

## CANADIAN ASSOCIATION OF HARNESS DOG SPORTS (“CAHDS”)

CANADIAN ASSOCIATION OF  
**Harness Dog Sports** Ltd.



ASSOCIATION CANADIENNE DES  
**Sports Canins Attelés** Ltd.

# GUIDELINES & REQUIREMENTS FOR CAHDS REGIONAL ORGANIZATIONS

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## 1 Definitions

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- 1.1. *“Regional Organization” or “RO” means a harness dog sports organization representing a specific province, territory or region approved by and affiliated with CAHDS.*
- 1.2. *“Guidelines” refers to this document in its entirety.*

## 2 Application of Guidelines

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- 2.1. These Guidelines apply to all CAHDS Regional Organizations.
- 2.2. All CAHDS Regional Organizations are required to adhere to these Guidelines in order to maintain their CAHDS Regional Organization status.
- 2.3. All CAHDS Regional Organizations recognize and agree to adhere to these Guidelines.

## 3 Accountability

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- 3.1. Harness dog sports are practiced internationally. By becoming a CAHDS Regional Organization, the organization and its members become part of something bigger: an internationally and nationally regulated community of harness dog sports enthusiasts. The regional organization is therefore accountable to the following regulatory bodies for harness dog sports:
  - 3.1.1. The Canadian Association of Harness Dog Sports (hereinafter “CAHDS”) which governs harness dog sports within Canada; and
  - 3.1.2. The International Federation of Sleddog Sports (hereinafter “IFSS”) which governs harness dog sports internationally.

3.1.3 The International Canicross Federation (hereinafter “ICF”) which governs 1-dog harness dog sports internationally.

These organizations regulate and govern harness dog sports in order to ensure that participants uphold the highest standards for the safety and welfare of the dogs and humans who participate in them.

- 3.2. Any variation from or non-adherence to these Guidelines may result in the sanctioning or removal of the CAHDS Regional Organization at the discretion of the CAHDS Board of Directors or a Committee appointed by the CAHDS Board of Directors for the purpose of reviewing a CAHDS Regional Organizations conduct.

## **4 Responsibilities & Requirements of CAHDS Regional Organization**

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The following constitutes the primary responsibilities and requirements of CAHDS Regional Organizations.

### **4.1 Core Responsibilities**

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- 4.1.1 Regional Organizations must demonstrate governance. A geographical region is defined as a province or territory unless otherwise defined. A geographical region will have only one regional division under CAHDS.
- 4.1.2 Regional Organizations may appoint one (1) board member to the CAHDS board. This individual is not required to be a member of the Regional Organization’s Board of Directors, but must be appointed by the Regional Organization’s Board of Directors.
- 4.1.3 Regional Organizations are integral to CAHDS decision making. They contribute to consensus building around policies and procedures that impact the trajectory of the sport into the future.
- 4.10.4. Regional Organizations integrate and coordinate the efforts of local clubs in order to create critical mass and economies of scale. This may look like race circuits, insurance, training opportunities, etc.
- 4.1.5 Regional Organizations manage and oversee provincial/territorial team selection. When required, Regional Organizations may be called upon to assist and facilitate the selection of national teams for international competition.
- 4.1.6 Regional Organizations contribute to the working committees of CAHDS by nominating volunteers to assist in tasks as they come up.

### **4.2 Board of Directors**

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- 4.2.1 Each CAHDS Regional Organization must adhere to the following organizational requirements for

their board of directors:

- a) All CAHDS Regional Organizations must be governed by a Board of Directors (“BOD”) with a minimum of four (4) directors.
- b) Each CAHDS Regional Organization’s BOD must be reflective of the diversity of the local clubs and the regional membership it represents. The members of the BOD must represent a minimum of three different geographical locations from which the regional organization pulls its membership.

4.2.2 The following documentation is required for each member of a CAHDS Regional Organization’s BOD and must be updated annually:

- Occupation
- The local area/club they are affiliated with
- Any business(es) that may benefit from their position

### **4.3 Governance**

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4.3.1 Each CAHDS Regional Organization must demonstrate they serve the purpose and population in their province or territory they seek to represent under CAHDS.

4.3.2 New Regional Organizations must provide the following:

- A list of all clubs represented by this regional organization
- A list of all known clubs within the regional area
- Letters of support from a minimum of three local clubs, including a copy of a signed Club Agreement

4.3.3 Existing Regional Organizations must provide the following:

- A list of all new clubs represented by this regional organization

### **4.4 Foundation & Structural Documents**

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4.4.1 Each CAHDS Regional Organization must adopt the following CAHDS documents or provide acceptable alternatives:

- Race Rules
- Code of Conduct
- Guideline for Member Clubs & Club Agreement
- Certificate of Incorporation (non profit, society)

4.4.2 Any future changes must be approved by CAHDS Board in order to maintain RO’s accreditation year-to-year.

## **4.5 Financial Requirements**

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- 4.5.1 Each CAHDS Regional Organization must uphold the utmost transparency and accountability with financial resources.
- 4.5.2 All Regional Organizations must uphold the following standards and provide supporting documentation to CAHDS:
- Two (2) signatories on a bank account in the name of the regional organization. Personal accounts are not acceptable.
  - The two signing authorities cannot be members of the same household
  - The two signing authorities cannot be related or romantically involved
  - The two signing authorities cannot be employed or sponsored by the same business or organization

## **4.6 Membership**

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The following section outlines requirements in regards to the membership of each CAHDS Regional Organization.

