

AFFILIATES, COMMITTEES AND THE WORK TO BE DONE

Nothing can be more daunting than volunteering to go on a committee of an association that represents your interest.

The AQHA Affiliates play a vital role in offering shows and events that are planned and run to the benefit of people that are interested in horses.

An Affiliate cannot survive without a good committee.

Your Affiliates Constitution will outline the positions that have to be filled to make up your committee. These constitutions do vary.

Membership of an Affiliate – All AQHA Affiliates are member based and the Affiliate committee will set guidelines according to their constitution re categories of memberships and fees.

An Affiliate must advertise their Annual General Meeting each year to their members. It is also recommended that the AGM be advertised in your show programs as you may have competitors/participants at your events that may wish to become involved with your Affiliate at a committee level.

THE AFFILIATE COMMITTEE

The committee of an Affiliate is a representative of the members of the Affiliate.

The amount of committee members required would be in the Affiliates constitution.

Below are some guidelines on committee positions:

PRESIDENT – chairs the meetings of the Affiliate, guides and nurtures the committee and members and puts first and foremost the interests of the Affiliate.

VICE PRESIDENT – assists the President in his/her role.

SECRETARY – takes the minutes of all meetings and distributes these minutes to all members and carries out any instructions that arise from those minutes. Sorts all correspondence and presents to the meeting.

TREASURER – Is responsible for the financial reports of the Affiliate. It is recommended that all bank accounts held by the Affiliate require at least 2 signatures.

Records the income – membership fees, entry fees, stable fees, camping fees, office levies etc, clinic fees, sponsorship

Records the expenses – ribbons, trophies, and the venue, payment to judges, announcers etc, and prize money and presents a profit and loss at the end of the Affiliates financial year. (Income & Expenses)

AUDITOR – Your financial accounts have to be audited each year. It does not mean that you have to employ an Accountant (unless your constitution states this). You can ask someone who is not a member of your Affiliate, to audit your accounts. Someone who has a financial background eg.

works in a bank, accounts manager or someone employed in a position that deals with bank statements.

Some of the positions that you may have or need but that can be shared would be:

WEB SITE - to update your web on a regular basis

NEWSLETTER – to produce a newsletter that is sent to all members on a regular basis

SPONSORSHIP – to gain donations from companies and individuals to support your affiliate

SHOW SECRETARY 1 – to work the show office on the day which would include taking late entries (if allowed) to make sure the ribbons are on hand, to record and tally high point awards (if applicable) and to help run the show smoothly

SHOW SECRETARY 2 before the show – to record the entries for the show and produce a list of each class with the competitors in that class NB: Show Secretary 1 and 2 can be the same person but does not have to be.

JUDGES – someone to employ and organise the judge taking into consideration transporting the judge to and from venue, picking up from airports, accommodation, judges contract, payment to judge.

SHOW TEAM – someone to employ and work out all details relating to accom. travel and payment.

RIBBONS /TROPHIES– to work out what is required and order in time to have for your event

GEAR – to keep in a safe and useable condition

EXTRA WORKERS ON THE DAY OF THE EVENT - as suggested in the notes on preparing for a show, if you cannot find or afford a full show team, then do up a roster that allows the committee or members to help out at the event.

PREPARING TO RUN SHOWS/EVENTS

This is an introduction into running shows and events and hopefully will help Affiliate Committees, old and new, in the great job they do in providing events for their members.

The following are “tips” to preparing to run events and also queries the AQHA office receives regarding Affiliates and clarification on some rules. There are also a few “musts” that the AQHA requests Affiliates to adhere to.

EVENTS FOR THE YEAR - it is recommended that the Affiliate committee make the decision on what events they are going to run in the next show season, if possible, before the show season begins.

SHOWS - Number of shows to run, what class of show A, AA, or B. Often relies on the area that the Affiliate is situated in. Affiliates in close proximity to other Affiliates, should look at how many shows are held in their surrounding areas on a regular basis. Too many shows can often make the competitor choose which show to compete at which can result in smaller numbers at each show. This decision also relies on how many active committee members are available to run shows.

