

Manitoba Horse Trials

Policies and Procedures

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Participant Welfare

Purpose

To ensure the welfare of all participants, including but not limited to, riders, volunteers and officials.

1. As medical arm bands are no longer required emergency contact information must be provided to the events committee prior to participation in any event.
2. Athletes with medical conditions that may be relevant in the case of a medical emergency are responsible, at every event, to disclose relevant medical conditions to the events committee.
3. Examination After a Fall - Medical Fitness.
 - a. All Competitors that have had a fall during training, warm up or competition must receive medical clearance by the medical officer before they take part in another test, competition, remount their horse or leave the event site.
 - b. In the event of fall or injury the participant must stay in place until the medical officer comes to complete the examination
 - c. The Competitor is fully responsible for ensuring that this examination takes place.
 - d. If there is any doubt regarding fitness to compete the complaints committee may eliminate the rider at their discretion.
 - e. Any Competitor who leaves the event site after a fall without submitting to the examination required will be barred from the next event.
4. Unconsciousness and/or suspected concussion.
 - a. A Competitor who has incurred an accident that results in unconsciousness and/or suspected concussion, must be automatically eliminated from the competition and is ineligible to take part in any other test or competition at that event.

Horses Welfare

Purpose

To ensure the welfare of our equine partners in the event of injury of harm.

1. At any time during an event, any member of the complaints committee has the right and the duty to eliminate any horse that in their opinion is lame, bleeding or unfit to continue.
2. There will be an on-call Veterinary Official that can be contacted in the case of lameness at the horse owner/rider's discretion.
3. There will be an on-call Veterinary Official that will be contacted by MHT in the case of non-weight bearing horse lameness. This shall be done in the circumstance the owner/rider is incapacitated or MHT deems the horse's welfare is at risk.
 - a. If this occurs MHT is not responsible for any fees incurred.
4. Pre-Existing conditions or ailments with horses will be reviewed by the show committee on a case-by-case basis.
 - a. Documentation from a veterinary official must be presented prior to the start of the event.
 - b. In the event of a minor ailment (scabs and abrasions) these must be disclosed to the show committee prior to the start of the event and may be reviewed without documentation from a veterinary official.

Mishandling of Horses

Purpose

To ensure the safety and wellness of our equine partners.

Abuse of horse is defined as:

An action or omission which causes or is likely to cause pain or unnecessary discomfort to a horse included but not limited to:

- I. Rapping (intentionally lifting a rail as a horse is in takeoff)
- II. Riding an exhausted horse
- III. Riding an obviously lame horse
- IV. Excessive use of whip, spurs and/or bit

Use of the Whip is defined as:

Excessive use and/or misuse of the whip may be considered abuse of the horse and will be reviewed on a case by case by the complaints committee according to the following principles:

- a. The whip cannot be used to vent a competitor's temper. Such use is always excessive.
 - b. The whip is not to be used after elimination or after a horse has jumped the last fence on a course.
 - c. The whip is never to be used overhand (eg a whip in the right hand being used on the left flank.
 - d. The whip is not to be used on a horse's head.
 - e. The whip is not to be used more than two times for any one incident.
 - a. An incident is defined as each new presentation to a fence.
 - f. Multiple excessive uses of a whip between fences.
 - g. If a horse's skin is broken, or has visible marks, the use of the whip is always considered excessive.
- V. Striking horses in the head.
 - VI. Horses bleeding.
 - VII. Overriding: abuse of the horse that does not necessarily induce visible marks

1. All matters shall be handled on a case-by-case basis by the complaints committee.
2. If not directly witnessed by the complaints committee, the incident must be reported as soon as possible to one of the complaints committee members as appropriate supported where possible by a statement from one or more witnesses. The complaints committee must decide if there is a case to be answered.
3. Warnings and Penalties
 - a. Any act or series of actions that, in the opinion of complaints committee, can be defined as abuse of a horse shall be penalized with one of more of the following penalties:
 - i. Recorded Verbal Warning

- ii. Disqualification from the phase of the event where the abuse took place. Disqualification can occur at any point during the phase and the rider may be pulled at any time.
 - iii. Elimination from the event where the abuse took place.
 - iv. Elimination from all events hosted by MHT for the remaining season. Including but not limited to shows and clinics.
- b. There is no appeal process against the complaints committee in the case of abuse of horse.

