

AU Policy 300 - Convention Agreement

Revised 7/24/2016

This agreement between _____, the host, and the American Racing Pigeon Union, the AU, a national association, for the purpose of hosting the AU's annual convention and race for the Year _____.

Scope of this agreement: Throughout the history of the American Racing Pigeon Union, the annual convention has been the cornerstone function and gathering for AU members. The purpose of this agreement is to clearly establish the expectations of both the convention host organization and the AU so that the event is efficiently managed and run for the benefit of all AU members, the organizations involved and in keeping with AU policies, race rules and release guidelines.

Selection of Convention Dates. Convention dates shall be set for the fall of the year and in consideration of prevailing local weather conditions. Conventions shall be scheduled so that the race date is not earlier than October 15 nor later than December 31st.

Eligibility of Host. Only an AU affiliated organization consisting of AU members may host an AU convention. An AU convention may not be held in a city, which has ordinances, or legislation that prohibits or unreasonably restricts the keeping of pigeons.

Application Requirements. The convention host application will contain and address the following key areas: (See attached application.)

1. Identity of the host organization
2. Anticipated convention dates
3. Type of hotel accommodations planned
4. Convention registration fees
5. Convention race details (*i.e. race format, number of lofts, entry fees*)
6. Major activities for flyers and spouses
7. Anything unique about your site and plans
8. How the convention will be used to aid growth of the sport in the host area
9. National Youth Race details
10. Single Bird Entry Option

A two year lead time is preferred for optimum convention planning however proposals from clubs to host a convention will be reviewed and approved by the board. Convention agreement criteria must be met. Those requirements include large enough hotel, guest activities considered, youth handler for the junior race, etc.

Security Deposit. The prospective host organizations shall submit a refundable deposit of \$1000.00 along with the application.

Selected convention hosts shall receive a refund of their deposit upon the successful completion of their convention and upon providing the AU required financial and

accounting information within the allowed time requirement. Security deposits of any unsuccessful applicant to host an AU convention shall be returned.

Loss of Deposit. If the host organization selected for any convention defaults in its obligations, or fails to comply with all AU policies, race rules or release guidelines under this agreement to carry forward with convention planning in a timely manner, or should the AU Board of Directors, in its sole discretion, determine that the planning of the host organization is so deficient that it is unlikely to result in the successful completion of the convention, the AU Board of Directors may select a replacement site and award that convention to another AU affiliated organization. Before any such decision is made by the AU Board, it shall notify the host organization of its concerns about the deficiency of the planning for the convention, and the host organization shall have 30 days to respond to those concerns or to take other corrective steps before a final decision by the AU Board of Directors is made. If a change in host organization is determined to be necessary, the original host organization shall forfeit its deposit.

Selection of Host. The AU's Board of Directors shall receive convention host applications and screen them for suitability.

The board does have a vested interest in ensuring that all potential convention hosts have plans that provide the likelihood of a successful convention event.

By a simple majority vote, the board shall agree that those applications are acceptable. The board will then vote to approve the applications so long as convention agreement requirements are met. Applications not so approved will be returned to the applicant organization along with the opportunity to re-submit their application.

Selection of Site. The selection of the convention site will be determined based on board approval of submitted applications.

Convention Hotel Facilities. The convention host organization, with the concurrence of the AU board of directors or its appointed liaison, shall select the hotel in which the convention is to be held. The selected hotel shall be a "convention" hotel, meaning it has the facilities and experience to comfortably accommodate AU Convention attendees.

General requirements are that:

1. The dates of the convention coincide with hotel availability.
2. The convention hotel site should be reasonably close to a major airport to allow convenient access for guests.
3. Competitive room rates with quality accommodations.
4. Banquet facilities for 200+ guests.

5. Meeting rooms of various sizes (board and vendor displays) Meeting rooms to display an American Flag.
6. Agreement to allowing pigeons on the property.
7. Have Audio visual or video equipment available as required.

Convention Agenda. The schedule of convention activities, the agenda, should be jointly developed and agreed to by the host organization and the AU national organization. It is traditional that “Convention week” run from Wednesday through Saturday night, however, Thursday through Saturday night is acceptable. The approach to convention activities is that attendees should be provided an enjoyable stay, good value for their investment, and a variety of activities in which to participate. If local attractions of special interest can be incorporated into convention week, this type of local creativity is highly encouraged.

