



Program Overview and Administration Guidelines July 2007

OBJECTIVE

Our objective is to methodically invest in and improve the calibre of events throughout Ontario, with a secondary objective to increase the number of higher-level courses.

PROGRAM DESCRIPTION

The OHTA will raise money through an entry fee surcharge. The OHTA will provide funding designated for specific purposes to the current and future organizers of Championship competitions. The funding will be dedicated primarily to capital investment where the benefit will be sustainable over time. A small portion of funding may be available for one-time hosting expenses. Some funding will be re-allocated to the **Course Improvement Program** to benefit all organizers, including those who do not intend to host the annual Championships.

Each year, as the Championship event moves to different locales around the province, the Ontario Eventing community will have another venue where there has been significant investment in the facility. Over time, we'll have an increased number of championship calibre events available to our members.

Plan Synopsis

- A \$5 surcharge on each Ontario entry will generate between \$15,000 and \$20,000 per year
- This money will be used for:
 - a) funding to the championship host, and future potential hosts, for the purpose of providing suitable championship calibre venues
 - b) an additional source of funding for the Course Improvement Program, available to all organizers
- Accountability for the proper use of this money will be achieved through use of contracts, oversight and inspection.
- The OHTA will report regularly to the membership how the money is spent.



ADMINISTRATION GUIDELINES

- Selection criteria will be specified each year.
- Selection criteria and funding allocation method may be modified as we gain experience with the program and as funds permit.
- The schedule for application and selection will be consistent each year, as outlined below.
- The OHTA will solicit applications for future years as well as the upcoming year.
- The OHTA will provide funding to the organizers of the upcoming year Championships and to the eligible contenders for up to the two following years.
- In order to receive funding, each participating organizer will enter into a contract with the OHTA to ensure that the funding is used for the agreed upon purpose.
- Expenses must be in line with normal market rates for goods and services.
- Site selection is within the sole discretion of the OHTA.
- Existing OHTA Championship funding policies remain in place

ANNUAL APPLICATION SCHEDULE

- Application format finalized: June
- Application deadline: August 1
- Application review, request for additional information, interviews: August – October
- Selection: Announced at AGM
- Future year Contenders: Announced at AGM

CHAMPIONSHIP SELECTION CRITERIA

There are 3 selection criteria. We will evaluate applications against these criteria and base our selection on “closest to optimum”. There will be some subjectivity in the evaluation. Meeting the mandatory criteria will not automatically guarantee selection.

The 3 criteria are:

1. Number of requirements met. See chart below for requirements.
2. Geographic balance¹
3. Past record of successful events²

¹ Geographic balance means that where possible, the location of the Championships will be rotated around the province.

² Examples of considerations for past record: TD reports and event evaluations



APPLICATION REQUIREMENTS

Requirements	Mandatory	Preferred
Date	Labour Day Weekend	
Duration	All divisions to run over 2 days	
Divisions Offered	E, PT, T, P	E, PT, T, P, I
Calibre of Courses	Championship calibre ³	Championship calibre with new and upgraded routes
Dressage	20x60 rings for P (and I if offered) divisions	20x60 rings for PT, T, P, and I divisions
Stabling	Adequate stabling offered within the vicinity	On site stabling
Hospitality		Competitors party on Saturday night
Promotion		Promotion plan
Facilities	<ul style="list-style-type: none"> • Adequate Parking for competitors and spectators • Able to accommodate at least 300 entries 	<ul style="list-style-type: none"> • Transportation services available on the property

[To download an OHTA Championship Application click here](#)

³ Championship calibre encompasses jumps, footing, routes, and venue appearance. The Selection Committee will solicit guidance from qualified experts in this assessment.



FUNDING DISBURSEMENT PROCESS

- **One Event at a Time** is designed to provide funding to the organizer of the annual Championships and up to 2 potential future year Championship organizers.⁴
- Applicants must specify in their application how requested funds are to be used. All estimates must reflect normal market rates for goods and services.
- All expenditures must be supported by receipts. Any money advanced must be either properly receipted or returned.
- Funding will be granted for approved purposes only.
- No funds will be disbursed until a contract is in effect.
- Funds may be approved for the following purposes:
 1. Course design and building
 2. Dressage ring improvement
 3. Stadium ring improvement
 4. Warm up area improvement
 5. Capital investment which will result in long term competition improvement⁵
 6. Discretionary funding for hospitality
- As the opportunity presents, we will allocate money to the **Course Improvement Program (CIP)** so that non-Championship venues will have increased access to funding.

⁴ We're calling these future year organizers "Contenders". We will short list qualified applicants to encourage and support long term planning. This does not mean that only Contenders will be considered for the Championships. Each year we will invite applicants based on the current year selection criteria.

⁵ We are reserving the right to review requests for funding in this category on a case-by-case basis.



FUNDING DISBURSEMENT ILLUSTRATION

The allocation model is for illustration only and reflects maximum amounts. Actual amounts will depend on available funds and will be based on justification and need.

	Estimated Funds Raised	Disburse during the year	Disbursements	Balance at year end
2007	15,000	7,500	2007 Champs – 3,000 2008 Champs - 2,500 CIP – 2,000	7,500
2008	17,000	22,000	2008 Champ – 15,000 2009 Contender - 2,500 2009 Contender – 2,500 CIP – 2,000	2,500
2009	20,000	22,500	2009 Champ – 15,000 2010 Contender – 2,500 2010 Contender – 2,500 CIP – 2,500	2,500
2010	20,000	22,500	2010 Champ – 15,000 2011 Contender – 2,500 2011 Contender – 2,500 CIP – 2,500	2,500



OTHER ADMINISTRATIVE COMPONENTS

Selection Committee

- To be comprised of a sub-committee of the OHTA Board and qualified representatives of the Eventing community as a whole.
- Expert guidance will be solicited as required.
- Any member of the Selection Committee with a real or perceived conflict of interest will be excused from the process. This will be determined at the time all applications are received.
- The Selection Committee may request interviews and on-site visits to supplement the information contained in the submitted proposals.

Contract Template⁶

- Any funds advanced to the Championship venue must be reimbursed if the event is cancelled for any reason.
- Contracts will also be required for the Contenders to ensure that intent to host is bona fide.
- Funds must be used for the agreed upon purpose.
- Schedule of funds disbursement will be specified. No funds will be disbursed without a contract in effect.

Financial Tracking

- Revenue and expenditures will be accounted for as separate line items on OHTA Financial Statements.
- OHTA Website will be updated regularly with current program status.

Communication and Promotion

- Regular communiqués to membership
- Specific program logo
- Feature in Fall Eventer with cover. Article in Spring Eventer promoting the Championships and describing how the funding has been/will be put to use.
- Promotion at competitions through the summer
- Feature at AGM

⁶ These are the essential points to be covered in the contracts