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## PORTFOLIO GUIDELINES

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# INTRODUCTION

This publication has been compiled to assist Directors and Portfolio Holders to understand the Portfolio/s that they have been appointed and the responsibilities attached thereto. It is not a book of rules.

Portfolios can be held by any single Director, group of Directors or member of the Association as appointed by the Board. A Portfolio holder does not necessarily need to be a Director. As a portfolio holder do not feel that it is your sole responsibility to maintain and monitor your portfolio. The Board as a whole are appointed to manage the Association and its activities.

Portfolios will grow and evolve, some will become obsolete or inactive, as other new portfolios are developed to suit the growth of the Association. At any meeting a Director or Portfolio Holder may put forward ideas or suggested changes to any of the portfolios to ensure the future development of that portfolio and the Association. Likewise, the introduction of new portfolios to encompass new or existing programs will be encouraged and considered at a Board of Directors Meeting.

A separate document has been compiled containing PHAA Policy and Guideline records. This document includes all procedure and policy decisions emanating from General Meetings of the members.

These procedure and policy decisions are those which do not directly effect the Memorandum and Articles of Association but do have a bearing on our rules, regulations and procedures. It contains 2 sections -

## Section 1 –

As introduced by vote at a General Meeting of the members and may only be amended by vote at a subsequent General Meeting of the members.

## Section 2 –

General procedure & policy, may be changed from time to time by vote at a Meeting of the Directors. This section also includes guidelines for events such as the YISC, Youth Team Manager Selection etc. It would be in your interest to make yourself familiar with this document.

Portfolios are distributed at a meeting of the Board held immediately after the Annual General Meeting. The person or persons appointed will hold the portfolio until the next allocation is made at the following Annual General Meeting. Should you have any preference or interest in a particular portfolio, please make it known the Chairperson of the Meeting and the other Directors in attendance.

If you presently hold a portfolio and wish to continue with your work beyond the expiration of your term as Portfolio holder, whether you are to remain on the Board as a Director or not, please make it known to the Chairperson or to the outgoing President prior to the allocation meeting being held.

Portfolio holders are encouraged to source articles relative to their portfolios or to prepare reports for inclusion in the Paint Horse Journal. Portfolio Reports should also be prepared for each Board Meeting advising the Directors of any changes, progress or issues that have or may arise.

Any correspondence received by or sent from a Portfolio Holder, in respect of their Portfolio, should be copied and forwarded to the PHAA Office to be kept on the appropriate file/s.

Accounts and budgets – Some portfolios will be appointed annual budgets and some will also have an individual bank account. All spending in excess of \$100- must be approved by the Board of Directors prior to the expenditure being incurred. Should you need funds to promote your portfolio please ensure that you have a proposal tabled at the first available Board Meeting for acceptance or denial of the Board.

All payments are made by the PHAA Office Manager and all expenditure must be substantiated with receipts / Tax Invoices. This is our standard operating procedure.

## **PHAA DIRECTORS GUIDELINES & RESPONSIBILITIES**

A Director must be a financial member of the PHAA and comply with the requirements of the Articles of Association.

A Director must be familiar with the rules and regulations and articles of association of the PHAA, and the responsibilities involved. This includes the PHAA policies on horse breeding, competition and administration, including responsibilities under corporate and common law.

Every elected Director may hold office for two (2) years and then must retire. Directors appointed unopposed, "from the floor" at an Annual General Meeting or by the Board of Directors shall only hold office until the next Annual General Meeting. All retiring Directors are eligible to stand for re-election.

The Director must reside in the area they are to represent and must be prepared to contribute many hours to the position they hold, exception elections taken "from the floor" at an Annual General Meeting where place of residence shall not be taken into account.

### **DIRECTORS PLEDGE**

Incoming Directors will be asked to take a pledge. A copy of which is available from the PHAA office.

### **CONFIDENTIALITY**

On becoming a Director, the nominee will be asked to sign a confidentiality agreement. This document is provided to protect the Director, the Association and its members when handling sensitive and confidential matters.

### **PROFESSIONALISM**

A Director should be aware that they have a legal and moral responsibility to attend to the affairs of the PHAA in a business-like manner, and also be aware that they are answerable to the members for the money they spend and the policy decisions that they make.

### **COMMUNICATION**

All Directors will need to have personal use of an email service to allow communication between Directors, Office Staff and Members. Directors are responsible for answering emails within the required time frame. If proxies are held for voting in between BOD meetings voting results must be noted as such. When sending emails to members, Directors need to be mindful of content and attachments.

### **WORKING WITH CHILD CHECK**

All Board of Directors must have a current working with children check this should be applied for in the state you reside and a copy of the number must be forwarded to the office.

### **MEETINGS**

There are usually four (4) Board of Directors Meetings and one (1) Annual General Meeting per year. Directors are expected to attend all meetings or send a written apology if they do not attend.

As duty of care to the office staff and Board members, the recommended hours for board meetings – 7.00pm to 9.00pm, 8.30am to 9.00pm, 8.30am to no later than 5.00pm (Based on a Friday/Saturday timetable, Sunday when required.)

### **PROXY VOTING**

If you are unable to attend a Board Meeting you have the option of appointing one of the attending Directors as your proxy for voting purposes. A proxy form can be requested on when submitting your apology. You are encouraged to submit your comments or suggestions on issues that are included in the agenda.

## TRAVEL SUBSIDY

Directors are entitled to claim a travel subsidy to assist reimburse their direct travel costs to attend PHAA Board Meetings. Direct travel costs shall include air or rail fares, direct fuel costs for use of own car, cost of hire vehicle.

Directors are not obligated to make a claim for travel subsidy and payment is not automatic. The subsidy is in place for those Directors who at times may need some assistance to defray their travel costs.

A maximum of 5 claims can be made per annum relating to 5 separate meetings.