In breaking down convention agenda responsibilities, the host organization shall have wide latitude in selecting those activities that will be of greatest interest to attendees. The national organization, however, will be pro-active regarding the agenda for this annual gathering of its members. The AU reserves the right to schedule up to three seminar or meeting sessions. The objectives of these sessions shall be to present new programs to AU members, provide training sessions to club officers, and members, and strengthen the exchange of information with members. It is key that the host and national organizations work closely together to provide the very finest convention possible for AU members.

AU Approval of Arrangements. The AU national organization shall work with and serve the host organization as an additional planning resource for budgeting, registration form examples, etc.

Host Steering Committee. Convention host organizations shall form a Convention Steering Committee and make this committee known to the national organization upon being selected to host the convention. At all times, up through the actual convention, the host organization must have a chairperson who has the authority to speak on behalf of the host group. In the event of the chairman’s resignation or inability to serve, a new chair must be selected within thirty-days (30).

AU Convention Race. The AU Convention Race has earned a reputation as one of the most prestigious young bird races in America. It is one of the highlight activities of every AU Convention. From the time of race entry, through the actual handling of the race and the distribution of the race results, a high standard of excellence is expected.

Conduct of the race is the responsibility of the host organization and AU Race Rules, policies and release guidelines must be followed.

AU National Youth Race. Convention host will appoint an individual to host the AU National Youth Race. If the host’s desire is to allow all handlers to also handle birds for the Youth Race (on rotation), that should be noted. Youth race handler will coordinate

with the national office. The AU office will send out application and invitation to all AU junior members. Applications will be returned to the national office. As birds are received by the handler(s), the handler(s) will immediately forward an inventory with junior member name and bird number. The AU will send out monthly updates to the junior members. Upon completion of the race, the AU will provide certificates, plaques and a trophy for the entrants.

Other Convention Race requirements:

1. At the time of initial application for the convention, host organizations shall project entry fees, payouts. Any deviation from these projections shall be made only with the prior approval of the AU board of directors.
2. Distribution of prize payouts shall be 60% breeder, 40% handler, unless otherwise approved by the AU board of directors. Any deviation of this split without board approval will be considered an infraction.
3. Host organizations will not retain more than 15% entry fees for expenses.
4. It is the responsibility of the host organization to determine the laws of the state, county and city in which the convention is being held regarding payment of prize monies, and other aspects of the race. No host organization shall institute or follow procedures, rules, or policies for payment of monies to any person in connection with the AU Convention and race, which violates those laws.
5. Convention host may allow multiple separate releases/races when short end to long end varies greatly. (7/14)
6. The host organization shall ensure that all convention race handlers are AU members of good standing, have at least two years experience flying YB, and that they conduct themselves in the highest sense as sportsmen and loft managers. Handlers can not be permitted to handle their own race birds.
7. The AU reserves the right to perform drug testing of AU Convention race birds. Host organizations race officials and race handlers agree to cooperate in such testing as requested. The host organization and the AU shall share costs of drug testing equally, unless otherwise negotiated.
8. AU convention race birds shall at all times be handled and transported in the most humane manner possible. Likewise, the release of race birds shall be authorized only after full consideration of weather conditions and the welfare of the participating birds. Host organization race officials shall have full authority to hold over race birds, or to reschedule the race, if conditions dictate.
9. Convention race results and the National Youth Race results shall be posted and distributed to attendees as soon as reasonably possible, and before the conclusion of the convention, unless there is some justifiable reason for not doing so.
10. The distribution of official results and accompanying monies due all race participants shall be completed as soon as reasonably possible, but not more than 30 days after the race is flown.
11. Ownership and disposition of all convention race birds upon completion of the race shall be clearly announced as the race is advertised and promoted.

