



# *Queen & Princess*

— MEDICINE HAT —



# ***MHES Royalty***

# ***Guidelines***

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## **Addendum “A”**

### **DEFINITIONS:**

**The MHES:** refers to the Medicine Hat Exhibition and Stampede

**The Committee:** refers to the Medicine Hat Exhibition and Stampede (MHES) Queen Committee (Q & P Committee)

**The Chair:** refers to the Medicine Hat Exhibition and Stampede (MHES) Queen Committee Chair

**The Board:** refers to the Medicine Hat Exhibition and Stampede (MHES) Board of Directors

**Royalty:** refers to the Medicine Hat Exhibition and Stampede (MHES) Queen & Princess

**General Manager (GM):** refers to the Medicine Hat Exhibition and Stampede (MHES) General Manager.

**Guidelines:** refers to the Medicine Hat Exhibition and Stampede (MHES) official Queen & Princess Guidelines are an addendum to the policy.

### **PREAMBLE**

1. This document is intended solely as a supplementary guide to the MHES Royalty Policy and does not replace the Policy itself. It is expected that the Royalty have reviewed and are familiar with the Policy. This document should be viewed as a practical tool for implementing the Policy for both Royalty and the Committee

### **STATEMENT OF PRINCIPLE**

1. The MHES Royalty serve as ambassadors, representing the MHES, it volunteers, the Committee, the Board of Directors, and the City of Medicine Hat. They are expected to embody the values of family and uphold the traditions of Western Heritage with dignity and respect.
2. MHES Royalty you are expected to adhere to the following guidelines. By accepting your appointment, you agree to sign a Letter of Understanding, which

outlines your commitment to fulfilling the duties and responsibilities associated with your role for the MHES Royalty.

## **GENERAL**

1. Crowning will take place at the MHES Summer Show, “Down in the Dirt,” during the rodeo, and will be coordinated by the Queen Committee Chair in collaboration with the Rodeo Committee.
2. It is understood that the MHES Royalty are appointed for a one-year term. Royalty is expected to fulfill their entire term unless prevented by health issues or exceptional circumstances. Royalty must be available for all official functions organized by the MHES and approved by the Committee.
3. All functions booked by the MHES and approved by the Queen Committee are considered official appearances. No event may be attended as the MHES Royalty without going through the official booking process. It is the responsibility of the Royalty to notify the Queen Committee if invited to an event. The Queen Committee member will then forward the details to the Queen Committee Chair and/or Vice-Chair for approval.
4. The MHES Royalty are expected to attend all official functions. In the event of illness or a family emergency, you must notify the Events Coordinator and/or Chair as early as possible to allow for appropriate communication with community groups and sponsors regarding your absence. Individual circumstances will be assessed on a case-by-case basis by the Queen Committee (e.g., prioritizing education).
5. It is the responsibility of the MHES Royalty to arrange time off from work or school (with education being the priority) to attend official functions. We appreciate the cooperation of your employer and encourage you to use this time responsibly avoiding requests for extended leave when only short periods are needed. If necessary, the Queen Committee Chair may meet with your employer to clarify the time commitment required by the MHES. While we strive to provide as much notice as possible for events, please be aware that last-minute events (within 24 hours) may arise.

6. The Royalty must be fully available for all seven days of MHES, from the Sunday prior to Parade Thursday through to the Sunday following Stampede.
7. The MHES and it is the family will strive to treat both the Queen and Princess as equals. However, tradition and history dictate that we crown both a Queen and a Princess and being chosen as either is an honor in itself. We expect you to live up to the honor you have worked so hard to achieve.
8. The Queen Committee is in place to facilitate the annual contest, train, dress, and develop an itinerary for the year. They ensure you have all the tools necessary to fulfill the duties of your role. This committee is your backstage support; they are there to help you shine. Remember to be grateful for their tireless work on your behalf.
9. The chaperones are members of your group who are responsible for keeping you organized, on time, informed, and working together. You will not have input into who attends a particular event with you.
10. If you experience any challenges related to your role as a member of the Royalty, please speak with a trusted member of the Committee, the Chair, the Coordinator, a Chaperone, or the GM of the MHES instead of discussing the matter outside the Stampede family. We should all be united in working toward one common goal: promoting the "Medicine Hat Exhibition & Stampede" in a professional and positive manner
11. The MHES is committed to addressing any concerns or issues and has policies in place to ensure they are resolved effectively.
12. As MHES Royalty, you will not be permitted to participate as a contestant in rodeos, horse shows, or any other competitive events during performances at which you are representing the MHES Royalty. Should you wish to participate in such an event, approval must be requested through the Committee Chair.
13. The Royalty are not allowed to wear their crown or sash while competing. If you plan to compete, you must inform the Queen Chair and Committee beforehand. With the consent of the Queen Committee, you may be permitted to compete in