CLINICS - How many clinics if any, and what sort of clinics eg. Beginner, amateur or open

END OF YEAR - Will your Affiliate be having end of year high point awards? And if yes then what are the rules? The Affiliate needs to advertise the awards and rules to its members.

MAINTENANCE - How many working bees will be required to keep the venue, used by the affiliate, as a safe and secure venue and to maintain the equipment owned by the Affiliate.

WORK LOAD AT EVENTS It is recommended to Affiliates that the work load for events is shared by all committee members. For eg. if the Affiliate is going to hold 6 shows a year, and you have 6 committee members, then each committee member rosters on to be the person that will coordinate that show. This does not mean that this person has to organise everything for that show.

SHOW SECRETARY One of the most important jobs at the show is the Show Secretary on the day of the show. Affiliates could consider hiring someone to take on this job at each of their shows for a nominal amount. This person could be someone involved with horses but not necessarily Western horses.eg. local PC or Dressage clubs, a retired rider or a relative of a competitor.

PROGRAM – it is recommended that Affiliates also look to the type of horses and number of different equine disciplines in their area when making a decision on what classes to hold. It is great to cater to the members of your club, that are predominantly western, but there could be other avenues open to the Affiliate to hold events that would bring in numbers and help supplement the income of the Affiliate. Some examples: Dressage, Hack events, events for PC riders, other breed halter events.

SHOW APPROVAL – Affiliates can claim their dates with the AQHA by sending in their show approvals in advance if they wish. If for some reason your Affiliate has to cancel a show a \$10 administration fee will be charged on “A” shows and \$20 on “AA” shows. If your shows are run under AAA, HSAA, APHA and AQHA rules, then the AQHA rules override all other rules on the AQHA approved events

NB: Until Show program approval has been granted by the AQHA you can only advertise your program as PENDING.

ORGANISING A SHOW – Decide on the venue and dates, then your Judges availability.

VENUE – It is recommended that you receive in writing a confirmation of your booking with the owners of the venue and your associated costs. It is **COMPULSORY** that the owner of the venue has a Public Liability Insurance. It is **COMPULSORY** that the Affiliate sends a copy of their Certificate of Currency to the owner of the venues that the Affiliate uses.

PROMOTING YOUR EVENT – make sure you get your programs out as early as possible so that people are aware that your event is on. If you have a web site thane make sure it is kept updated on a regular basis. Get your approval into the AQHA office as soon as possible so that your event can be advertised on the AQHA calendar on the AQHA web site and magazine.

YOU MUST – the day before your event commences or on the morning of your event a risk hazard management check of your venue. Anything could have occurred since the last time you used the venue. It is the Affiliates responsibility to make sure that there are no pitfalls that could cause an accident at the venue, eg. a hole in the ground just where you want the horses to enter the show arena. It is the Owners of the venue responsibility to fix any of these problems. If the problem cannot be fixed in time for your event to commence, then you need to adjust your plans to suit the area and make sure that the danger area is roped off with signage.

CAMPING – Please be mindful when setting up your camping areas of the risk to people and horses. It is not safe to have horses mixed in with the camping area. Electric leads need to be placed above ground where possible and in areas where horses will not have to travel over or on these leads. If possible, the safest way is NO HORSES IN CAMPING AREAS.

STABLES – When pre booking stables please ask for the sex of the horses. This way when allocating stables you do not put 2 stallions or mares and stallions next to each other where possible.

STABLE AREA – needs to be a safe environment for people and horses. DO NOT ALLOW PUSH BIKES, SKATE BOARDS OR ANYTHING OF A SIMILAR NATURE to be ridden in stable areas. Make sure small children are always accompanied by an adult and where possible don't take small children into the stable areas.