Exemption – Annual General Meeting, when held in conjunction with the PHAA National Show. Should a director be attending the National Show as a competitor, or be the owner or lessee of a horse that is entered into the National Show, then a subsidy will not be available for that meeting.

Tax invoices or other evidence of payment must be presented to the PHAA in order for the claim to be considered.

Payment will not be made prior to the meeting for which the subsidy is being claimed.

Should the director fail to attend the meeting a claim cannot be made for a subsidy for travel to that meeting.

The travel subsidy is calculated as follows –

Travel in excess of 2000klms from place of meeting - \$600.00

Travel in excess of 1000klms but less than 2000klms from place of meeting - \$500.00

Travel in excess of 500klms but less than 1000klms from place of meeting - \$400.00

Travel less than 500klms from place of meeting - \$300.00

(Additional costs are subject to approval by BOD for exceptional circumstances).

Distance is calculated as being the most direct route available and may be verified by organizations such as the NRMA.

## PORFOLIOS

It is preferable that Directors hold a minimum of one (1) portfolio and a maximum of three (3) and to be actively working within them and the portfolio guidelines.

## OUT OF MEETINGS / ELECTRONIC VOTING

1. A proposal by a Director or member is put to the BOD; another director seconds it.
2. It is forwarded to the office and must be sent to all directors in like form.
3. The Directors must vote on the proposal and copy the office in on the final email result.
4. The proposal can only be passed if every Director has voted and the result is unanimously in favour.

## VOTING IN MEETINGS

1. A proposal by a Director or member is put to the BOD; another director seconds it.
2. The Directors vote on the proposal.
3. The result is decided on by a majority vote.
4. If it is an equal vote the Chairperson has the deciding vote.

## TELECONFERENCES

Board members can call teleconferences the same as a Board meeting.

All Board members must be in agreement to hold teleconference meetings. If a Board member is not in agreement to hold teleconference meetings or removes permission within reasonable time before a meeting a teleconference can not be held.

It is not necessary to have all Board members attend but preferable (there must be a quorum).

A proposal is put forward in the same manner as an email proposal, but can be decided by a majority vote, if equal the Chairperson has the deciding vote.

#### TASK FORCES

Purpose - To open the lines of communication with our membership and enhance the input made by the core membership in assisting the Board in decision making processes on a per issue basis.

Goal – To establish a fair and open method of decision making and to create discussion and gain input within our membership.

Structure – Each Task Force will compose of 4 independent members and 1 Director who have an interest in the matters of the particular Task Force. In some cases more or less than 4 members may be appointed at the discretion of the Board member appointed to the Task Force.

A Staff member may also be appointed for minute keeping if required. Any current member may be considered for or apply for consideration to being appointed to a Task Force. In some cases a professional who may not be a member may be appointed to a Task Force.

Due Process -Establish member based Task Forces on matters and portfolios of interest. Task Force members communicate with the open membership to gather ideas, information, requests and suggestions.

- Task Force members gather information and listen to the requests of our members in matters relevant to their Task Force
- Task Force members research matters at hand
- Task Force members meet together and discuss the information they have sourced
- Task Force members formulate recommendations for the Board of Directors to consider on issues that are relevant to their Task Force.
- Chairperson of Task Force delivers report to Board of Directors
- Directors consider and act on report

Administration – Task Force members receive no remuneration unless there are investigative expenses pre-approved by the Board of Directors.

Minutes of all meetings held by the Task Force need be turned in to the PHAA Office in line with due dates for agenda items for each Board of Directors Meeting. It is up to the individual director / portfolio holder to establish and manage a task force if required.

## AMATEUR OWNER PORTFOLIO

To keep an open line of communication between the Amateur Owner members of The PHAA and the Board of Directors.

Review Amateur Rules and programs. Review Amateur events held at the National Show. Make suggestions to the Board for improvements as necessary.

Establish Liaison Officers in each State, to communicate with the Portfolio holder and members in their State. See "Task Forces" for additional information.

Establish fundraising activities with assistance from Liaison Officer/s.

Amateur Annual General Meeting -

- The director in charge of the Amateur Portfolio shall chair the meeting.
- The Amateur AGM is to be held at the National Show. A written notice should be lodged within 28 days of the AGM in the Paint Horse Journal or other suitable means.
- A suitable time and venue should be determined and secured for the National Show.
- Obtain from the PHAA head office copies of the previous AGM minutes.
- Contact youth volunteers for set up and clean up/coffee and or snack etc. (a request for petty cash for Amateur AGM from the PHAA head office).
- Contact should be made with all current Amateur Liaison Officers requesting the following:
  - a) End of year report on the activities with which they were involved.
  - b) Forecast of the PHAA Amateur Owners. What would the A/O like to see accomplished within 5 years by the Association.
  - c) A list of recommendations/suggestions for the future council.
  - d) Top ten most wanted awards list.

### **Amateur Owner AGM notes:**

Flyer/advertisement to be circulated at the National Show. Daily announcements of time and place of AGM at the National Show. Profiles of Liaison Officers made available. 'Think Tank' session after the elections on fundraising for the Amateur Owners.

Organise Amateur Owner End Of Year Awards with appropriate, including an Amateur Owner Encouragement Award, to be selected with the assistance of the Point Score Coordinator and the Board will vote on the candidates as presented.

Communicate via the Paint Horse Journal and the Amateur Owner Facebook Page, keeping members up to date and requesting input and assistance when required. Compile an "Amateur Owner Snap Shot" for each issue of the Paint Horse Journal. The Office will assist with this task.

Attend as many "Amateur" meetings as possible, to communicate with Amateur Owner members, and to give a "human face" to the Portfolio.

A list of all Amateur Owner members can be obtained upon request from the head office in Dubbo. You may wish to forward a letter to each Amateur Member introducing yourself as the Portfolio Holder.

