

Policy Title: AU Conventions and National meetings

Policy Number: AU300

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Last Revision: October 21, 2008

Introduction:

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 policy 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 and organizations involved.

300.01 Selection of Convention Dates. Convention dates shall be set for the fall of the year and in consideration of prevailing local weather conditions. Conventions should be scheduled not earlier than July 1st or later than February 1st.

300.02 Eligibility to Bid. AU Convention Hosts shall be an affiliated organization of the American Racing Pigeon Union, Inc., and consist entirely of current paid AU members in good standing.

300.03 Bid Application Requirements. The convention host application will contain and address the following key areas:

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, etc.*)
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.

To allow for scheduling of convention facilities and the planning of events, the minimum lead-time for the convention application is three years. The more desirable lead-time is considered five years. *Example:* Organizations desiring to host the 2006 convention would make their application not later than 2003 and preferably as early as 2001.

Convention host applicants must submit their application to the AU national office **not later than June 1**, for the application to be considered by the membership in that year.

300.04 Security for Bids. The prospective host organizations shall submit a refundable deposit of \$1000 with its application, and prior to being considered by the general membership of the AU. Selected convention hosts shall receive a refund of their deposit upon the successful completion of their convention and upon providing the AU national organization all required financial accounting information. Security deposits of those prospective organizations not selected by the general membership shall be returned immediately. (Rev. 7-10-05)

Loss of Deposit. Should the host organization, at some point after having been awarded an AU convention, default, fail to comply, or carry through with the convention planning, or should it become apparent that the host has little opportunity of successfully completing the event, the AU's board of directors may select a replacement site. The board shall not make such a decision without sufficient cause. The host organization must appreciate that this most important AU event will not be

compromised. In the event such action becomes necessary, the host organization shall not receive the refund of its \$1000 deposit. Failure to satisfy AU Convention Agreement includes not utilizing the standard Board-approved format (included with contract) to post race results, and prizes. This failure will result in loss of deposit.
(Rev. 7-10-05)

300.05 Selection of Host The AU's Board of Directors shall receive convention host applications and screen them for suitability prior to being presented to the general membership for its consideration.

It is not the role of the Board of Directors to select convention sites. The board does, however, have a vested interest in ensuring that all potential convention hosts have plans that provide the likelihood of a successful convention event. This is especially important in view of the fact that members do not have sufficient time at the general membership meeting to weigh the details of all proposals.

By a simple majority vote, the board shall forward those applications deemed acceptable to the general membership. Applications not so approved will be returned to the applicant organization along with the opportunity to re-submit their application.

300.06 Selection of Site. The selection of the convention site is the function and privilege of the AU membership. The actual selection shall be made by a vote of the membership at the general membership meeting of the AU, held each year during its convention.

300.07 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 the 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 500+ guests.
5. Meeting rooms of various sizes (AU Board, Ladies Auxiliary, vendor displays and seminars) Meeting rooms require an American flag.
6. Agreement to allowing pigeons on the property.
7. Complimentary rooms for the AU President, Executive Director, and Ladies Auxiliary President.
8. Have Audio visual or video equipment available as required.

300.08 (Left intentionally blank.)

300.09 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. The approach

to convention activities is that attendees should be provided an enjoyable stay, good value for their investment, and a variety of activities to participate in. 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.

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

300.11 Host Steering Committee. Convention host organizations shall make their Convention Steering 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, (30) days.

300.12 Intentionally left blank

300.13 AU Convention Race. The AU Convention Race has earned a reputation as one of the most prestigious your 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, to the distribution of race results, a high standard of excellence is expected.

Conduct of the race is the responsibility of the host organization and AU Race Rules will prevail.

