

# MARITIME ASSOCIATION OF HARNESS DOG SPORTS (“MAHDS”)



## GUIDELINES FOR MAHDS CLUBS

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Last updated: August 2022

### 1 DEFINITIONS

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- 1.1. “MAHDS Club” means one of the three (3) types of clubs considered local representatives of MAHDS. The three (3) types of MAHDS Clubs are:
  - 1.1.1 A “Member Club” means a fully established MAHDS Club operating without probationary requirements or required mentorship from another MAHDS Club.
  - 1.1.2. A “Satellite Club” is a small MAHDS Club, typically with fewer than ten (10) members who operates under the mentorship of a Member Club.
  - 1.1.3. A “Probationary Club” is a newly established MAHDS Club.
- 1.2. “Mentor Club” means a Member Club who acts as a mentor to a Satellite Club.
- 1.3. An “Unrecognized Club” is any club-like entity practicing or professing to practice harness dog sports in the maritimes that is not a recognized MAHDS Club.
- 1.4. “MAHDS Club Members” means those participants recognized by the Club as being part of its membership.
- 1.5. “Club Leaders” means the primary organizers of a given Member Club.
- 1.6. “Guidelines” refers to this document in its entirety.

### 2 APPLICATION OF GUIDELINES

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- 2.1. These guidelines apply to all MAHDS Clubs.
- 2.2 All MAHDS Clubs are required to adhere to these guidelines in order to maintain their MAHDS Club status.
- 2.3 All MAHDS Clubs 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 MAHDS Club, the Club and its members become part of something bigger: an internationally and nationally regulated community of harness dog sports enthusiasts. The hierarchy of accountability is as follows:

3.1.1. All MAHDS Clubs are accountable to the Maritime Association of Harness Dog Sports (hereinafter “MAHDS”) which governs harness dog sports regionally in the maritimes; and

3.1.2. MAHDS is accountable to the Canadian Association of Harness Dog Sports (hereinafter “CAHDS”) which governs harness dog sports within Canada; and

3.1.3. CAHDS is accountable to:

- the International Federation of Sleddog Sports (hereinafter “IFSS”) which governs harness dog sports internationally; and
- 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 MAHDS Club at the discretion of the MAHDS Board of Directors or a Committee appointed by the MAHDS Board of Directors for the purpose of reviewing a MAHDS Club’s conduct.

### **4 GENERAL RESPONSIBILITIES & REQUIREMENTS OF MAHDS CLUBS**

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The following constitutes the primary responsibilities and requirements of all MAHDS Clubs. Additional responsibilities and requirements relevant to particular types of MAHDS Clubs can be found at Articles 5, 6 and 7.

#### **4.1 Types of MAHDS Clubs**

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4.1.1 There are three (3) types of MAHDS Clubs:

- Member Club
- Satellite Club
- Probationary Club

#### **4.2 Membership & Location**

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4.2.1 All MAHDS Clubs regardless of type must be confined to a specific geographic region (a city, town

or county) and may not cross provincial lines. There may be more than one MAHDS Club in a given geographic region.

4.2.2 An individual MAHDS member:

- May only be a member of one MAHDS Club, whether their club is a Member Club or a Probationary Club;
- Who are members of a Satellite Club are automatically members of their Satellite Club's Mentor Club;
- Who are members of an Unrecognized Club may not be either actual or perceived leaders of an Unrecognized Club and retain their membership in any type of MAHDS Club.

4.2.3 A current MAHDS membership is mandatory for all members of MAHDS Member Clubs. Each MAHDS Club must ensure all of its members have a MAHDS membership in good standing prior to participating regularly in any Club activities, such as group runs or instruction.

4.2.4 All MAHDS Club members must adhere to the [MAHDS Code of Conduct](#).

4.2.5 Each MAHDS Club is responsible for ensuring its members adhere to the MAHDS Code of Conduct. While the Club's leadership is only responsible for ensuring adherence to the Code during Club events and activities, if the Club's Leadership is advised of conduct contrary to the MAHDS Code of Conduct outside of Club activities, the Club and/or MAHDS may sanction the individual(s) involved.

4.2.6 Each MAHDS Club must ensure the actions and activities of the MAHDS Club as a whole are reflective of the MAHDS Code of Conduct, including but not limited to the MAHDS Club's social media, marketing, and with respect to MAHDS Club activities and events.