The Association holds an Amateur Owner Bank Account. This account is designed to record transactions of fundraising and or any other benefits the Amateur Owners may obtain in efforts to ensure privileges. This account may service the end of year awards, encouragement awards, camps and the like.

### **Amateur Owner Subsidy**

Each affiliate club is entitled to apply annually (in relation to Amateurs) for a High Point Amateur Buckle for a PHAA Approved State Show. Additionally a \$300 annual grant for approved camps or clinics (minimum 2 day duration) – The amount of \$15 per Amateur with a maximum of 10 Amateurs per camp may be applied for. Clubs may hold more than one event per year and collectively claim for a total subsidy of \$300. Funds are to be withdrawn from the PHAA Amateur account. Application for grant must be made in writing to the PHAA board of directors 60 days prior to the date of the camp/clinic.

## **BREED IMPROVEMENT**

The portfolio of Breed Improvement incorporates issues such as Genetics, Gelding Promotion and Registration.

Review Rules and program relative to the portfolio. Make suggestions for improvements as necessary.

Provide a portfolio report or article relative to the portfolio for inclusion in the Paint Horse Journal when able. The deadline for reports is the 1<sup>st</sup> of the month before the issue of the Journal. Journals are published four times per year.

Provide an Annual Report for the Genetics Portfolio which is tabled at the AGM and published in the PHAA Annual Report. Information that may be included in the report are statistics for that year (number/percentage/type of coloured/solid registrations, patterns etc, also for upgrades). The Office will assist you in the research for this report.

Research information on paint horse genetics which may include colour patterns, base colours, genetic defects in horses and other material which may be relevant.

Liaise specifically with the American Paint Horse Association (APHA) regarding paint horse genetics and make information obtained available to PHAA and members.

Research genetic testing to assist paint horse breeders, eg. OLW testing, colour and pattern testing. Liaise with appropriate universities or laboratories as necessary.

Provide information to members, potential members and other interested people on colour and pattern genetics; particularly information on increasing the percentage of coloured progeny from planned matings and decreasing the percentage of lethal white progeny. There are regular inquiries from coloured horse and pony breeders eg. miniature horses, pinto horses etc.

Provide sympathetic advice on lethal white foals to members and non-members at times of need, on death or expected death of lethal white foal. Phone calls can be expected at all times of day and night, particularly when foal owners and breeders are distressed.

Liaise with international, national and state breed associations, particularly colour breeds/registries to obtain information specific to horse genetics and provide this information to the PHAA.

## **COMPANY SECRETARY**

The position of Company Secretary is that of an Office Bearer and not a Portfolio holder, however has been included in this publication for information purposes. There are responsibilities under Corporations Law that apply to the position of Company Secretary.

The Office Manager and Associations Auditor will compile the documents that you are required to sign as Company Secretary, however you should still be aware of your obligations.

Firstly, refer to current Corporations Legislation for responsibilities under NSW / Federal Laws for detailed information.

Refer also PHAA Articles of Association – Article 43

Sign off on Annual Returns and other Australian Securities & Investment Commission forms as appropriate.

Sign off on other appropriate documentation – leases, agreements etc.

Prepare “Company Secretary” report for Annual General Meeting Report to members

Point of reference for Office Manager, including approval of leave entitlements of Office Manager.

Oversee the general running of the PHAA Office in conjunction with the PHAA President.

Intermittently peruse staff entitlement records of Office Manager.



## **FUTURITY**

Generally, the National Show Portfolio Holder will also be responsible for Futurity. There are specific Futurity Guidelines. Refer also to National Show for responsibilities at National Show.

Apart from the National Show the follow issues should be attended to –

Review previous years event and numbers in classes.

Make recommendations to the Board of Directors if changes are required.

Oversee PHAA Office staff compilation of entries as they are received through out the year.

Ensure that initial nomination form is included as a flyer in the June issue of the PHJ.

This form should also be on PHAA Website.

Liaise with Show Secretary and Office Manager with lead in to National Show.

Refer to PHAA Policy Document for Futurity Guidelines.

## GOODS AUCTION

Usually the responsibility of the Youth Portfolio holder assisted by other Directors.

AIM – To procure goods from businesses or members or such to sell at auction at the national Show to raise money for the Youth Fund / Youth Trip (alternating) and PHAA Building Fund.

Arrange a venue and time at the national show for the auction to be held. Usually a Bar-b-que is also held at the same time to encourage members' attendance.

Procure services or goods from owners or business owners by phone / fax / email or post. Example stallion services, gift certificates, items of saddlery, horse feed, magazine subscriptions, and clothing.

Send forms for formal permission and/or stallion details to confirm stallion services offered.

Advertise in PHJ national show program and outside magazines such as horse deals.

Number / index items to be auctioned.

Prepare Gift certificates for items not physically present – magazine subscriptions, stallion services etc.

Prepare a list of all items to be auctioned, making provision for name of donor, purchaser and price paid. Duplicate copy to be given to Auctioneer.

Organize an auctioneer or suitable person to conduct the auction. Enquire if auctioneer is prepared to donate their time and acknowledge same.

Organise "spotters" and a secretary to record the results of winning bidder and price bid.

Notify stallion/business owners of winning purchasers.

Payment by cheque or cash must be made to the PHAA immediately or proof of direct deposit.

Supply receipts for winning bidders with a copy for the association.

Send all donors a laminated certificate of appreciation. Invite them to participate again the following year.

Offer auctioneer free membership or such if they have donated their time.

Provide PHAA Office with the completed list of winning bids, receipts and payments. Advise Office in writing of any additional tasks to be completed, ie membership for Auctioneer.

## INFORMATION SERVICES & PUBLICATIONS

This portfolio incorporates Paint Horse Journal, PHAA Website, promotional information such as brochures and general communication.

**JOURNAL** The PHJ is mailed to each financial member (excluding life members who must pay a subscription) is published bimonthly in February, April, June, August, October and December each year.