events that are not attended by Royalty. Chaperones will be informed ahead of time.

## **SPONSORS**

1. Royalty must always be accompanied by two committee members or chaperones when collecting gifts or merchandise from a sponsor. You should never wear clothing or boots from a competing sponsor during fittings, when picking up new merchandise, or in photographs when wearing your official wardrobe (including crowns, sash, and other issued clothing). Additionally, refrain from referencing gifts or merchandise from any conflicting sponsor and avoid expressing any opinion on the quality of items, especially when customers are present in the store. Always be sure to express your appreciation to sponsors for the opportunity to wear their products.
2. Although you will receive guidance on what to wear to events, you should be prepared to change outfits on short notice, particularly when visiting certain sponsors.
3. You will be provided with a list of sponsors, and it is expected that you send thank-you notes to each sponsor using the stationery provided for that purpose. Official sponsor recognition is handled by the Committee as part of an official event. You are encouraged to engage with sponsors and promote them on the Royalty's media platforms
4. All sponsorship adheres to the MHES Sponsorship Policy

## **TRANSPORT & TRAVEL**

1. You will be transported to many functions in the official MHES vehicle by a designated chaperone(s). Typically, the MHES Royalty will meet at the MHES Office and travel together to the event from there. However, chaperones may make alternate travel arrangements to save time. In some cases, the Royalty may be asked to meet the chaperone(s) directly at the event location to streamline logistics (e.g., for noon events).
2. Throughout the year, there may be additional trips, such as 1-2 days at the Calgary Stampede or the Canadian Finals Rodeo. You will be notified once these plans are finalized.
3. Must have a current passport when and if required.

## **Vehicle Use and Restrictions**

1. Insurance policies prohibit the Royalty from driving MHES-sponsored or rental vehicles.
2. The official MHES vehicle is solely for MHES-related functions and may not be used for personal purposes. Only authorized chaperones may drive this vehicle.
3. Approval from the Queen Committee Chair is required for any appointed or associate chaperones. Both the Royalty and chaperones are jointly responsible for keeping the vehicle clean, and it is expected that you will dispose of any garbage after each trip.

## **Tipping**

In accordance with MHES tipping standards, a receipt must be obtained for any tips given. Reimbursement may be provided upon submission of the receipt.

## **MOBILE DEVICES**

1. As members of the Royalty, your time is dedicated to representing the MHES. During official functions, your mobile phone should remain in your bag on silent. Cell phones are not permitted during these events, except for specific purposes and at the discretion of a chaperone.
2. Chaperones may use the Royalty's mobile phone(s) to take pictures where appropriate. In the event of an emergency, your chaperone will grant you access to your phone if necessary.

## **RESPECT and PROFESSIONALISM**

### **Mutual Respect**

1. At all times, Royalty will treat MHES management, employees, the MHES Board of Directors, Shareholders, Volunteers, and Queen Committee members with the utmost respect. You should expect the same in return.
2. In the case of any conflict with any of the above parties, the matter should be reported to the Committee Chair. If the issue involves the Chair, it should be escalated to the Vice-Chair or Coordinator. The Chair or Coordinator will then bring the issue to the General Manager of the MHES or the MHES President, if necessary.