4.2.7 All MAHDS Clubs and MAHDS Club Leaders shall, to the best of their ability, foster a positive, inclusive, non-discriminatory and welcoming environment for their members.

4.2.8 All MAHDS Club members must adhere to the [MAHDS Rules for Participants](#) at all sanctioned events.

4.2.9 All MAHDS Clubs must adhere to the [MAHDS Rules for Event Organizers](#) for all sanctioned events in which the MAHDS Club is an organizer, host, or co-host.

### **4.3 Social Media, Marketing & Sponsorship**

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4.3.1 Content on any website, social media account or marketing in the name of the MAHDS Club must reflect safe, respectful and positive depictions of harness dog sports.

4.3.2 MAHDS Club social media pages which allow members to post must include posting guidelines reserving the right to remove posts contrary to the ethos of the MAHDS Code of Conduct and the within Club Guidelines. Sample posting guidelines are available upon request.

- 4.3.3 Where applicable, all MAHDS Clubs must ensure that any partners, sponsors or businesses they may choose to affiliate with embody the spirit of the MAHDS Code of Conduct, particularly with respect to such things as quality, safety and appropriateness of gear, sport promotion, and inclusivity. Note, this does not require the business to sign off on the Code of Conduct or agree to adhere to it in any way, however, the Club should carefully consider whether or not partnering with the prospective business promotes the safe practice of harness dog sports such that the Club is fulfilling its role as a positive ambassador for harness dog sports in the Maritimes.
- 4.3.4 MAHDS Clubs must add one (1) current MAHDS board member as an administrator to any social media account, group or page operated by the MAHDS Club upon request.
- 4.3.5 A MAHDS Club may not post or promote activities, events, photos, videos, or other media that promotes or depicts activities by its members or others that are in contradiction of the guidelines for Club Events and Group Activities described at Article 4.4.
- 4.3.6 All MAHDS Clubs must maintain a member's-only space (Facebook group or otherwise) wherein all members of the group must be MAHDS Members.
- 4.3.7 Use of the MAHDS logo and/or influence by a MAHDS Club or MAHDS Member whether for promotional use or otherwise must be requested in advance and, if approved, the approval must be provided in writing prior to said use. Misuse of the MAHDS logo or influence constitutes grounds for immediate sanctioning under Article 4.7 of the within Guidelines.

## **4.4 Events & Group Activities**

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This section applies to Club Events and Activities including but not limited to group runs, clinics, and time trials. This section does NOT apply to events which involve racing (whether competitive or non-competitive classes).

### **4.4.1 Location**

#### **(a) Route Surface**

- The route used for Club Events and Activities must not be composed of abrasive or dangerous surfaces that will negatively affect the dogs' pads or legs. In particular, the route must not take place on concrete or asphalt surfaces. Road crossings that are necessary to bridge a gap between unpaved sections of trail are permissible so long as the paved section is not longer than 50m in total. If multiple road crossings are required, the total amount of paved road traversed must not exceed 500m.

#### **(b) Trail Use**

- Clubs must ensure they have all necessary and appropriate permissions for use of specific trails for Club events and activities prior to hosting Club events or activities at specific locations whether those locations are public or private access trail systems.

#### **4.4.2 Canicross / Canitrail / Canihiking**

##### **(a) Equipment**

- All dogs must be equipped with a harness that is designed for harness dog sports and is fitted properly for the dog's size, shape and weight. The harness must not restrict or hinder the dog's range of motion while running and pulling or cause any physical harm to the dog.
- At all times while actively participating, the bungee line must be attached directly to the back of the harness and not to the dog's collar.
- Only flat collars may be worn during Club activities and events.
- MAHDS Club Members are not permitted to wear headphones while participating in Club activities and events.
- All human runners must be equipped with a canicross belt & bungee line or hands-free leash which must be attached directly to the back of the dog's harness.
- All human runners should be equipped with trail running shoes or other shoes with good grip.

##### **(b) Number of Dogs**

- These sports are to be practiced with one dog at a time.