Dangerous and reckless riding

Purpose

To ensure the safety and well being of riders, ground members and equine partners.

Dangerous and Reckless Riding is defined as:

Any Competitor who, at any time during an event deliberately or unintentionally by incompetence, is exposing themselves, their horse, or any third party to higher risk than what is strictly inherent to the nature of the competition will be considered to have acted dangerously and will be penalized according to the severity of the infringement. Such acts may include without limitation any of the following:

- I. Riding out of control (Horse clearly not responding to the Competitor's restraining or driving aids)
- II. Riding fences too fast or too slow
- III. Repeatedly standing off fences too far (pushing the horse to the foot of the fence, firing the horse to the fence)
- IV. Repeatedly being ahead of or behind the horse's movement when jumping
- V. Series of dangerous jumps
- VI. Severe lack of responsiveness from the horse or the Competitor
- VII. Continuing after elimination for clear refusals, a fall, or any other form of elimination
- VIII. Endangering the public in any way (i.e., jumping out of the roped track)
- IX. Jumping obstacles not part of the course
- X. Willful obstruction of an overtaking Competitor and/or not following the instructions of the Officials causing danger to another Competitor

1. All matters shall be handled on a case-by-case basis by the complaints committee.
2. If not directly witnessed by the complaints committee, the incident must be reported as soon as possible to one of the complaints committee members as appropriate supported where possible by a statement from one or more witnesses. The complaints committee must decide if there is a case to be answered.
3. Warnings and Penalties
 - a. Any act or series of actions that, in the opinion of complaints committee, can be defined as dangerous or reckless riding shall be penalized with one of more of the following penalties:
 - i. Recorded Verbal Warning
 - ii. Disqualification from the phase of the event where the dangerous or reckless riding took place. Disqualification can occur at any point during the phase and the rider may be pulled at any time.
 - iii. Elimination from the event where the dangerous or reckless riding took place.

- iv. Elimination from all events hosted by MHT for the remaining season. Including but not limited to shows and clinics.

Communications with Participants Regarding Competitions

Purpose:

To ensure that communications regarding competitions will be made in a timely and professional manner.

1. The prize list will be published at least 1 month prior to competition.
2. Entries will be open at least 1 month prior to the competition.
3. Entry deadline will be 2 weeks prior to the competition.
4. The cross-country course will be closed 1 week prior to the competition.
5. The order of go will be published no later than the Wednesday prior to the competition.
6. Course maps will be published no later than the Thursday prior to the competition.
7. In the event changes are made they will be communicated to participants prior to the show office opening on the day of the competition.

Concerns Regarding Phases of the Competition

Purpose

To ensure a pathway to be used when a concern regarding a phase of the competition is brought forward.

1. All matters shall be handled on a case-by-case basis by the complaints committee.
2. All concerns must be submitted by 8pm the day prior to the competition to the show secretary in writing.
3. The show secretary will present the concern to the complaints committee.
4. The complaints committee will then review the concern and adjust as necessary.
5. The complaints committee will inform the individual and the show secretary regarding the decision prior to the opening time of the show office on the day of the competition.
6. The show committee will inform all other competitors of any adjustments that have been made.

Cancelling Events

Purpose

To ensure that cancellation occurs within appropriate time with just cause and communication is sent out to all participants.

Just Cause is defined as:

- I. Inclement Weather
 - II. Insufficient Volunteers
 - III. Insufficient Competitors
 - a. Less than 3 entries in a competition
 - IV. Lack of officials
 - V. Safety Concerns
-
- 1. Cancellation must be announced minimum 48 hours prior to the start of the event.
 - a. In the circumstance of cancellation due to inclement weather within 48 hours of the event start entry fees will be refunded, minus the administration fee.
 - 2. In the circumstance of cancellation refunds must be issued within 30 days upon cancellation of event.

Handling Extreme Heat

Purpose

To outline the policy and processes for hosting an event where extreme heat is forecasted. Created using the EC Guidelines for Equine Competition and Training During Extreme Environmental Conditions.

Determining Wet Bulb Globe Temperature Through Heat and Humidity

Following the Wet Bulb Globe Temperature (WBGT) Index, which utilizes both temperature and relative humidity (assuming full sunshine and light wind) to derive a WBGT, that will ultimately determine actions required to by the club to operate safely in extreme heat.

		Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																														
		Temperature (°C)																														
Relative Humidity (%)	0	15	16	16	17	18	18	19	19	20	20	21	22	22	23	23	24	24	25	25	26	27	27	28	28	29	29	30	31	31	32	32
	5	16	16	17	18	18	19	19	20	21	21	22	22	23	24	24	25	26	26	27	27	28	29	29	30	31	31	32	33	33	34	35
	10	16	17	17	18	19	19	20	21	21	22	23	23	24	25	25	26	27	27	28	29	30	30	31	32	32	33	34	35	36	36	37
	15	17	17	18	19	19	20	21	21	22	23	23	24	25	26	26	27	28	29	29	30	31	32	33	33	34	35	36	37	38	39	
	20	17	18	18	19	20	21	21	22	23	24	24	25	26	27	27	28	29	30	31	32	32	33	34	35	36	37	38	39			
	25	18	18	19	20	20	21	22	23	24	24	25	26	27	28	28	29	30	31	32	33	34	35	36	37	38	39					
	30	18	19	20	20	21	22	23	23	24	25	26	27	28	29	29	30	31	32	33	34	35	36	37	39							
	35	18	19	20	21	22	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39								
	40	19	20	21	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39									
	45	19	20	21	22	23	24	25	26	27	27	28	29	30	32	33	34	35	36	37	38											
	50	20	21	22	23	23	24	25	26	27	28	29	30	31	33	34	35	36	37	39												
	55	20	21	22	23	24	25	26	27	28	29	30	31	32	34	35	36	37	38													
60	21	22	23	24	25	26	27	28	29	30	31	32	33	35	36	37	38															
65	21	22	23	24	25	26	27	28	29	31	32	33	34	36	37	38																
70	22	23	24	25	26	27	28	29	30	31	33	34	35	36	38	39																
75	22	23	24	25	26	27	29	30	31	32	33	35	36	37	39																	
80	23	24	25	26	27	28	29	30	32	33	34	36	37	38																		
85	23	24	25	26	28	29	30	31	32	34	35	37	38	39																		
90	24	25	26	27	28	29	31	32	33	35	36	37	39																			
95	24	25	26	27	29	30	31	33	34	35	37	38																				
100	24	26	27	28	29	31	32	33	35	36	38	39																				

Note: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind

1. Pre-Show Planning - Prior to the event and upon receiving the forecast for extreme heat, ensure that there is access to:
 - a. Water - if the show is located at:
 - i. MHC facility: access to wash racks/taps with running water.
 - ii. MHT Cross Country course: ensure the water trailer is available.
 - b. Ice - The Show Secretary will communicate to competitors that they should bring 3 bags of small ice for cross-country cool out.
 - c. Large fans
 - d. Generator (for fans)

2. Communicate plans to competitors.
 - e. The Show Secretary will communicate to competitors (or delegate to another party to communicate)
 - f. Indicate what facilities will be provided at the event.
 - g. Communicate what is expected of the competitors.
3. MHT will follow EC's guidelines and implement recommendations as necessary.
 - a. Ensure riders know their horse's resting temperature.
 1. Resting temperature should be taken at home prior to leaving for the event.
 2. Riders must bring a thermometer for horse at cooldown.
 3. Bring 3 bags of ice for cooldown.
 - b. Ultimately, EC states that:

"...every equestrian participant is responsible for making informed decisions based on the individual equine."

"The ultimate responsibility for the equines, however, lies with the competitor. For all disciplines and at all temperatures, it is essential that competitors, coaches and trainers are educated on managing their equines, particularly in extreme weather conditions."
4. Make/adjust show schedule to start as early as possible with highest to lowest ordering.
5. Prepare shortened Cross Country courses.
 1. Course shortening will be implemented if the WBGT reaches a trigger point.
6. MHT follows EC's Recommendations for Competitions from the EC Guidelines for Equine Competition and Training During Extreme Environmental Conditions
 - a. A summary tailored to MHT can be found in Appendix 1 below.
7. Create an action plan for horses and participants with heat stress.
 - a. Discuss with medical office prior to the show the plan for participants.
 - b. Get permission from MHC to use MHC facility in event of heat stress in equines (hoses)
 1. Ensure that MHC has hoses set up and accessible at the MHC facility, even if the show is set on the cross country course only
8. During the Show Actions:
 - a. EC recommends hourly monitoring of the WBGT index
 1. To be done by the show committee. The show committee will determine if any changes need to be triggered
 - b. How to trigger necessary changes for extreme heat as set by MHT.
 1. Refer to Appendix 1 for actions outlined by MHT to be taken if the WBGT index reaches a value that requires change.
 2. The show committee should note all changes that have been triggered.