The deadline for each journal is the beginning of the month preceding publication. That is, material for the journal for the February issue would have to be received prior to 1 January.

Proof read journal for content, correctness and appropriateness

Liaise with PHAA Office and if required publishers

Attend to advertising / calling for tenders at contract review dates

**WEBSITE** The website is “the face of the Association” to many of our members and our most powerful advertising tool for prospective new members. It is important that the website be kept up to date and interesting.

Frequently visit the website and recommend any updates and changes that will enhance the site, liaise with the Office Manager for any updates to the page or for any forms or publications that need to be updated.

Ensure that minutes of meetings are posted within 14 days of the meeting being held.

Ensure that all important notices such as Annual General Meeting and election dates are posted.

Your involvement in further aspects of this portfolio will be dependant on your experience in the maintenance of websites.

**OTHER PUBLICATIONS** – Associations brochures, flyers and advertising.

Liaise with PHAA Office on updating Association brochures and with other portfolios in respect of advertising – Foal Raffle, Goods Auction etc

## **INTERNATIONAL**

Liaise with other International Organisations such as Paint Horse Assn of New Zealand, APHA and European Bodies.

Promote PHAA amongst other international organisations.

Keep informed of rule and policy changes of international organisations that may be of interest or influence to PHAA

If possible attend APHA World Show International Meeting in June of each year, if not obtain a copy of the minutes from APHA for the information of the PHAA Board

Prepare articles for inclusion of PHJ of International items of interest.

Liaise with Youth / National Show / Amateur Portfolio holders and assist if international competitors attend the PHAA National Show

Organise a PHAA "Meet & Greet" for any visiting internationals

## **JUDGES, SHOW AND PERFORMANCE**

Member of Judges Selection & Review Committee

Initial set up of Judges Training and Education program for acceptance by the Board.

Work in liaison with Rules & Regulations Portfolio Holder and PHAA Office in respect of recommended rule changes, judging & show official complaints, recommended procedure changes.

Oversee organisation of PHAA Judges Training and Education program.

Organise Judging Seminars and Examinations.

Prepare and make recommendations to the Board for acceptance of new judges.

Prepare and make recommendation to the Board for Show & Performance rule changes

Prepare reports for PHJ or articles on issues that effect Show or Judging.

Prepare articles of interest such as Judges Interviews, Highlighting one event and the relevant rule for the PHJ

Prepare and submit reports for Board Meetings.

## NATIONAL SHOW

One of the most labour intensive of the portfolios. The Portfolio holder should have a knowledge of the procedures of the PHAA National Show and work closely with the PHAA Office Staff and National Show Secretary in the lead up to each National Show. The National Show Portfolio holder should be confident in the selection of staff for the National Show Team, enabling the Portfolio Holder to “hand over” to the Show team on commencement of the Show.

Review each National Show after it is completed and make recommendations to the Board for any program or physical changes required for the next Show.

In liaison with the PHAA Office and Show Secretary ensure that the Work Sheet is maintained and up to date, particularly with items such as ribbon & trophy orders, grounds bookings and securing judges.

Prepare progress reports for each Board Meeting and reports in most PHAA Journals.

### **National Show Position Descriptions**

The National Show is managed by a team consisting of the following positions:

Show/Arena Manager, Show Secretary, Announcer, Ring Steward, 2 x Gate Stewards, Stewards Assistant, Surface Manager, Office Assistant, Hi-Point Co-Ordinator, Photographer and Veterinary Surgeon.

### **Show Manager**

Is responsible for the collective operations of all aspects of the show and must maintain a constant overseeing of all activities of the show week. The continual communication between show manager and show secretary is pivotal to the smooth running of a show. The show manager has complete control of the show arena, marshalling area and areas in close proximity. The show managers’ decision on any matter is final. Although gear & attire is the responsibility of the gate stewards, the show manager does have the authority to override a decision by the gate steward as long as within the rules.

The Show Manger has the responsibility for the following duties:

- work with AELEC to ensure smooth running of the event
- approve the arena
- approve and set up or direct the set up of the marshalling area
- approve the placement of announcers podium and site office
- welcome and introduction of all judges, officials, staff and guests at the official opening – the president may undertake this role
- approve times for show arena to be used for workouts
- maintain a clean and safe environment
- enforcing the animal welfare policy in conjunction with the show team
- setting the arena up for the different forms of competition and ensuring obstacles, markers etc. are returned to their original position for each exhibitor so that conditions are identical for all competitors in the event.
- keeping a smooth flow of communication from the judge(s), ring steward and announcer
- the orderly flow of events including the allotted time for warm-ups at the commencement of some classes
- will not accept late entries to any event once the gate has been closed
- Informed and up to date regarding HSAA & PHAA rules and regulations
- hang signs, banners and official PHAA notices
- has the sole authority to enforce all show rules and may excuse any horse or exhibitor from the arena prior to or during an event
- be included on the disputes committee if needed
- ensure cattle for events are safely confined and cared for.

The show manager must observe the overall workload and operations of the show and be able to make changes as he or she sees fit to ensure the event flows smoothly. He or she may also be required to thank the participating judges and officials at the conclusion of the show.

### **Show Secretary**

The show secretary position is responsible for the overall co-ordination of the show regarding exhibitors, entries, stables and sponsors. It is imperative that the show secretary maintains an open communication line with the show manager, National Show Portfolio Holder and office manager (prior to the Show) to ensure all aspects of preparation are met.