#### **4.4.3 Bikejoring / Fatbikejoring / Scooter**

##### **(a) Equipment**

- All dogs must be equipped with a harness that is designed for harness dog sports and is fitted properly for the dog's size, shape and weight. The harness must not restrict or hinder the dog's range of motion while running and pulling or cause any physical harm to the dog.
- At all times while actively participating, the dog(s) must be permanently attached to the bike or scooter by a bungee line whose distance between the front of the headset and the base of the tail of the dog is at most 2.45 meters when stretched without elongation. However, the recommended distance is 2.20 meters.
- Motorized bikes and scooters are not permitted for use.
- All bikes and scooters must be equipped with tires suitable for the terrain.
- All bikes and scooters must be equipped with brakes powerful enough to immobilize the team.
- An antenna is not required, but is highly recommended for use during club activities and events.
- Only flat collars may be worn during Club activities and events.
- MAHDS Club Members are not permitted to wear headphones while participating in Club activities and events.
- All human participants must wear a helmet while riding/scootering.
- Protective eye coverings (safety glasses/goggles/etc) and gloves are highly recommended, but not required, for MAHDS Club members participating in wheeled sports during club events and activities.
- On public access trails, all wheeled teams must be equipped with a working bell and must yield to pedestrian traffic. Wheeled teams should be especially careful and considerate of other trail users and ensure they are aware of their presence

and have sufficient time to control their own animals and take to the side of the trail prior to making any attempt to pass.

(b) Number of Dogs

- These sports may be practiced with 1 or 2 dogs at a time.
- When the team is made up of two dogs, the dogs must be connected by a neckline. Care should be taken to ensure the collars used to attach a neckline are sufficiently strong and ideally padded (for example, some clip collars may not be suitable for use with a neckline).
- For 2-dog group activities, the trail must be sufficiently wide (at least 2 meters from edge to edge) and teams should take care to space out on the trail in order to minimize the possibility of collisions and/or negative interactions with other trail users. Busy public trails are not suitable for group activities involving 2-dog teams.

#### **4.4.4 Skijoring**

(c) Equipment

- All dogs must be equipped with a harness that is designed for harness dog sports and is fitted properly for the dog's size, shape and weight. The harness must not restrict or hinder the dog's range of motion while running and pulling or cause any physical harm to the dog.
- At all times while actively participating, the dog(s) must be permanently attached to the hands-free waist belt of their human counterpart by a bungee line whose distance from the person's abdomen to the base of the dog's tail must be no more than 3 meters. However, the recommended distance is 2.75 meters.
- Cross-country skate skis are preferred for use while skijoring, but any type of ski may be used, excluding skis with metal edges. For greater clarity, skis must NOT have metal edges.
- Only flat collars may be worn during Club activities and events.
- MAHDS Club Members are not permitted to wear headphones while participating in Club activities and events.
- A helmet and gloves are highly recommended, but not required. Drivers under the age of 12 years old are required to wear a helmet. Helmets should be "multi-impact" style helmets for use in snow sports.
- On public access trails, all teams must be capable of sounding their presence and must yield to other trail users. All teams should be especially careful and considerate of other trail users and ensure other trail users are aware of their presence and have sufficient time to control their own animals and take to the side of the trail prior to making any attempt to pass.
- On trails groomed for both skate and classic ski styles, all teams must be careful to avoid damaging the classic tracks and must keep their dogs out of the classic tracks.

(d) Number of Dogs

- Skijoring may be practiced with 1 or 2 dogs at a time.
- When the team is made up of two dogs, the dogs must be connected by a neckline. Care should be taken to ensure the collars used to attach a neckline are

sufficiently strong and ideally padded (for example, some clip collars may not be suitable for use with a neckline).

- For 2-dog group activities, the trail must be sufficiently wide (at least 2 meters from edge to edge) and teams should take care to space out on the trail in order to minimize the possibility of collisions and/or negative interactions with other trail users. Busy public trails are not suitable for group activities involving 2-dog teams.