Appendix 1: MHT's Action Plan for WBGT Index in Extreme Heat

Tasks have been split into pre-show tasks and actions to be taken during competition.

Recommended actions that the MHT Show Committee should implement prior to the show beginning in preparation for running a show in Extreme Heat are:

- When the WBGT Index is 28-30
 - Schedule competitions to avoid the most thermally stressful times of day.
 - Set competition on grass/avoid non-grassed areas.

- In the event of extreme conditions and equines with heat stress
- When the WBGT Index is 30-33
 - The timing of events/competition should be considered.
 - Competitions should be held in cooler parts of the day: between 7:00-11:00 a.m. and/or after 4:00 p.m.
 - Higher level competitions should be run in the coolest part of the day.
 - Schedule the most demanding competitions/competition phases when it is cooler.
 - Lower-level competitions generally are less demanding on equines.

Recommended actions that the MHT Show Committee can only implement during the show:

WBGT Index	Recommended Actions	Cooling Facilities/Methods
<28	No changes recommended	MHC Facility: <ul style="list-style-type: none"> ● Running water via hoses ● Shaded areas/shelters MHT Cross-Country Course: <ul style="list-style-type: none"> ● MHC water trailer ● Shaded areas/shelters
28-33	MHT/Show Admin: <ul style="list-style-type: none"> ● Reduce all efforts (shorter distances, less jumping efforts, etc.) ● Frequently repeat competition PA announcements ● Monitor the WBGT Index as frequently as hourly and make changes when justified. ● Give special consideration to vulnerable equines and athletes. Coaches: <ul style="list-style-type: none"> ● Time warmups, ensure they do not exceed 6 minutes. Riders: <ul style="list-style-type: none"> ● Inspect equines prior to entering the field of play and again post competition 	As above.
>33	Further veterinary consultation/advice will be required before continuing.	As above, plus: <ul style="list-style-type: none"> ● A shaded area with misting fans. ● A veterinarian to monitor equines.

Horse and Rider Combinations

Purpose

To ensure the wellbeing of competitors and their equine partners

1. A horse may not exceed 3 classes per day.
2. A horse may not exceed 2 cross country classes per competition.
3. In order to proceed to the cross-country phase a dressage test or stadium round must be completed at the equivalent level by the same horse and rider combination.
4. A horse and rider combination can only compete multiple cross-country phases at the same level. The second round will be unjudged.
5. Multiple horse and rider combinations can compete during an event as long as the above guidelines are met.

Coaching During a Competition

Purpose

To ensure coaching does not occur during active competition, maintain an equal playing field for all participants.

Coaching during active competition is defined as:

Any directive statements made by anyone to the rider while they are actively riding during a phase.

1. Coaching during active competition (during dressage tests or while on course) is not permitted.
2. All matters shall be handled on a case-by-case basis by the complaints committee.
3. If not directly witnessed by the complaints committee, the incident must be reported as soon as possible to one of the complaints committee members as appropriate supported where possible by a statement from one or more witnesses. The complaints committee must decide if there is a case to be answered.
4. Warnings and Penalties – Dressage Tests
 - a. Any act or series of actions that, in the opinion of complaints committee, can be defined as coaching during active competition shall be penalized with one of more of the following penalties:
 - i. Disqualification from the dressage phase where the coaching during active competition took place.
5. Warnings and Penalties – Stadium
 - a. Any act or series of actions that, in the opinion of complaints committee, can be defined as coaching during active competition shall be penalized with one of more of the following penalties:
 - i. One coaching statement will result in 4 penalty point.
 - ii. Two coaching statements will result in the disqualification from the stadium phase where the coaching during active competition took place.
 - iii. Three or more coaching statements will result in elimination from the event.
6. Warnings and Penalties – Cross Country
 - a. Any act or series of actions that, in the opinion of complaints committee, can be defined as coaching during active competition shall be penalized with one of more of the following penalties:
 - i. One coaching statement will result in 20 penalty points.
 - ii. Two or more coaching statements will result in elimination from the event.
7. There is no appeal process against the complaints committee in the case of coaching during active competition.