The show secretary has the responsibility of the following duties:

- Check or place, in liaison with the Director and the Office Manager order for all ribbons, trophies and garlands
- verify all information on entry forms
- ensure copies of all tax invoices are attached to each entry form
- verify owner and exhibitor have a current membership
- verify amateur owner entries have a current amateur owner card
- verify horse registration, gender and age with the office
- verify registration of other breed horses entered in “open all breeds” classes
- ensure horse is entered in correct class
- ensure late fee is charge for late entries and liaise with Office Manager
- allocate competition numbers
- allocate stable numbers
- create stable plan
- liaise with AELEC regarding layout for stable plan every day whilst stables are being erected
- collate all information for show program
- collate list of all entries with sire, dam and owners listed to be included in program
- design and/or organise printing of program cover, on approval of the National Show Portfolio Holder
- arrange for veterinary surgeon to be on call for the duration of the show
- order swab kits from Racing Australia
- liaise with show manager & announcer as to when vet is required for swab
- escort horse to swab box if required, a drug steward should be appointed before the show commences
- maintain records of all entries and results from every class to be forwarded to the office.
- Arrange radio spots and local newspaper coverage
- Organise information for sponsors and allocate space if a trade sponsor
- Arrange for the loan of all plants required for the arena and trophy area
- Collect banners from local sponsors and pass on to arena manager for display
- Print and laminate back numbers
- arrange printing of program
- collate numbers, programs etc for competitors show bags
- ensure all trophies are engraved from the previous show liaise with Office
- after liaising with office manager, order trophies, ribbons and garlands required.
- Arrange for the hire of trade stalls if needed
- Liaise with AELEC regarding stable set up
- Liaise with show manager, announcer, office manager & gate stewards throughout the duration of the show
- Ensure a copy of each days program is given to the show manager, gate stewards and announcer.
- Ensure contracts for all judges and staff are signed and kept on file in the Office
- Work with the office to Reserve motels and caravans required for judge and staff accommodation
- Take judge to and from airport and motel as required, or appoint another worker to do so, nominally the President.
- Liaise with National Show Director for USA Judges
- Approach local Tamworth club regarding the hire of tail gear and jumps
- Approach Tamworth International Eventing regarding the hire of dressage equipment

- Order stationery requirements for the duration of the show
- Collates competitor show bags
- Ensure stopwatch and whistle are on hand
- Ensure walkie talkies are either hired or borrowed – Show Announcer has these
- Ensure a copy of the Animal Welfare Policy is displayed at the Stables and Arena
- Arrange for a photocopier to be installed at showground office
- Liaise with office manager to create pattern book
- Liaise with office manager to ensure adequate cash floats are available
- Maintain cash floats and also any other portfolio monies which need to be kept in the show office
- Select gift for judges
- Set up show office and maintain it in an orderly fashion
- Have PHAA information and promotional items on hand for enquiries
- Keep accurate receipts of merchandise sold by embroideryFX
- Responsible for cash handling and balancing on a daily basis through out the Show
- Ensure records are kept of all scratchings and late entries and all changes are given to announcer and gate stewards
- Ensure all show team members have clipboard with daily program
- Document a list of sponsors and relevant advertising spiel for the announcer and ensure it is utilized fully
- Authorise allocated meal vouchers
- Liaise with Ring Steward/s re scheduling of meals for officials
- Liaise with sponsors several times each day to ensure their needs are met
- Tally scores for futurity events & Dressage Scores and have checked by at least one other worker
- Sort and put in order of events all ribbons, garlands and trophies
- Tag goods, vouchers etc which are prizes for events and put in order
- Post show results
- Ensure notice board is set up with relevant information
- Ensure draws and patterns for events are posted
- Collate all results for publication in PHJ and Website
- Help office manager with financial reconciliation
- Maintain a record of all refund requests and veterinary certificates
- Co-ordinate presentation evening with Show Manager and National Show Portfolio Holder
- Engage First Aid Officers
- Liaise with show manager and office manager to establish emergency procedures in line with AELEC policy
- Liaise with AELEC to determine where fire extinguishers are placed and for general emergency procedures and requirements for ground maintenance and cleaning amenities and council rules and regulations
- Spend the day after the show dismantling, cleaning show & site office, packing up and returning everything to the PHAA office.
- Issue appreciation certificates to sponsors and all who contributed to the running of the show.
- In liaison with Office Manager and Portfolio Holder Collate show report for BOD meeting

It is imperative that the show secretary liaise on a weekly/daily basis with the office manager throughout the four weeks prior to the show and for a two week period leading up to the start of the show liaise with the show manager at least twice a week. This is to ensure all aspects of preparation are covered. The show secretary must co-ordinate all aspects of the show and ensure a smooth running office and that members and visitors are treated with respect and friendliness whilst maintaining integrity by adhering to rules and regulations. It is imperative that all people feel welcome and their business is treated with privacy and tact especially in difficult situations which may arise.



## **Office Manager**

Due to the financial data being maintained on MYOB, the office secretary receipts all entries and monies pertaining to the show and gives a copy of all tax invoices to the show secretary who ensures all relevant paperwork has correct tax invoices attached including letters of communication.

Responsibilities directly relating to the show are as follows:

- Assist with preparation and publication of the program of events
- Make any required changes to entry form/s
- After the selection of judges at the BOD meeting, make approach to selected judge and send relevant information.
- Continue to liaise with selected USA judge(s) and ensure contracts are sent & received.
- Continue to liaise with selected USA judge(s) to ensure all arrangements are in place & confirmed along with all amendments being communicated to those involved.
- Reserve motel/caravan accommodation as required
- Check or place, in liaison with Show Secretary order for all ribbons, trophies and garlands
- After photographer has been selected at BOD meeting send letter of approach and relevant information
- Follow-up confirmation of selected photographer.
- Issue contracts to all those contracted to provide service(s) at the show
- Continue to liaise with the directors
- Process entries onto MYOB data base
- Liaise with show secretary on a regular basis
- Verify insurance coverage
- Confer with judge on pattern selection and liaise with show secretary to create pattern books
- Prepare show budget
- Ensure adequate cash floats are ready for show office and jackpot winning are available.
- Futurity payouts available prior to show start
- Liaise with National Show Director
- Ensure all amendments to show rules from any BOD meetings are passed on to the show secretary
- Liaise with Sponsors
- Be available for general PR work throughout the duration of the show.
- Obtain copies of minutes of meetings and or workshops held show week and prepare for distribution prior to next scheduled BOD
- Complete financial reconciliation
- Compare to projected budget
- In liaison with Show Secretary and Portfolio Holder Collate show report for BOD meeting
- Assist with the development of future changes/amendments for show

### **Announcer**

The position of announcer is the key to creating atmosphere for the show. From the general chat regarding events to the announcements, it all needs to be exciting, vibrant, cheery, Interesting and often with good humour. Of course, the announcer must never remark on competitors by name or mention previous wins/placings of either horse, exhibitor or owner.