#### **4.4.5 Kicksled**

##### **(a) Equipment**

- All dogs must be equipped with a harness that is designed for harness dog sports and is fitted properly for the dog's size, shape and weight. The harness must not restrict or hinder the dog's range of motion while running and pulling or cause any physical harm to the dog.
- All dogs must be attached by a bungee line whose distance from the front of the kicksled to the base of the dog's tail is at most 2.45 meters when stretched without elongation.
- The kicksled must be appropriate for use with the dog(s) attached.
- While it is not required that every kicksled be equipped with a brake system or a rubber mat, the driver must be capable of immobilizing the team attached to the sled. In some cases, the use of a driver's heels may be sufficient. However, a brake, mat and snow hook are highly recommended.
- The runners of the kicksled must not have metal edges.
- Only flat collars may be worn during Club activities and events.
- MAHDS Club Members are not permitted to wear headphones while participating in Club activities and events.
- A helmet and gloves are highly recommended, but not required. Drivers under the age of 12 years old are required to wear a helmet. Helmets should be "multi-impact" style helmets for use in snow sports.
- On public access trails, all teams must be capable of sounding their presence and must yield to other trail users. All teams should be especially careful and considerate of other trail users and ensure other trail users are aware of their presence and have sufficient time to control their own animals and take to the side of the trail prior to making any attempt to pass.
- On trails groomed for both classic ski styles, all teams must be careful to avoid damaging the classic tracks and must keep their dogs and sled out of the classic tracks.

##### **(b) Number of Dogs**

- Kicksledding may be practiced with 1 or 2 dogs at a time.
- When the team is made up of two dogs, the dogs must be connected by a neckline.

#### **4.4.6 4-dog Sled**

##### **(a) Equipment**

- All dogs must be equipped with a harness that is designed for harness dog sports and is fitted properly for the dog's size, shape and weight. The harness

must not restrict or hinder the dog's range of motion while running and pulling or cause any physical harm to the dog.

- The sled must be appropriate for use with 4 dog(s) attached. For example, a kicksled is not appropriate for use with teams of more than 2 dogs.
- At minimum, the sled must be equipped with:
  - a brake system attached to the sled, and
  - a snow anchor connected to the center line.
- The runners of the sled must not have metal edges.
- Only flat collars may be worn during Club activities and events.
- MAHDS Club Members are not permitted to wear headphones while participating in Club activities and events.
- The driver is required to wear a helmet while operating the sled.
- On public access trails, all teams must be capable of sounding their presence and must yield to other trail users. All teams should be especially careful and considerate of other trail users and ensure other trail users are aware of their presence and have sufficient time to control their own animals and take to the side of the trail prior to making any attempt to pass.
- On trails groomed for classic skiing, all teams must be careful to avoid damaging the classic tracks and must keep their dogs and sled out of the classic tracks.

(b) Number of Dogs

- This discipline may be practiced with 3 to 4 dogs.
- The dogs must be connected by a neckline (at the center line for the wheel and connected together for the leaders). Care should be taken to ensure the collars used to attach a neckline or gangline are sufficiently strong and ideally padded (for example, some clip collars may not be suitable for use with a neckline).
- For 3 and 4-dog group activities, the trail must be sufficiently wide (at least 2 meters from edge to edge) and teams should take care to space out on the trail in order to minimize the possibility of collisions and/or negative interactions with other trail users. Busy public trails are not suitable for group activities involving 3 and 4-dog teams.

#### **4.4.7 Temperature Guidelines**

(a) The health and safety of our dogs is paramount and it must be remembered that these Temperature Guidelines represent a minimum standard for Club events and activities. Clubs should be sure to advise their members to also take into consideration humidity/wind chill, time of year, recent temperatures (for example, has there been a significant increase or decrease in temperature over the past week?), the age and breed of their dog and their dog's physical fitness when deciding whether or not to participate in a Club Event or Activity. MAHDS may also make infographics available for Clubs to publish in their communication to members.

(b) Dryland Guidelines (Canicross / Canitrail / Bikejor / Scooter / Rig)

- When the temperature is between 10° and 15° C, the maximum distance an individual dog may run is 8 km
- When the temperature is between 16° and 20 °C, the maximum distance an individual dog may run is 3.5 km;
- When the temperature is between 21° and 25 °C, the maximum distance an



- individual dog may run is 2 km;
  - When the temperature exceeds 15 °C, there must be a small swimming pool or body of water available for dogs to cool off during the route or at the conclusion of the route.
  - When the temperature exceeds 25 °C, dogs should not engage in harness dog sports and no group activities should be conducted.
- (c) Dryland Guidelines (Canihike)
- When the temperature exceeds 15 °C, there must be access to water along the route or at the conclusion of the hike where it is safe for dogs to enter to cool off.
  - When the temperature exceeds 25 °C, dogs should not engage in harness dog sports and no group activities should be conducted.
- (d) Snow Sport Guidelines
- Where the temperature is more than 0 °C and the snow is soft, the Club shall refrain from hosting events or activities in order to maintain the integrity of the snow-pack on the trail