Appeal Process for Show Rulings

Purpose:

To ensure a pathway to be used when an individual appeals a ruling of the event.

1. All matters shall be handled on a case-by-case basis by the complaints committee.
2. The individual should bring forward any appeals to the show secretary.
3. There will be a 30-minute window from when the scores for the events are posted for appeals to be brought forward.
4. The show secretary will present the appeal to the complaints committee.
5. The complaints committee will gather information and decide on the appeal.
 - a. This will be done within 30 minutes.
6. The complaints committee will then present the decision to the individual that submitted the appeal.
7. There is no appeal process against the complaints committee on the decision of the appeal.

Board Positions

Positions Lengths: Executive - Two Year Terms, All Other Positions - One Year terms.

Position	Job Description	NAME
EXECUTIVE		
President 2023 year (remaining 1 year term)	<ul style="list-style-type: none"> • Organize and Run board meetings • Ensure a MHT member goes to MHC meetings that are required to be attended • Delegate jobs to people as needed • Provide approval on payments of expenses • Be an ex-officio member of all committees and ensure smooth running of the club • Ensure a safe and fun environment for members and riders, take feedback and brainstorm solutions with the board. 	
Vice-President 2023 & 2024	<ul style="list-style-type: none"> • Work with the President on all of the above • Manage course user forms and payments 	
Treasurer	<ul style="list-style-type: none"> • Control and monitor the bank account and advise the board on spending decisions • Allocate revenues and expenses to create profit/loss statements to help guide club decisions • Maintain accurate financial reports, bring to meetings for review and assessment • Reimburse member expenses for purchased items • Update and maintain payment status in Membership Works for memberships, shows (derbies or events), course user fees and special events • Renew Private and MHC club insurance annually • File annual return for Horse Trials with Corporations Canada • Perform RBC bank account bank reconciliation to MHT's books (excel sheet), accuracy expected to the cent • Ensure vendors paid for all events, derbies, and clinics • Annually renew (through reimbursement to Paige Dueck) insurance on MHT's storage trailer (fondly referred to as the "Death Star") • Annually renew (through reimbursement to Eileen Blais/Dominick Blais) Membership Works fee • Renew Corporations Canada Not-for-Profit annual license 	
Secretary	<ul style="list-style-type: none"> • Get board meeting agenda organized and sent to board members/members 2 weeks prior meeting • Attend all board meetings and take meeting minutes • Submit meeting minutes to the board via email within two weeks for review • Review and maintain MHT gmail account on a weekly basis • EC contact for Omnibus and hosting sanctioned HT 	
Board/Committee Chair Positions		
Past President	<ul style="list-style-type: none"> • Offer advice from past experience 	