The duties for which the announcer is responsible are:

- Clear and concise annunciation
- A thorough knowledge and understanding of HSAA and PHAA rules and regulations pertaining to the show
- Ability to find rhythm in calling change of pace etc as instructed by the judge
- Select appropriate music
- Ensure amendments to program are updated to announcer records.
- Become familiar with the advertising spiels for all sponsors and ensure announcements are made regularly in order to accommodate the promotional agreements made with sponsors
- Liaise closely and follow instruction from the show manager
- Liaise with gate stewards to ensure events and exhibitors are called on time
- Maintain a record of placings in program
- Keep the atmosphere bright
- Call scores for classes which require ie; reining

### **Ring Steward**

Is the person responsible for moving trophies, ribbons etc ready for presentation to place getters. The ring steward is to be dressed in correct attire and is required to work closely with the judge. The duties included are:

- A thorough knowledge of HSAA and PHAA rules and regulations
- Complete score sheets for varying events
- Ensure result sheets are correctly completed as called by the officiating judge
- Ensure all show result sheets and score sheets are handed in to the show secretary without exception
- Ensure allocated prizes are awarded to correct events
- Escort judge at all times when moving to and from arena

As the ring steward is in constant contact with the judge it is imperative that that person is well presented, articulate and able to adapt to various personalities and situations in order to contribute to a smoothly run show. They must be alert and up to the minute regarding the progress of the events and what is required.

### **Stewards Assistant**

Is to be directed by the ring steward and will usually be responsible for moving trophies, ribbons etc from the site office to presentation table. Occasionally will be required to assist the ring steward in the arena so must be dressed accordingly. May be required to escort judge(s) to and from arena. A general knowledge of show procedures is desirable.

### **Hi-Point Co-ordinator**

Is responsible for recording all points for each horse and exhibitor to ascertain High Point Awards for Junior Horse, Senior Horse, English Horse, Western Horse, 2Yr Old Horse, Gelding, Amateur Owner, Junior Youth, Senior Youth and the Youth Team. Works from the show office liaising with the show secretary.

### **Gate Steward**

Is responsible for the movement of all exhibitors through the marshalling area in preparation for the next event and correct gear as per HSAA and PHAA rules. It is crucial to have a close liaison with the show manager and announcer in order to avoid congestion in the marshalling area or waiting for exhibitors. The duties are as follows:

- Sound knowledge of HSAA and PHAA rules
- Maintain a close liaison with show manager
- Maintain smooth flow in marshalling area and ensure competitors and horses are under control in this confined area
- Liaise frequently with announcer to ensure adequate time to call exhibitors for events and maintain a smooth flow from event to event
- Retain records of all exhibitors in each class by cross referencing to a master program
- Ensure all additional entries, scratches and amendments are recorded
- Liaise with show secretary, show manager and announcer regarding changes

### **Surface Manager**

Is responsible for dragging arena and ensuring surface is even and free from foreign objects. Must be able to drive a tractor and is to liaise with the show manager before and after all maintenance sessions.

### **Office Assistant(s)**

Is required to liaise with the show secretary and or office manager. Will usually be another staff member (currently Katie). Will be based in the show office and will handle merchandise sales (to liaise with Helen Bentley), raffle tickets, issue of competitor show bags and general queries.

### **Photographer**

Is selected by the Board of Directors and will be contracted for the duration of the show. Must liaise with show manager, show secretary or office manager regarding requirements.

### **Veterinary Surgeon**

Is retained to be on call for swabbing selected events. Will be advised by show secretary re times for swabs. Must be available for call outs by exhibitors as required.

### **Notes**

Stewards Sheets – For “Open” Western events, ensure the age of the horse is noted (2YO, Jnr, Snr). This will allow the Steward/s to check that the horse is being shown in the head gear appropriate to its age.

Amateur Teams Challenge – Refer to individual guidelines for this event.

Youth Teams Challenge – Refer to individual guidelines for this event (not yet on hand)

## **NON TRADITIONAL / NON COMPETITIVE PORTFOLIO**

AIM: to support, encourage and promote the Paint Horse in non traditional and non competitive whether it be competition / events / sports / natural horsemanship or pleasure riding or driving.

### **EVENTS FOR NON TRADITIONAL INCLUDE**

Pony/riding club, campdrafting, Reining, Barrel Racing, Ranch sorting, Team Penning, harness (traditional or CDE), endurance, eventing, polocrosse, hunting, show jumping, vaulting, trick riding, Cowboy Dressage/Western Dressage etc..

### **EVENTS FOR NON COMPETITIVE INCLUDE**

Pleasure riding/driving, natural horsemanship, RDA (riding for disabled)

The PHAA Ride Australia program (ride drive) covers the competitive and non competitive PHAA horse, hours in the saddle or vehicle can achieve certificates of merit and encouragement awards (see the Ride Australia guidelines)

### **FUNDRAISING**

Any proposal for fund raising to purchase awards shall be approved by the Board. Refer to Ride Australia for available awards.

### **AWARDS**

The director responsible will organise and co-ordinate awards.