#### **4.4.8 Age of the Dog**

##### **4.4.8.1 Guidelines for Club Events and Activities**

The following guidelines represent the **maximum** amount of time/distance a puppy should spend in harness at the below ages and people are strongly encouraged to increase their puppy's distance even slower giving consideration to their dog's breed, physical characteristics, overall health, the time of year, and of course their veterinarian's recommendations. We also highly recommend including 1 or 2-week breaks with no running in-harness at 4-6 week intervals as people build up their puppy's mileage:

- Prior to 8 months of age, puppies are permitted to be present at club events and activities for the purposes of socialization and acclimatization to the club setting, provided they remain out of harness.
- Beginning at 8 months of age, puppies are permitted to participate in club events and activities for the purposes of being introduced to the basics of harness dog sports and are permitted to run distances up to 1km, building no more than 250m in total mileage per week. For example:
  - Week 1: 250m
  - Week 2: 500m
  - Week 3: 750m
  - Week 4: 1 km
- Beginning at 9 months of age, puppies are permitted to participate in club events and activities and are permitted to run distances up to 2km, building no more than 250m in total mileage per week. For example (and assuming they have followed the previous 4-week plan):
  - Week 5: 1.25 km
  - Week 6: 1.5 km
  - Week 7: 1.75 km
  - Week 8: 2 km
- Beginning at 10 months of age, puppies are permitted to participate in club events and activities and are permitted to run distances up to 3km, building no more than 250m in total mileage per week. For example (and assuming they have followed the previous 8-week plan):

- Week 9: 2.5 km
- Week 10: 3 km
- Week 11: 3.5 km
- Week 12: 4 km
- Beginning at 11 months of age, puppies are permitted to participate in club events and activities and are permitted to run distances up to 5km, building no more than 250m in total mileage per week. For example (and assuming they have followed the previous 12-week plan):
  - Week 13: 4.25 km
  - Week 14: 4.5 km
  - Week 15: 4.75 km
  - Week 16: 5 km
- Beginning at 12 months of age, puppies are permitted to participate in club events and activities and are permitted to run distances up to 6km, building no more than 250m in total mileage per week. For example (and assuming they have followed the previous 16-week plan):
  - Week 17: 5.25 km
  - Week 18: 5.5 km
  - Week 19: 5.75 km
  - Week 20: 6 km
- Beyond 12 months of age, it is recommended puppies continue to increase their total weekly mileage by no more than 250m per week.

#### **4.4.8.2 Guidelines for On & Off-Circuit Races and “Race-like” Events**

This section is provided for ease of reference. Should a discrepancy between this section and the *MAHDS Rules and Requirements for Participants* (within this section, henceforth, the “*Rules*”) arise, the rule as outlined in the *Rules* takes precedence.

Pursuant to Rule 1.3 of the *Rules*:

- All dogs must be at least 10 months old to participate in any form of harness dog sport race.
- At 10 months of age, dogs may participate in races or events up to 2KM in total.
- At 12 months of age, dogs may participate in races or events up to 6KM in total.
- At 15 months of age, dogs may participate in races or events up to 10KM in total.
- At 18 months of age, dogs may participate in races or events at any distance.

## **4.5 Financial**

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This section outlines the Club’s responsibilities with respect to Club finances, including fees and reporting obligations. Additional requirements for specific types of Clubs may be found at Articles 5, 6 and 7.

- 4.5.1 All MAHDS Clubs must uphold the utmost transparency and accountability with respect to the MAHDS Club’s financial resources.
- 4.5.2 All MAHDS Clubs must uphold the following standards and provide supporting documentation to MAHDS if operating their own Club bank account:
  - 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

4.5.3 All MAHDS Clubs, saving and excepting Satellite Clubs, are entitled to receive a portion of the membership fee charged to MAHDS Members (the “Club Amount”).

4.5.4 MAHDS may charge each MAHDS Club, saving and excepting Satellite Clubs, a Club Membership Fee in conjunction with its affiliation status. All MAHDS Clubs are required to pay any such fees within 30 days of receipt of an invoice. This section to be taken in conjunction with section 8.4.6 and 8.4.7 of these Guidelines.