12. The host organization is fully responsible for fair and equitable treatment of both race entrants and race handlers. The policy for distribution of birds among handlers shall be published in advance and shall be strictly adhered to.
13. The convention host organization is responsible for implementing an ongoing and complete financial accounting of convention race activities. Such accounting to be fully shared with the AU.
14. Certain persons may be ineligible to attend the AU Convention or to participate in any events at the convention because of AU disciplinary action that has been taken against them. The AU agrees to provide a list of those persons to the host organization not later than 30 days prior to the convention, and the host organization shall take reasonable steps, including measures to establish security, to prevent those ineligible persons from participating in any part of the convention, including the convention race.
15. The convention host organization will appoint a Shipping Coordinator to contact and work with local Postal authorities and/or airline transportation centers to ease the impact and minimize potential problems in receiving convention birds at their facilities. (Added 7-9-05)

Competing pigeon functions. The host organization shall make every reasonable effort to ensure that there will be no competing pigeon functions, i.e., auctions or seminars, in or about the convention hotel during the run of the AU Convention.

Vendors (AU Approval) Vendors wishing to exhibit or sell at the AU conventions must be pre-approved by the national organization. The host organization will provide the national organization with a list of invited vendors in advance.

Other Special Events. The host organization, working in tandem with the national organization, may be required to assist with one or more special events in conjunction with the convention. Examples are the **AU Youth National Race**.

Advertising and Publicity. The host organization will regularly advertise the convention and all activities in the pigeon press. The AU will supplement this with additional coverage in its newsletter. An AU Convention provides a unique opportunity to present the pigeon sport to the general public. The host organization and the national organization shall work together to generate positive publicity for the event and the sport. One of the host committee's most important appointments will be its publicity chairperson. Not later than sixty-days (60) prior to the start of the convention, the AU and the local publicity committee will issue press releases to all media in the convention market. This effort will continue during and at the conclusion of the convention. The objectives are to present pigeons positively to the public and to attract prospective new flyers to the sport in the host area.

Speakers, Moderators, Seminars & Meetings. The AU board of directors, or its appointed convention liaison, shall have the right of approval of all matters relating to the AU convention. Further, the national organization reserves the right of selecting and conducting a portion of the AU Convention agenda, i.e., seminars and meetings.

Accommodation Requirements for AU Officers

The AU Board of Directors shall at no charge be provided meeting rooms in which to conduct board and committee meetings, and a room to accommodate the AU's general membership meeting. An American flag must be displayed in these rooms.

Limitations of liability and responsibility for services: The AU's liabilities and responsibilities are limited to include:

1. The AU shall not be responsible for Loft, birds or transportation equipment used to transport birds to the race. It is the host's responsibility to insure that the birds are transported safely and in accordance with AU race rules, policies and release guidelines.
2. The AU shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, or revenues, or for any collateral costs, which may result from neglect or criminal action which may make it impossible or impractical to conduct the race.
3. **Insurance:** It is understood that the AU is not an insurer and that any insurance covering the Host's properties while involved in the convention race is the Host organization's responsibility. It is suggested that the Host organization arrange any risk coverage for the transport of the race. This can be done by endorsements to existing policies.
4. The AU cannot be responsible for the purchases of Hotel or commercial services or equipment from any outside service or vendor by the Host organization or their representatives without prior approval.

Entire Agreement: This instrument is the entire agreement between the American Racing Pigeon Union and the Host organization; oral changes have no effect and may be altered only by a written agreement signed by both parties.

This agreement shall be interpreted under the laws of the State of Oklahoma, and in the event of any dispute or legal claim, the parties stipulate and agree that a court of competent jurisdiction located in Oklahoma County, Oklahoma has jurisdiction to decide that dispute or legal claim and that venue is proper in that county.

In witness WHEREOF, the parties have signed this agreement

Date: _____ Date: _____

Host Organization

Executive Director
American Racing Pigeon Union

Convention Host Application

This application needs to be filled out and mailed to the AU Office by June 1st, prior to the year you want to host the event. A \$1000.00 security deposit is required with your application.

Name of Host Organization: _____

Contact: _____ Phone: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Anticipated Convention Dates: _____ For Year _____

Hotel: _____ No. of rooms available: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Contact: _____

Convention Race: Please describe race format, number of lofts, entry fees, prizestructure. _____

Convention Registration fees will be: \$ _____, and includes: _____

_____.

Convention Activities planned: (for spouses as well as flyers) _____

How will this convention be used to aid growth of the sport in your area?

_____.

Tentative Host Steering Committee:

Chairman: _____ Phone: _____

Publicity: _____ Phone: _____

Race Secretary: _____ Phone: _____

Financial Chairman: _____ Phone: _____

Chairman: _____ Phone: _____

Chairman: _____ Phone: _____