Other Convention Race requirements:

1. At the time of initial application for the convention, host organizations shall project entry fees, payouts, and any and all cuts. 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.
3. Host organizations cuts on entry fees, etc. shall not exceed 15%.
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. Host organizations shall ensure that all convention race handlers are AU members of good standing, have at least three years experience in young bird racing, that

their lofts are certified with the AU, and that they conduct themselves in the true sense of sportsmen. (Rev. 11-07)

6. The AU reserves the right to perform random 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 the cost of drug testing equally, unless otherwise negotiated.
7. 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 license to hold over race birds, or to reschedule the race, if conditions dictate.
8. Convention race results shall be posted and distributed to attendees as soon as reasonable possible, and before the conclusion of the convention, unless there is some justifiable reason for not doing so.
9. The distribution of official results and accompanying monies due all race participants shall be completed as soon as reasonable possible, but not more than 30 days after the race is flown.
10. Ownership and disposition of all convention race birds upon completion of the race shall be clearly announced as the race is advertised and promoted.
11. 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.
12. The convention host organization is responsible for implementing an ongoing and complete financial accounting of convention race activities. Accounting will be fully shared with the AU. Beginning in 2005, the host must include a public accounting of all sums generated and expenses deducted. A form which shows all race positions, with individual prizes clearly displayed should be included. Failure to comply will be deemed a violation of the AU convention contract.
13. The convention host will provide registration for Ladies Auxiliary President and rooms for the NLA President, AU President and Executive Director. (Rev. 7-07)
14. 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)

300.14 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.

300.15 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.

300.16 Other Special Events. The host organization, working in tandem with the national organization, will be required to assist with one or more special events in conjunction with the convention. Examples are the **AU Youth National Race and Ladies Auxiliary Annual meeting and breakfast.**

300.17 *Intentionally left blank.*

300.18 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 important appointments will be its publicity chairperson. Not later than sixty (60) days 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.

300.19 Financial Requirements The AU incurs substantial costs in connections with its convention, the planning, and activities for attendees. It recoups those expenses by way of a minority share of the profits from the convention. The AU, as sponsor, receives either a flat fee or percentage based on the net profits* earned by the convention.

A. Conventions with a net profit of less than \$20K would owe the AU a flat fee of \$2,000.

B. Conventions with a net profit between \$20 and \$40K would owe a flat fee of \$4,000. or 15%, whichever is less.

C. Conventions with a net profit of more than \$40K would owe the AU a flat fee of \$6000.

This amount is payable to the AU not later than **thirty-days (30)** after the conclusion of the convention. (rev. 7-07)

*“**Net Profits**” is defined as that amount remaining after the direct expenses of planning, advertising, and hosting the event have been paid. **Note:** The host must include a public accounting of all sums generated and expenses deducted. A form which shows all race positions, with individual prizes clearly displayed, must be included. Failure to comply will be deemed a violation of the AU convention contract.*

These expenses shall not include capital expenditures such as trailers, furniture, fixtures, equipment, clubhouse improvements, rental fees or charges for the use of such types of property by the host organization, donations, or other expenditures which have benefited the host organization other than directly generating profits from the conduct of the convention.

300.20 Convention Financial Report by Host. The host organization shall provide a complete and accurate financial statement on the convention on or before the date the AU is paid its portion of the net profits. This report shall include all revenue from any source, and all expenditures or expenses claimed by the host organization in determining net profits. Expenses or charges claimed by the host organization shall be verified with documents such as invoices,

statements, or billings and payment records. All financial information provided by the host organization is subject to full disclosure to the AU board of directors as well as the AU membership. The AU board of directors has adopted a policy that proceeds received from any convention shall be specifically use for sport promotion and membership growth.

300.21 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.

300.22 Accommodation Requirements for AU Officers

The 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. These rooms are to have an American flag displayed.

The AU national organization will supply its outstanding credit and trade references upon request. In additional, the AU will assist the local organization as requested in the negotiation of convention terms and conditions.

Note: The 2010 AU convention, which will be the 100th Anniversary of the American Racing Pigeon Union, will be reserved and hosted by the AU.