4.5.5 All MAHDS Clubs operating their own Club bank account must provide MAHDS with a Financial Report including Balance Sheet and Income Statement annually no later than June 15th of each calendar year.

4.5.6 All MAHDS Clubs must provide MAHDS with their Projected Season Expenses (“PSE”) for the period beginning September 1st and ending August 31st of each calendar year no later than May 1st of each calendar year. In particular, the PSE Sheet should include all event expenses anticipated during this period and any other expenses for which the MAHDS Club wishes or expects to fundraise.

## **4.6 Insurance**

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4.6.1 The MAHDS Club acknowledges and accepts that all MAHDS Clubs must be insured for all club activities (“Club Insurance”).

## **4.7 Sanctioning**

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4.7.1 The MAHDS Club acknowledges and accepts that it must adhere to all Guidelines applicable to its Club Status.

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

4.7.3 A MAHDS Club also has authority to sanction individual members at the discretion of the MAHDS Club’s Leaders or Board of Directors. All such instances must be reported to MAHDS by way of email (maritimeharnessdog@gmail.com).

4.7.4 Breaches of the MAHDS Code of Conduct may be reported to the MAHDS Board of Directors by email (maritimeharnessdog@gmail.com). All Code of Conduct Reports will be investigated by MAHDS and/or a third party reviewer appointed by CAHDS.

## **5 MEMBER CLUBS (“MCs”)**

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The following section applies exclusively to MAHDS Member Clubs.

### **5.1 Membership**

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5.1.1 A Member Club must have a minimum of ten (10) members.

### **5.2 Governance**

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5.2.1 A Member Club is not required to incorporate, but must adhere to the following organizational requirements for their leadership:

- must be governed by a collective of “Club Leaders” or a Board of Directors with a minimum of three (3) leaders / directors.

### **5.4 Reporting Requirements**

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5.4.1 In addition to the financial reporting requirements outlined at Article 4.5 of these Guidelines, each Member Club must also provide MAHDS with a list of Club Leaders / Directors which includes the following information by August 31st of each calendar year:

- Name
- Address
- Email
- Occupation
- Any business(es) that may benefit from their position as a Club Leader/Director

A precedent “Club Leaders List” is available upon request.

## **6 SATELLITE CLUBS (“SCs”)**

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The following section applies exclusively to MAHDS Satellite Clubs.

### **6.1 Membership**

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6.1.1 A current MAHDS membership is mandatory for all members of MAHDS Satellite Clubs.

6.1.2 In order to be recognized and approved as a MAHDS Satellite Club, the following requirements must be met:

- There must be a minimum of one (1) MAHDS Member willing to organize and publicize the SC; and

- There must be a MAHDS Member Club willing to act as a Mentor Club to the proposed Satellite Club.

6.1.3 A Satellite Club must be assigned a Mentor Club within 30 days of recognition and approval as a MAHDS Satellite Club.

## **6.2 Governance**

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6.2.1 A Satellite Club is not required to incorporate, but must ensure there is at least one (1) designated Club Leader for every four (4) SC members. The designation of an SC Leader does not require a member vote, but the designation must be approved by the MAHDS Board of Directors.

6.2.2 A Satellite Club may not name more than three (3) SC Leaders / directors.

## **6.4 Reporting Requirements**

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6.4.1 In addition to the reporting requirements outlined in Article 6.3.2 of these Guidelines, each Satellite Club must also provide MAHDS with a list of Club Leaders / Directors which includes the following information by August 31st of each calendar year:

- Name
- Address
- Email
- Occupation
- Any business(es) that may benefit from their position as a Club Leader/Director

A precedent “Club Leaders List” is available upon request.

## **6.5 Annual Review**

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6.5.1 All Satellite Clubs will be subject to an Annual Review process whereby the MAHDS Board of Directors will meet with the SC Club Leaders / Directors to review the SC’s progress throughout the preceding year and engage in constructive dialogue around the continued development of the Club.

# **7 PROBATIONARY CLUBS (“PCs”)**

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The following section applies exclusively to MAHDS Probationary Clubs and serves to outline the structure and process by which a pre-existing group or club may join the MAHDS community.

## **7.1 Probationary Period**

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7.1.1 All Probationary Clubs will be subject to a three (3) year probationary period during which they

receive progressive privileges at the discretion of the MAHDS Board of Directors (the “Probationary Period”).

