

Event Date Selection Policy November 2021

The AHTA Board of Directors (the "**Board**") will use the competition schedule from the current calendar year to determine the competition schedule for the following calendar year. If an organizing committee (the "**Organizer(s)**") of an Equestrian Canada sanctioned competition ("**Competition**") wants to change its Competition venue (the "**Site**"), the weekend of its Competition (the "**Weekend**"), or the number of Competitions it organizes in a year, the Organizer should contact the AHTA Competitions Director as soon as it has made such a decision. When an Organizer informs the AHTA Competitions Director that it does not intend to organize a Competition on the same Weekend and at the same Site during the following year, the AHTA Competitions Director shall share that information with the Board. The Board shall then, subject to its discretion, make an announcement to its membership and publicly via newsletter and social media, that the Weekend is available.

Organizers, new or existing, interested in organizing an Equestrian Canada sanctioned competition during the following year must submit a proposal containing the below information (the "**Proposal(s)**") to the AHTA Competitions Director. All Proposals will be shared, in confidence, with the other members of the Board. The AHTA Conflict of Interest Policy shall be used if any issues arise in relation to a member of the Board's involvement as an Organizer.

The Proposals must be submitted to the AHTA Competitions Director at least one month before the Organizer's Forum. All Organizers who have submitted a Proposal will be invited to the Organizer's Forum. The Proposals shall include the following information¹:

- Names of principal individuals involved (including primary organizer, secretary and proposed scorer) as well as their event organizing experience.
- Proposed Site.
- Two proposed Weekends for the Competition including ranking of first and second priority.
- Proposed format of Competition (including whether it will be a three-day, two-day or one-day competition as well as which phase the Organizer intends on running on which day).
- Proposed divisions offered.
- Cross country jump inventory per division.
- Expected number of competitors including: (a) breakeven rider number, and (b) maximum number of riders Organizer can host.
- Proposal viability to be assessed using following information:
 - Number of dressage rings, show jump rings, etc.
 - Amenities including washrooms, etc.
 - Stabling logistics & conflict resolution
 - Parking logistics & conflict resolution
 - Camping logistics & conflict resolution

¹ The AHTA Board understands that all Proposals are subject to change by the Organizers following submission to the AHTA Competition Director and the date of the Competition.

- Award presentation
- Volunteer management plan.
- Emergency response plan and resources including company hired and their certifications.
- Any other information the Organizer believes the AHTA Board should consider in assessing its Proposal.

The Proposals will be reviewed by the AHTA Board and if two or more Organizers intend on organizing a Competition on, or within one week of, the same Weekend during the following year, this conflict will be brought forward to all Organizers who have submitted a Proposal. The AHTA Board will facilitate a discussion about conflicting Weekends among Organizers. In the event a resolution cannot be reached, the AHTA Board will determine which Organizer gets the Weekend using the following selection criteria:

1. An Organizer wanting to organize a Competition at the same Site and on the same Weekend during the following year will get first priority to that Weekend. An Organizer that has consistently organized a second Competition at the same Site and on the same Weekend will also get first priority to that second Weekend.²
2. If an existing Organizer would like to change its Weekend and intends on organizing its Competition at the same Site, the Organizer will get first priority to the remaining Weekends after all other existing Organizers have chosen their Weekends per criteria #1.
3. If a new Organizer would like to take over organizing a Competition from a previous Organizer at the same Site and on the same Weekend during the following year, the Organizer would have priority to do so after existing Organizers have chosen their Weekends per criteria #1 and #2. The new Organizer's priority to the Weekend will be subject to a review of its Proposal by the Board and the Board's satisfaction that the new Organizer has the capability to organize a safe Competition. In the event the Board is not satisfied, based on the new Organizer's Proposal, that it is not capable of organizing a safe Competition, then the new Organizer's priority to the Weekend will be determined in accordance with criteria #4.
4. If a new or existing Organizer would like to organize a new Competition, including a second Competition not organized during the current year, the Organizer would have their choice of any remaining Weekends.

If two or more Organizers want the same Weekend and priority to the Weekend is not determined per the above selection criteria, the Weekend will be allocated by the AHTA Board based on a review of the Proposals. The best Proposal as determined by a majority vote of the AHTA Board will get the Weekend. Any decision made by the AHTA Board regarding Weekend allocation will be shared with

² If a Competition is cancelled due to circumstances outside the Organizer's control (such as inclement weather, natural disaster, pandemic, etc.) the Weekend will still be considered priority for that Organizer for the following year.

Organizers no later than two weeks after the date of the Organizer's Forum.

If an Organizer would like to protest the AHTA Board's decision, they may do so by submitting a written protest to the AHTA Competitions Director within 72 hours of receiving the AHTA Board's decision. The AHTA Competitions Director shall share the protest with the AHTA Board. The AHTA Board will review the protest and provide their final decision within two weeks of the received protest. No further counter protest for the Weekend will be considered.

The AHTA Board of Directors reserves the right to amend this policy as needed without prior notice to event organizers.