<p>Events Chair</p>	<ul style="list-style-type: none"> • Liaise with MHC and BHP <ul style="list-style-type: none"> ○ notify when we will be on site and open back gate if required • Book MHC facility, rings, etc if needed • Book Dressage and Show jumping judge and confirm bookings • Book porta-potty, water tank, etc for events • Work with volunteer coordinator to prepare the course for shows (mowing, flagging, etc) • Work with Volunteer coordinator for volunteers day of show, ie. jump judges, gates etc. • Work with the course designer, get course maps prepared (Distance, Optimum time, Time limit, etc) for each division • If running an EC sanctioned HT, work with the secretary on timeline and document submissions. • Work with board members on the entry form/prize list for shows • Collect Entry forms, payments, be the contact person for anything show related • Create the order of go • Assign rider numbers • Print Dressage Tests for judge • Track NCCP coaching levy 5\$ at derbies and pay and report to MHC following shows. • Keep track of any monies collected during the show and submit money/cheques to treasurer • Bring prizes, ribbons, waivers, maps and pinny numbers to shows • Communication with riders and coaches prior to the event (Order of go, XC maps, parking maps, etc. out to coaches and riders by Wednesday for review and course safety. • Make up clipboards for jumps judges, dressage judge, controller (if needed) with maps and score sheets • Get showgrounds ready for the show (big mower minimum 1x/year) • Maintain jump inventory • Take inventory and maintain/repair MHT equipment <ul style="list-style-type: none"> ○ Walkie talkies - make sure radios are charged and working, stopwatches work and announcing equipment ○ Mim Clips ○ Dressage Rings/ letters ○ Flags, etc ○ All Equipment in the Death Star ○ Death Star maintenance, etc • Organize and run special events and fundraising activities <ul style="list-style-type: none"> ○ Examples include winter seminars, paint nights, fundraisers, year end banquet and Bud, Spud & Steak. 	
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	<ul style="list-style-type: none"> • Track results and calculate points for every show • Determine year-end high-point and reserve winners based on eligibility criteria • Get high-point plaques back from previous winners • Get plaques engraved with current year's winners • Get prizes for high-point winners in each division ready for the year-end awards banquet • Get prizes for reserve winners in each division purchased and ready for the year-end awards banquet • Write speeches for high point and reserve champions • Appoint speech reader(s) and presenters 	
Volunteer Chair	<ul style="list-style-type: none"> • Organize volunteers for shows, course clean up and show preparation, other volunteer opportunities. • Find show office people ie. scorer, controller, announcer (communicate with Events Chair) • Provide a list of volunteers to organizers for each event at least one day before the show • Communicate with volunteers - what to expect, time, job descriptions, etc. • Greet/welcome volunteers when they arrive for duties, check-in • Provide snacks/goodie bag for volunteers (discuss budget with show committee & treasurer) • Manage an up to date list of people to call to ask to volunteer at various events. • Track volunteers and hours - Direct them to website • Collect mailing addresses for the end of season Thank you card send outs. 	
Membership Chair	<ul style="list-style-type: none"> • Organize and collect membership forms (online) for the year • Collect volunteer cheques from each member. Work with volunteer coordinator to calculate hours • Communicate with members, volunteer hours • Communicate with riders regarding memberships needed or things missing for the season • Ensure every MHT member is also a MHC member • Have a youth rep to represent youth riders at MHT meetings • Develop pathways for athletes within the club (Can be separated into Young riders and Adult) • Create clinic and camp opportunities for an U25 and adult program • Work with MHC development programs • Develop pathways for athletes, coaches, and officials to advance • Coach development - description?? 	
Marketing & Communications Chair	<ul style="list-style-type: none"> • MHT.info18 email, first point of contact • Email Newsletters out when needed/ membership emails to inform of things 	

	<ul style="list-style-type: none"> • Send out dates early in the year via email • Post Derby dates and info and dates to FB & Instagram • Get entry form and information about the show out to members/riders • To create strategies which enhance MHT: <ul style="list-style-type: none"> ○ To other equestrians to encourage more cross-discipline participation and therefore to gain higher numbers of entries in our competitions and clinics ○ To members of the public encouraging them to come out and spectate ○ To potential volunteers • To develop advertising of events using all available methods; postcards, posters, all social media platforms, electronic distribution means, personal networking and any other way of positively positioning MHT. • To acquire marketing material such as clothing or other branded MHT items to distribute as prizes, thank you gifts, participation awards etc. • Send out dates early in the year on the website. • Post Derby info and dates to website • Post entry forms for Derbies and other events on website • Post results after shows on website • Post maps for derbies on the website • Create in Membership Works, Online membership registration, Special events registration, online show entries, etc <ul style="list-style-type: none"> ○ ALL information given to the Website/MembershipWorks chair must be in postable form (ie information given in a form that the public/our membership will see. • Develop and implement a sponsorship sales plan for increasing revenues in a cost-effective manner (work with the board) • Manage all sponsorship activities. Responsible for sponsor prospecting, proposal customization and presentation, contract revision and servicing, sponsor follow-up and support • Create sponsorship materials • Collect addresses and Send Thank you cards to sponsors/donors 	
Complaints Committee	<ul style="list-style-type: none"> • Handles any and all complaints, appeals and concerns brought forward 	
Committee Positions		
	<ul style="list-style-type: none"> • Anyone can step forward to be part of the Events, Volunteer, Membership or Marketing & Communications Committees to help with completing all tasks as mentioned above. • Not required to attend board meetings however are more than welcome to attend. 	