7.1.2 The MAHDS Board of Directors may increase or decrease the duration of the Probationary Period at their discretion, but may not unfairly increase the duration of the Probationary Period without cause (for example, if a Club demonstrates exemplary commitment to MAHDS, the Guidelines and the MAHDS Code of Conduct, the PC’s probationary period may be shortened. Conversely, if a PC or its leaders conduct themselves in a manner that bespeaks a lack of willingness to abide by the Guidelines and/or uphold the MAHDS Code of Conduct, the PC’s probationary period may be increased). Notice of any increase or decrease in the duration of the Probationary Period must be provided to the PC Leaders / Directors in writing via the PC’s confirmed email address.

7.1.3 During the Probationary Period, the PC may host events as follows:

- Year 1:
  - PC may apply to host clinics or learning opportunities
- Year 2:
  - PC may apply to host clinics or learning opportunities
  - PC may apply for event sanctioning to host Off-Circuit Canicross Fun Run events and Club time trials (dryland or snow)
- Year 3:
  - PC may host clinics or learning opportunities at its own discretion
  - PC may host Club Time Trials at its own discretion
  - PC may apply for event sanctioning to host Off-Circuit Fun Run events in any class (dryland or snow)
  - PC may apply for event sanctioning to host any Regional Circuit class (dryland or snow)

7.1.4 All Probationary Clubs are obligated to pay a Membership Fee to MAHDS. This fee will be set annually by MAHDS in conjunction with the PC’s status and membership size.

## **7.2 Membership**

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7.2.1 A Probationary Club is not eligible to act as a Mentor Club.

7.2.2 Members of a Probationary Club are not eligible to join the MAHDS Board of Directors during the Probationary Period.

7.2.3 Members of a Probationary Club are not eligible to join MAHDS Committees within the first two (2) years of probationary membership.

7.2.4 MAHDS will identify the PC as a Probationary Club on the MAHDS website, along with an explanation of the various types of MAHDS Clubs, and the PC must not misrepresent its status in any of its public communication.

### **7.3 Governance**

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- 7.3.1 A Probationary Club is not required to incorporate, but must adhere to the following organizational requirements for their leadership:
- must be governed by a collective of “Club Leaders” or a Board of Directors with a minimum of three (3) leaders / directors.

### **7.4 Financial**

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- 7.4.1 During its first two (2) years as a designated Probationary Club, each PC operating its own bank account must provide MAHDS with a Quarterly Financial Report including Balance Sheet and Income Statement no later than March 31st, June 30th, September 30th and December 31st of each calendar year.
- 7.4.2 During its final year as a designated Probationary Club, each PC operating its own bank account must provide MAHDS with a Bi-Annual Financial Report including Balance Sheet and Income Statement no later than June 30th and December 31st of each calendar year.

### **7.5 Reporting Requirements**

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- 7.5.1 In addition to the reporting requirements outlined in Article 7.4.2 and 7.4.3 of these Guidelines, each Probationary Club must also provide MAHDS with a list of Club Leaders / Directors which includes the following information by August 31st of each calendar year:
- Name
  - Address
  - Email
  - Occupation
  - Any business(es) that may benefit from their position as a Club Leader/Director

A precedent “Club Leaders List” is available upon request.

### **7.6 Annual Review**

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- 7.6.1 All Probationary Clubs will be subject to an Annual Review process whereby the MAHDS Board of Directors will meet with the PC Club Leaders / Directors to review the PC’s progress throughout the preceding year and engage in constructive dialogue around progressing the PC forward through the Probationary Period.

## **8 GENERAL RESPONSIBILITIES & REQUIREMENTS OF MAHDS**

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The following constitutes the primary responsibilities and requirements of MAHDS as related to its relationship with MAHDS Clubs.

### **8.1 General**

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- 8.1.1 MAHDS provides connectivity within the maritime community of harness dog sports.
- 8.1.2 MAHDS is responsible for representing and advocating for the interests of its members and the maritime harness dog sports community to the national sports organization, the Canadian Association of Harness Dog Sports.
- 8.1.3 MAHDS is responsible for establishing regional standards in areas such as event rules and organization, officiating, and the development of local clubs within the maritimes.
- 8.1.4 MAHDS is responsible for establishing and maintaining a Regional Circuit for events according to the Regional Circuit Guidelines and any provincial or regional requirements which may come into effect at any time.
- 8.1.5 MAHDS is responsible for managing applications and recommendations in relation to the selection of provincial and national teams, including the standards required for said applications.
- 8.1.6 MAHDS shall provide support and guidance to each MAHDS Club regardless of the type of club.

