Show Commission will select their member from their own membership and will be for a term consistent with their membership on the Show Commission. A Show Commission Member cannot be elected as a Board of Delegate 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.

The Judges Selection Committee shall select judges for all disciplines. The Judges Selection Committee will prepare a list of judges with alternates for the Show Commission to secure. Anyone may make suggestions for judges as long as those judges are eligible under AHA and EC rules to adjudicate at the Region 17 Championship Show.

Once the selection of judges has been made, the Judges Selection Committee shall present the names to the Show Commission, who in turn will have the Show Secretary, or designate, contact the list of judges and forward the necessary communication to the Show Commission.

If a judge on the list is unavailable for the upcoming year, the Show Commission shall secure that judge for the following year, if available, and proceed to the next name on the list until all positions are secured.

The Judges Selection Committee will not be required to make available the list of judges to the membership but will be required at a meeting of the Board of Delegates to inform the Board of Delegates of any judges secured under contract for the upcoming year. Contracts will be sent out by the Show Secretary, or designate copies of the judges contracts should be sent to the treasurer. The Show Commission working first from the Judges Selection Committee approved list has the right to substitute any judge in the event that due to unforeseen circumstances a judge needs to be substituted and there is not sufficient time to convene the Judges Selection Committee. The Judges Selection Committee shall be informed of the need to substitute any judge and the reasons for the substitution.

- **Awards for Champion or Reserve Champion** – The Show Commission shall from time to time need to review existing awards for championship and reserve Championship Trophies. 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 Board of Delegates 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 alternates choices, with quotes, are available for review

no later than the Fall Meeting of the Board of Delegates 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 substitution must be sent to the Board of Delegates.

- **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, or
 - 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.
 - The Show Commission at the Fall Meeting of the Region 17 Board of Delegates prior to the Show inform the Board of Delegates of any proposed “significant” changes to the schedule and seek approval by motion to alter the Show Format specifically in relation to (a) and (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 Board of Delegates for approval any other classes.

- **Budget Approval** – The preparation of the Show budget will be approved annually. The preparation of a Show Budget is the responsibility of the Region 17 Budget Committee. The Show Commission will participate in the budget preparation and approve the draft budget, as prepared by the Budget Committee, prior to the presentation of the budget to the Board of Delegates. If the Budget Committee and the Show Commission are unable to reach agreement on the budget and achieve approval by the commission the Show Commission will present a budget that that they do approve, and the Budget Committee will present a budget that they do approve to the Board of Delegates who shall cause a budget to be approved. The Budget Committee shall consist of four members, the Treasurer, the Vice Chair of Region 17, a member of the Show Commission and a member of the Board of Delegates.
 - The Show Commission shall elect a member from amongst the Commission members. The individual elected must remain an active member of the Show Commission to remain on the Budget Committee.
 - The Board of Delegates shall elect, to a two year term, a member of Region 17. The member of Region 17 elected by the Board of Delegates shall not be a member of the Show Commission. The member of Region 17 elected by the Board of Delegates to the Budget Committee shall be elected in a manner that will endeavor that their term expires in opposing years to the Treasurer and Vice Director.
 - The Regional Director, is an ex-officio member of the Budget Committee.

Further:

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 errors 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.

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 effect future decisions and not cause for any decision committed to by the Show Commission prior to the change in scope.

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 Commissioners Responsibilities:

SHOW COMMISSION MEETINGS –A minimum of one face to face meeting be held in the year preceding the next 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.

BUDGET: The budget forecast is to be created and presented to the Board of Delegates for approval annually, but no later than the Spring Meeting prior to the show. Once the budget is approved by the Board of Delegates it is the responsibility of the Show Commission to endeavour to manage within the budget guidelines.

Fiduciary Responsibilities:

As per the Region 17 expenditure approval policy:

- Annually the Board of Delegates 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.
- The Regional Director can approve expenditures for general operations as long as they are consistent with the general 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 Director and Vice Director must be received. Any item unbudgeted and over \$5,000 requires approval of a majority of the Board of Delegates.
- 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 or if the expenditure will cause the budget category to be exceeded by 15%, the approval of the Director and Show Commission Chair must be received. Any item unbudgeted and over \$5,000 requires approval of a majority of the Board of Delegates.
- If time is of the essence and the convening of a Board of Delegate meeting is not possible, consistent with the Region's By-Laws, a vote of the Board of Delegates may be obtained

via alternate means for the purpose of approving an unbudgeted expenditure above \$5,000.00

- o The Treasurer's role in the expenditure approval process is to ensure that the items are consistent with the approval process.

Show Commissioners – Compensation for Commissioners and Other Show Personnel will be reviewed annually in conjunction with the annual budget process. The Show Commission will submit a request for Compensation for key roles to the Board of Delegates for approval in conjunction with the budget process. This is in addition to the reimbursement for expenses which will be reimbursed based on the following:

airfare to the Regional Show at the lowest coach airfare, or Mileage (whichever is lower), hotel, and a daily per Diem.

Mileage Rates and Per Diems will be determined annually as part of the budget process.

Special arrangements may be made, approved by the Show Commission, as long as they do not exceed what reimbursement a party would have otherwise been entitled to,

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 entitled to the above but only to the extent that they do not receive compensation from their member club. Meals during the Commission meetings will be paid by the Region.

Region Show Personnel and Compensation

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.

Paid Officials -All paid officials may receive travel, hotel, per diem, and a daily fee. Per Diem will be consistent with contracts. Refer to the following chart for compensation allowances.

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 region's business.

PRIZE MONEY –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 award 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.

CONTRACTS: All positions receiving compensation require a contract. 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. A copy of the contracts must be retained by the Show Commission (Show Secretary, and a copy sent to the Treasurer).

Multi-year contracts must be approved by the Board of Delegates as funds are being committed beyond a budget year, but are not recommended except in the case of the key positions of Show Manager and Show Secretary.

Definitions:

Region 17 Board of Delegates - The Delegates to represent Member Organizations within Region 17 shall be those Delegates qualified for the AHA Delegates according to Article VII, Section 1, AHA By-Laws or as amended.

Region 17 Director - The Director is the executive officer of the Region.

Region 17 Vice Director - The Vice-Director shall assist the Director in all performances of the Director's duties and exercise all functions of the Director in the Director's absence..

Region 17 Secretary - The Secretary shall keep accurate minutes of all meetings and shall notify all members of the time and place of any meeting, and shall perform such other duties as usually pertain to the office of Secretary.

Region 17 Treasurer - The Treasurer shall collect all monies due to the Region and shall deposit them as directed by the By-Laws

Region 17 Show Commission and Commissioners - The Region 17 Show Commission shall consist of six Commission members, one whose club is in each province within Region 17, plus two additional members at large. Commission members need not be Region17 delegates, but must be Region 17 club members, through an Arabian Horse Association affiliate club or a Lifetime member through AHA. Nominees to the Show Commission for the Provincial Representation must be nominated by a Club Delegate from the province for which they will represent. Nominees for At Large Commission members may be nominated by any Club Delegate. Resignation and replacements of Show Commission members will be filled by appointment from the Director of a Region 17 member from the same province with the majority approval of the Show Commission, and ratified by the members 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 meeting shall be distributed to all Show Commission Members, including the Regional Director in a timely manner. They must also ensure that a 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 over all operation of the show, and will work along 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.