

# VaultCanada

## COURTESY AGREEMENT

*Version 2025-02-19*

**Vault Canada requests that all event managers and judges follow the Courtesy Agreement to ensure clear and professional communication between the Judges and Event Managers.**

### **PRIZE LIST**

- Should be provided to the Judge at least 2 weeks prior to the beginning of the competition by way of email or uploading to the VaultCanada website (horsesport.pro)

### **ORDER OF GO**

- Order of go, pending last minute changes, should be provided to the Judge no later than the night before each day of competition by way of email or uploading to the VaultCanada website (horsesport.pro)

### **CLERKS**

- Should be recruited and prepped by event management prior to the start of competition. This is the responsibility of the Event Manager.
  - o Clerks should be familiar with the score sheets being used.
  - o Clerks should be comfortable with numbers and calculations.

### **TRANSPORTATION**

- Flight arrangements may be booked by either the Event Manager or the Judge. These arrangements should be discussed prior to tickets being purchased.
- If the Judge pays for the transportation, reimbursement must be paid within 20 days of purchase of the ticket.
- Arrangements must be approved by both the Event Manager and the Judge.
- Transportation from the airport to the hotel should be emailed or communicated to the Judge at least 48 hours before the Judge's departure date for the competition.
- The Judge should be taken directly to their hotel upon arrival (unless previous arrangements have been made).
  - o Please provide the following information to the Judge prior to the departure date for the competition:
    - Name of person picking up Judge.
      - o What does the driver look like?
      - o Pick up location (baggage claim, etc).
      - o What does the driver's car look like?
    - Cell phone number of Event Manager or Secretary.
    - Cell phone number of the driver.
- Arrangements for return transportation to the airport

### **ACCOMMODATIONS**

- All Judges should be housed in a standard business hotel, in a private room (not shared). Nightly fees shall be paid by the Event Manager.
  - o Judge should be provided with the name and address of the hotel at least 48 hours before departure from home.

- o Hotel should have onsite restaurant available for meals (more than just a vending machine) and/or a full-service restaurant within walking distance.
- o Judges should not be housed with the Event Management, Coaches, Vaulters or anyone involved with any of the previously mentioned participants.
- Judge may make personal arrangements for accommodations but may not inconvenience management as a result. Said arrangements must be pre-approved by both the Event Manager and the Judge.

## **COMPENSATION**

- Full day and overtime rates are defined in the Judges Contract.
- Judges are hired at the full date rate unless otherwise agreed to between judge and competition management. A full day is a maximum of 8 hours of judging plus a one-hour lunch break.
  - o Equine Canada provincial judge: \$260.00 per day (\$32.50 per hour; overtime \$46.25 per hour)
  - o Equine Canada national judge: \$300.00 per day (\$37.50 per hour; overtime \$56.25 per hour)
- All fees and reimbursements must be paid to the Judge upon completion of the competition.
- **Additional Fees:**
  - o Travel to and from the event city (airfare, ferry and/or mileage). Mileage is paid at the rate indicated on the judges contract. Airport parking to be reimbursed and travel to and from airport and/or ferry to be paid at the mileage rate above.
  - o Airfare and/or ferry costs to be pre-approved by management and itinerary must be agreed to by the Judge.
  - o The per diem rate for travel only days is \$100.00 when travel time is greater than 4 hours.
- **Meals:**
  - o All meals during the event are the responsibility of the event management.
  - o Judge should be provided with lunch during competition.
  - o If Competition is not providing 3 meals during competition days then the per diem rate is \$65/day.
  - o Judge's meal options should be discussed prior to the start of competition (allergies, preferences, etc).
  - o Judge should be provided with beverages, snacks and sufficient restroom breaks during the day's competition.

## **COMPETITION – PROTOCOLS**

- The time the Judge will be picked up at the hotel each morning should be given to the Judge the night before the next day's competition.
  - o The Judge should be provided with the name, cell and home phone numbers of the driver.
  - o The Judge should be told the color, make and model (if possible) of the car of the driver.
  - o The Judge should be told what time and where to wait for the driver.
- Judges are encouraged to participate in the awards ceremony, unless the Judge is unable to attend the Awards ceremony due to pre-arranged flight and/or ferry departure conflict, or prior arrangements have been made.
- After completion of the day's competition (or the day's awards ceremony, if agreed to by the Judge), the Judge shall be provided with transportation back to the hotel, unless other arrangements are previously agreed upon.