### **ADVERTISING**

An explanation of this portfolio to be included in the PHJ annually organised by the director.

### **PORTFOLIO REPORTS**

The Portfolio Holder is encouraged to research events that are applicable to this portfolio and to submit articles of interest to the Paint Horse Journal, highlighting members participating in the fields relevant to this portfolio.

## **RULES & REGULATIONS**

Review rules and make recommendations to the Board for changes.

Review Rule Change proposals received from members for presentation to the next Board Meeting.

Ensure all rule changes from each Board Meeting are compiled and published in the Journal.

Keep a list of rule changes to be included in the next Rule Book reprint.

Give relevant rule numbers to motions carried at Board Meetings that relate to rules.

Ensure that rule changes are written so as to be correct to their intent and can be understood by the membership.

Prepare submissions for the PHJ explaining rule changes or new rules that will impact the majority of the membership.

Proof read any rule book reprints in liaison with Office Manager.

# YOUTH

The aim of this portfolio is to encourage and assist in the development of the Youth on Paint Horses.

Youth Directorship is definitely a rewarding Portfolio. Where else are you given such “raw materials” and then get asked to assist with the development to their full capacity to become proficient horse people/exhibitors.

There is a great sense of achievement to be able to be part of their development and, along with them, obtain a complete feeling of achievement when the Blue Ribbon is awarded to them. You also, at times, are there to pick up the pieces and assist in putting them (and their self confidence) back together.

A moral and ethical approach to all Youth business is of the utmost importance.

All correspondence to and from Youth members are to be kept on file by the Youth Portfolio Holder with a copy to be sent to the PHAA Office.

The Association holds a Youth Bank Account. This account is designed to record transactions of fundraising and or any other benefits the Youth may obtain in efforts to ensure privileges. This account may service the end of year awards, encouragement awards, camps and the like.

A list of all Youth members can be obtained upon request from the head office in Dubbo. You may wish to forward a letter to each Youth Member introducing yourself as the Portfolio Holder.

Youth Annual General Meeting - The Youth Portfolio Holder shall chair the meeting.

The Youth Council AGM is to be held at the National Show. A written notice should be lodged within 28 days of the AGM in the Paint Horse Journal. A suitable time and venue should be determined and secured for the National Show.

Obtain from the PHAA head office copies of the previous AGM minutes.

Contact youth volunteers for set up and clean up/coffee and or snack etc. (a request for petty cash for Youth Council meeting from the PHAA head office).

Contact should be made with all current Youth Council Members requesting the following:

- a) End of year report on the activities with which they were involved;
- b) Forecast of the PHAA Youth. What would the Youth like to see accomplished within 5 years by the Association;
- c) A list of recommendations/suggestions for the future council;
- d) Top ten most wanted awards list.

## Council Elections

Each Youth should be encouraged to participate.

Nomination form could be printed in the PHJ or mailed directly to each Youth member

If that youth member has a problem with the nomination form (through distance is unable to secure signatures) the director responsible for the Youth portfolio shall endeavour to assist in any manner that is deemed necessary to ensure a fair representation.

Youth may hold position on the youth council while they are eligible for youth membership.

Elections are to be held with one position per 10 members in each state. The number of positions available will be determined by the current number of youth membership at the time of the election. A current list of members should be obtained from the PHAA Office prior to the National Show commencing. All youth are to be nominated and seconded by youth members. Criteria for a youth council representative is:

- (a) A youth council representative is to organise a meeting of the youth in their state every three- (3) months, with minutes taken or a report and this is to be forwarded to the director. Youth members unable to attend these meetings may correspond in writing or by phone.
- (b) They must attend the annual youth meeting held in Dubbo.
- (c) Co-ordinate fund raising and general promotion of Paint Horses in their state.

(d) Co-ordinate Team Events for the National Show

*Youth Council AGM notes:*

Flyer/advertisement to be circulated at the National Show.

Daily announcements of time and place of AGM at the National Show.

Profiles of council members made available.

'Think Tank' session after the elections on fundraising for the youth.

National Show - This time is extremely very busy for everyone. The time spent must be productive.

National Show is a time to rally with all youth. If possible an 'in house' youth competition should be exercised over the National show.

Paint Horse Journal must be utilised to ensure that all youth are prepared to participate during the busy few days of showing.

Team Events for the following National Show must be reviewed during and after the Show with recommendations for change made at the next available Board Meeting.

Youth Subsidy - A \$100 subsidy be available to the youth selected for the Youth Team Trip to assist in the cost of attending the National Show. They must attend the Youth Council meeting at the National Show and be involved in some activities during the National Show such as ribbon presenting, fundraising, etc. Subsidy is available on application.

Paint Horse Journal -the Paint Horse Journal should support the youth in any way it can.

Source information for one "Youth Snap Shot" for each issue of the Paint Horse Journal.

A full page in each issue with Youth Ideas should be utilised. ie. Fundraising, crosswords, competitions, etc.

Web Site - The youth are encouraged to participate in the development of the web site and its information. Photographs and literature is welcome.

Youth Camp - The PHAA presently hold a Youth Camp annually in Grafton NSW on the Friday leading up to the June long Weekend. As portfolio holder, you will need to be actively involved in the organization of this event. A Paint-o-rama is held the following day.

Review previous years event.

Make recommendations for activities to be held during the Youth Camp.

Secure instructors / guest speakers

Book grounds

Secure caterers

Secure sponsors to defray costs

Secure First Aid workers or ensure that there are qualified participants that are prepared to help.

Advertise in Feb / April & June PHJ

Advertise on PHAA Website

Obtain gifts of appreciation for instructors

Prepare report for Board Meeting and article for PHJ

In respect of the Paint-o-rama and in liaison with the PHAA Office –

Review program from previous year and make recommendations for any changes

Book judges

Order ribbons and sashes

Order High Point Awards

Secure Ring stewards, gate stewards, announcer and show secretary.