- 4.6.1 The members of each Regional Organization come from a defined geographical area.
- 4.6.2 For the purposes of national representation members will only be permitted to be in one regional organization.
- 4.6.3 For the purposes of race-related administration (seeding, circuit points, registration discounts, etc.) members may come from outside the defined geographical area.
- 4.6.4 Members may be admitted to a Regional Organization via a local club or as individuals pursuant to the Regional Organization's by-laws.
- 4.6.5 Members must adhere to the approved Code of Conduct.
- 4.6.6 All local clubs sanctioned by your regional organization must adhere to the same rules, code of conduct, guidelines for member clubs and club agreements approved by CAHDS.

## **4.7 CAHDS Sanctioning Fees**

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- 4.7.1 An Initial fee of \$100 is charged for the first year of a Regional Organization's affiliation regardless of the number of months remaining in the calendar year (for example: the fee is the same for an organization that is affiliated in January as an organization that is affiliated in September).
- 4.7.2 In subsequent years a fee will be charged to the regional organization based on the RO's membership numbers from the previous year (this fee is a "per-person" amount set by the

CAHDS board).

- 4.7.3 For the purposes of national representation and sanctioning fees, members will only be permitted to be in one Regional Organization.

#### **4.8 Races and Events**

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- 4.8.1 All regionally sanctioned events including local club events must reflect the Regional Organization's Code of Conduct for animal welfare and safety.

- 4.8.2 All regionally sanctioned races must follow the approved race rules.

#### **4.9 Annual Updates**

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- 4.9.1 Regional Organizations are to provide an update of any proposed bylaw amendments, rule changes, and/or board member changes to CAHDS prior to implementing said changes.

- 4.9.2 Regional Organizations must provide a list of all member clubs and the location they service to CAHDS annually.

- 4.9.3 Regional Organizations must provide CAHDS with a membership list for the previous year's membership no later than January 31st of each calendar year.

#### **4.10 Communication Policy**

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- 4.10.1 All communication from Regional Organization board members and members or your Regional Organization must be directed to CAHDS via email: [acsca.cahds@gmail.com](mailto:acsca.cahds@gmail.com). Communication via individual CAHDS board member's personal accounts (email, social media or otherwise) regarding club or RO inquiries or issues will not be tolerated.

- 4.10.2 Only correspondence sent from the CAHDS email address or CAHDS social media will be considered to speak with the authority of CAHDS. Any communication received from individual board members or CAHDS volunteers via their personal accounts is the opinion of the individual and not a representation of CAHDS or its Board of Directors.

- 4.10.3 All communication to and from CAHDS shall be made in a respectful and collegial manner.

- 4.10.4 Personal attacks, harassment or bullying of CAHDS Board Members, Committee Members or other volunteers whether via social media or otherwise will not be tolerated and may result in sanctions against the individual(s) involved.

- 4.10.5 Misrepresentation of oneself or another individual as a CAHDS board member or representative at the provincial/territorial, national or international level will not be tolerated and will result in sanctions against the individual(s) involved.

#### **4.11 Insurance**

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4.11.1 The CAHDS Regional Organization acknowledges and accepts that all regional organizations must be insured for all official organized activities (“RO Insurance”).

#### **4.12 Sanctioning**

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4.12.1 The Regional Organization acknowledges and accepts that it must adhere to all Guidelines applicable to its Regional Organization status.

4.12.2 The Regional Organization acknowledges and accepts that if the RO promotes or allows conduct contrary to or in direct opposition of the within Guidelines, the RO and/or its members will be subject to a review process whereby the RO’s status may be revoked or changed.

### **5 Responsibilities & Requirements of CAHDS as relates to RO’s**

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The following constitutes the primary responsibilities and requirements of CAHDS as related to its relationship with CAHDS Regional Organizations.

5.1.1 CAHDS provides connectivity to the broader international world of harness dog sports.

5.2.1 CAHDS provides connectivity to the broader national community of harness dog sports.

5.3.1 CAHDS is responsible for establishing national standards and creating programs for achieving these standards in areas such as skill development, coaching, event rules and organization, and officiating.

5.4.1 CAHDS operates the National Team and sanctions national and east & west championships.

5.5.1 CAHDS advocates for the interests of harness dog sport development in Canada at the international level.