MARSHALLING AREA – Make sure, if possible, that the marshalling area is of a suitable size. The marshalling area is an area that is for COMPETITORS AND SHOW OFFICIALS ONLY. People in the marshalling area should be appropriately attired for the event that they are about to contest. Show officials should be attired according to the rules. Affiliates should make sure that the marshalling area is not overcrowded with horses waiting to go into a class. These rules are for the safety of the competitor and their horses. There should be no obstacles placed in a marshalling area that would be a hindrance to the competitor, their horses or officials. **THERE IS NO ALCOHOL TO BE TAKEN INTO OR CONSUMED IN THE MARSHALLING AREAS**

SHOW ARENA – Should be suitably prepared for your event and the type of classes that you will be running. Please make sure that anyone using a tractor, drag etc. is properly endorsed on this type of vehicle and that the person operating this equipment is suitably attired eg. long pants, shirt with sleeves (short or long) collar and closed in shoes. (not thongs, not clogs, not sandals) It is the responsibility of the Affiliate to make sure that there is nothing protruding into the arena, or anything that could fall into the arena that may cause a problem to rider or horse that any signage is secured so that it does not flap, that anyone entering the show arena is attired as per the rules. (the only exception is people entering the arena to help set up and take down trails etc. In this instance neat attire is required, long pants, shirt with sleeves, (short or long) collar and boots.) **THERE IS NO ALCOHOL TO BE TAKEN INTO OR CONSUMED IN THE SHOW ARENA**

JOBS TO BE DONE BEFORE THE SHOW

Share these around as it is very easy to become dissatisfied if the one person continues to do everything. Some of the things that need to be done:

JUDGE Employing and finalising the Judge – to be done by someone not competing

SHOW MANAGER – Is given the responsibility to make the sure the event commences on time, flows smoothly, decides on breaks, sets up and takes down trail gear (with help) sets up any cones required for patterned classes. The rest of the show team is answerable to the show manager. The Show Manager works with the Judge re the procedures for the different classes.

RING STEWARD Organise who is going to be the ring steward and confirm the appointment – suggestion if you have anyone that may be interested in becoming a judge then let them gain some experience in stewarding as this would be a benefit to this person. Or if you run beginner shows also then ask the beginners to help at the A or AA shows, this can also be a valuable learning experience for the new people in our industry.

ANNOUNCER – is responsible for the calling of gaits within the classes, announcing the placings, making announcements re sponsors and working under the instruction of the Show Manager

GEAR STEWARD Don't forget that your gear steward needs to know the rules –if you are not having a specific gear steward, some Gate Marshalls or Show Managers also check the gear as part of their job, please make sure that they are up to date on the rules pertaining to attire and gear.

GATE MARSHALL Is the person who has a list of people that are entered in the classes and has to check them off to make sure that all are present and accounted for prior to their class.

DISPUTES COMMITTEE – Must be organised prior to the commencement of the first class of the show. It is the responsibility of the disputes committee to hear any protests put forward and to discuss and come to a fair conclusion on the protest taking into account the rules and regulations. This committee is made up of the Show Manager, a committee member and a competitor. (2 of these must be AQHA financial members)

RIBBONS Order ribbons if stocks are low and bring ribbons to the show organised so that it is easier for the person presenting the ribbons

TROPHIES – if any being given out, get the order in early and bring to the show

PRIZEMONEY – if given out at the end of each event get it organised and into envelopes for presentation or if sent out after the show then maybe organise a spreadsheet to use so that it makes final tallying of what is owed to everyone a bit easier. If you advertise that you are sending out prize money in a certain time frame then please make sure you adhere to this.

TRAIL GEAR etc. arrange for someone to make sure that the gear is at the venue and that it is accessible to the show arena. Organise in advance who is going to help set up and take down the gear.

SHOW RESULTS – make sure that the results are sent in on time to the AQHA office.

Show results can be done on an excel spreadsheet or word document that has been set up for that purpose and are available from the AQHA office. If you have purchased the Show Me program and need any help with this program, you can contact the AQHA office.

COMPETITORS – Make your competitors welcome, without the competitors at your shows you will not have any shows. Competitors also have a responsibility when at a show. The following statement must be added to your rules and regulations on your show program and it is requested that you also add this statement to your web site and newsletters.

Competitor's/participants at any event run by (insert affiliate name) have a responsibility to ensure the welfare of their horses and at all times to treat their horses humanely and with dignity, respect and compassion. Competitors/participants are to conduct themselves in a professional manner and act with integrity in all dealings with the Affiliate and other competitors. To uphold the rules and regulations of the (insert affiliate name) and the AQHA at all times. Competitors/participants are to demonstrate good sportsmanship at all times, showing respect for your fellow competitors and officials, following the rules and to treat people the way you yourself wish to be treated.