Secure First Aid workers or ensure that there are qualified participants that are prepared to help.

Amend entry forms

Advertise in Feb / April & June PHJ

Advertise on PHAA Website

Ensure adequate score sheets and results books are held

Obtain results from Show Secretary for publication in PHJ and recording of points by PHAA Office

Further information may be obtained from the National Show Portfolio holder section of this publication

### **PHAA YOUTH TEAM – TRIP TO APHA WORLD SHOW**

Every second year a team of youth are sent to the APHA World Show to compete in the Youth World Games. As Youth Director you will be involved in the selection of the team and the team managers along with the Board of Directors. You will also have involvement with the organization in liaison with the Team Managers once selected.

Refer to the Youth Trip Guidelines held by the PHAA for further information.

### **YOUTH SUBSIDY**

Each affiliate club be allowed an allowance once per year to assist in holding a Youth camp or clinic. An amount of \$200- will be allocated for clubs who have 20 or less participants, \$300 for clubs who have 21 or more participants. Affiliated clubs in receipt of this allowance must pass on this benefit by allowing discounted attendance fee for PHAA financial Youth who attend. This allowance will be paid to the club provided the club submits a written request for same, stating details including fees to be charged for attendees, and the funds will be forwarded after the camp on receipt of a written report stating the number of attendees.



## **RACING – NOT A CURRENT PORTFOLIO**

Aim – To monitor, encourage and support the breeding, racing and sport of racing PHAA horses in Australia.

Educate and notify members of all information.

Advertise in PHJ associated clubs for members information.

Supply reports for the PHJ when PHAA news becomes apparent.

## FOAL RAFFLE – NOT A CURRENT PORTFOLIO

In 2001 a foal (gelding) raffle was established and organised, to raise funds for the amateur portfolio. This was started with the generous donation by Vicki Gough of a Tobiano gelding. This portfolio should be held by the Amateur Owner Portfolio Holder.

### Guidelines

Source coloured foal (prefer gelding)

- First option should always be given to the donor from the previous year (as courtesy)
- Second option to other prior donors
- Ensure foal is healthy and eligible for regular registry
- Obtain photographs for advertising as soon as possible
- Confirmation of donation
- Obtain written confirmation from the donor of the foal of the details of the foal
- Obtain written confirmation from the donor of the foal as to what they are prepared to provide (care before & during the show, training, showing, transport to the show, show preparation, initial feed, rugs etc), Care of the foal
- If the donor of the foal can not attend the National Show, ensure a responsible person or persons are appointed to the 24 hour care of the foal whilst on the show grounds.
- If necessary a roster is to be prepared for Amateur Owners to care for the foal in a combined effort
- Ensure feed & water buckets are available

Endeavour to obtain additional sponsorships -

- Vet to geld (if colt)
- Transport from place of origin
- Rugs / halters
- Insurance (obtain insurance until at least May)
- Feed
- Training
- Other as appropriate
- Stationary
- Order printed tickets as per sales limit. Sales limit is determined by the value of the prize. Presently in NSW this is \$20,000-. Beyond this limit NSW State Lotteries permits are required.
- Ensure details are correct
- Price per ticket
- Drawing date & place
- Responsibilities of winner
- Sponsors names
- Organise the printing of posters to be displayed at National Show & other appropriate venues
- Prepare a Notice in National Show program

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## Sales

- Contact Amateur Owners
- Mention in A/O reports in PHJ
- Tickets presently \$5- including GST
- Notice on PHAA website

## Sales Procedures

- Tickets sales requests from advertising are sent direct to PHAA Office
- Purchaser to enclose a stamped return (self addressed) business size envelope
- Office to receipt purchase and forward requests weekly to Amateur Owner Portfolio holder in bulk
- Amateur Owner Portfolio holder to write out tickets and forward to purchaser
- Amateur Owner Portfolio holder to prepare & maintain a register of ticket sales showing purchasers name, address, payment details.
- Prepare bank deposit and deposit monies regularly (preferably weekly)
- All individual sales of \$50 or more will require a Tax Invoice, this will be prepared by the PHAA Office.
- Ticket stubs to be kept in a safe place

## Promotion / Advertising

- Horse Deals ¼ page ads – usually October to Date of National Show
- Notice or page on PHAA website
- Follow up winners add in May / June Horse Deals and on PHAA website
- Lead up story in PHJ – December / February
- Front cover photo in PHJ (Dec or Feb), if a suitable photograph is available
- Story in PHJ with winners details
- Announcements throughout the National Show
- Advertise in local paper the week before the National Show

## Drawing

- Hire raffle barrel or suitable receptacle for drawing
- Arrange for foal to be paraded before & during the drawing
- Drawing Saturday evening at the National Show by the donor if they are in attendance or a sponsor if in attendance, or one of the American judges.

## Rewards

- Complimentary registration of the foal
- Complimentary entry into weanling halter event only
- Complimentary stable hire during National Show for donated horse
- Complimentary membership for 12 months for donor
- Complimentary transfer to new owner
- Complimentary membership to new owner if non-member

## Winners Responsibilities

- The winner will be responsible for -
- Transport of the foal from its location
- Any additional agistment incurred after the date of the drawing

## **YISC STALLION SERVICE SALE GUIDELINES – NOT A CURRENT PORTFOLIO**

AIM – To procure stallion services from QH, TB and PHAA horses to sell and to promote the Youth Incentive Sires Classic event.

Procure services from owners by phone / fax / email or post.

1. Send forms for formal permission and stallion details.
2. Advertise in PHJ and outside magazines ex horse deals.
3. Liaise with PHAA Office and refer to Guidelines for YISC
4. Send stallion owners a laminated certificate of appreciation. Ask them to contact the PHAA if interested in donating next year.
5. Refer to PHAA Policy Document - YISC Guidelines for full details of program.