### **8.2 Membership**

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- 8.2.1 MAHDS shall keep a list of all MAHDS Members.
- 8.2.2 Where MAHDS is responsible for managing the purchase of Club Memberships, MAHDS is also responsible for providing each MAHDS Club with its individual membership list accessible to its Club Leaders.

### **8.3 Social Media, Marketing & Sponsorship**

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- 8.3.1 MAHDS shall not take any action on behalf of the MAHDS Club without prior approval from the MAHDS Club, except as outlined at Article 8.3.3.
- 8.3.2 MAHDS reserves the right to post as MAHDS within the MAHDS Club Page, Group, etc..
- 8.3.3 MAHDS reserves the right to take administrative action with respect to any MAHDS Club's social media account(s) without the MAHDS Club's approval in circumstances where the MAHDS Club is no longer a MAHDS Club in good standing, its Club Leaders have not been appointed, or a post is in direct contravention of the MAHDS Code of Conduct or these Guidelines.



## **8.4 Financial**

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- 8.4.1 Where requested and/or appropriate, MAHDS shall hold any and all funds received on behalf of a MAHDS Club for the exclusive use of that MAHDS Club (hereinafter the “Club Funds”) in a separate sub-account dedicated to the Club Funds within the MAHDS bank account.
- 8.4.2 Where a MAHDS Club has requested MAHDS to hold Club Funds, an accounting of the balance of Club Funds received shall be provided to the MAHDS Club annually, or at any time upon request of a Club Leader.
- 8.4.3 MAHDS will not release any funds to a MAHDS Club without proper authorization from at least two (2) of that MAHDS Club’s Club Leaders.
- 8.4.4 Should a MAHDS Club wish to withdraw Club Funds held by MAHDS on behalf of the MAHDS Club, the MAHDS Club must provide MAHDS with a Letter of Direction in a format approved by MAHDS. Precedents are available upon request.
- 8.4.5 Any Club Funds held by MAHDS for a particular MAHDS Club shall be released to that MAHDS Club pursuant to their instructions upon receipt of a Letter of Direction OR upon receipt of a Letter of Direction attaching an invoice for a MAHDS Club expense.
- 8.4.6 MAHDS shall provide an invoice with 30 days’ notice to each MAHDS Club for their Annual MAHDS Club Membership Fee, if any.
- 8.4.7 Any MAHDS Club Membership Fee shall include any amount payable by the MAHDS Club for MAHDS Club Insurance.
- 8.4.8 Fees for event hosting, including sanctioning and event insurance fees, shall be billed separately from the MAHDS Club’s Membership Fee.

## **8.5 MAHDS Club Insurance**

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- 8.5.1 MAHDS shall maintain insurance coverage which extends to cover the activities of all MAHDS Clubs.

## **9 COMMUNICATION**

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The following constitutes the communication policy employed by MAHDS and expected of all MAHDS Clubs and MAHDS Members.

## **9.1 Communication Policy**

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- 9.1.1 All communication from MAHDS Club Leaders/Directors and members must be directed to MAHDS via email: maritimeharnessdog@gmail.com. Communication via individual MAHDS board member's personal accounts (email, social media or otherwise) regarding club inquiries or issues will not be tolerated.
- 9.1.2 Only correspondence sent from the MAHDS email address or MAHDS social media will be considered to speak with the authority of MAHDS. Any communication received from individual board members or MAHDS volunteers via their personal accounts is the opinion of the individual and not a representation of MAHDS or its Board of Directors.
- 9.1.3 All communication to and from MAHDS shall be made in a respectful and collegial manner.
- 9.1.4 Personal attacks, harassment or bullying of MAHDS 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.
- 9.1.5 Misrepresentation of oneself or another individual as a MAHDS 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.
- 9.1.6 Any communication any individual or club wishes to direct toward other harness dog sports organizations, including but not limited to: other regional organizations, national organizations, and/or international organizations, must be conveyed via MAHDS unless otherwise directed by MAHDS.