### **CONFLICT RESOLUTION:**

1. Any disagreements between the Queen and Princess should remain private and only be discussed between the two of you until the event is concluded. Afterward, the issue can be addressed. If a resolution cannot be reached, the Committee Chair should be involved to help resolve the matter.
2. Conflicts are natural and to be expected, but they must be handled swiftly and respectfully. As Royalty, you represent the public face of the MHES and should always present a friendly, cooperative image, regardless of any personal differences between you.

## **HEALTH AND SAFETY POLICY**

1. For your safety and well-being, any medical conditions that may limit your ability to perform duties or pose a risk to your health during an event must be disclosed to the Committee Chair. This includes any relevant information about medications, allergies, or other health concerns. If necessary, this information may also need to be shared with your chaperone to ensure your safety.
2. Additionally, your Alberta Health Care coverage must be kept up to date and should always be with you during your reign, including when attending any functions or events.



## **OUT OF SCOPE EVENTS**

1. If you are approached about attending an event that has not been approved or scheduled by the Committee, you are not permitted to commit to attending. Direct the individual making the inquiry to your chaperone, who will gather the necessary information and contact the Event Coordinator for further details.
2. It is essential to understand that each department and committee within the MHES operates within budget constraints. A trip or event attended by the Queen and Princess in one year may not be feasible the following year, and therefore, some events may require approval by the Committee or Board. As a result, the nature of these events may vary from year to year. You may occasionally receive invitations or complimentary tickets for official appearances, and there will always be chaperones present at those events. Should tickets need to be purchased, the Committee will cover those costs. Any other events you attend independently will be at your own expense, and Royalty will not be permitted to wear their crown, sash, clothing purchased by the Committee, or any apparel featuring MHES logos.

## **RAFFLES & DRAWS**

- During your reign, you will be involved in various draws and raffles; however, you are not permitted to enter these raffles or draws.

## **GIFT & SOLICITATION**

- As Royalty, you will receive certain gifts and opportunities, such as trips, organized by the Queen Committee. At no point should you attempt to solicit gifts, tickets, invitations, or other benefits, whether for yourself or on behalf of others.

## **CONDUCT & SAFETY**

Your safety and well-being are our top priorities. You are expected to trust the decisions made by your chaperones and Queen Committee members, provided those decisions align or adhere with established policies.

## **1. Interaction with Males at Official Functions**

- Under no circumstances should you be in the company of a male during any official function unless it is an immediate family members or the male committee/chaperone member is accompanied by a female chaperone.
- Males who are non-committee members are not permitted to enter your hotel room at any time. Exceptions are made only for immediate family members or a male committee/chaperone member who is accompanied by a female chaperone. In emergency situations, room entry may be required to ensure your safety and well-being
- Similarly, the Royalty will not allowed to enter a male's hotel room unless chaperones are present.

## **2. Personal Boundaries**

- Never put yourself in a situation that could cause conflict between couples. If any advances are made, immediately walk away and notify your chaperone.
- The MHES Office and Queen Committee members will never share your phone number. If someone wishes to share their contact information with you, the chaperone will collect the details and pass them along if you choose to return the call.
- If you experience any harassment, whether from a fan, MHES staff member, or volunteer, it is vital that you immediately report the situation to the Queen Committee Chair, Coordinator, or your chaperone. The Queen Committee will handle the matter.

## **3. Behaviour & Attitude**

- The Committee reserves the right to assess whether your behavior or attitude—whether on or off duty—detracts from the values and image of the MHES. If deemed necessary, you may be removed from attending an event

(e.g., MRC Competition), and the matter will be discussed with the Chair, MHES Director, and/or General Manager to determine further action.

- Your personal reputation should be as important to you as it is to your family and the MHES. While serving as Queen or Princess, it is expected that your private life remains discreet, as the public and media will closely observe your actions.
- As Royalty, personal past time will be secondary to your responsibility as the MHES Royalty.

#### **4. Alcohol, Smoking, and Behavior Guidelines**

- All conduct, including alcohol consumption and smoking, must always adhere to MHES guidelines—24 hours a day, whether on or off duty.

### **SOCIAL MEDIA**

The Royalty will maintain multiple official social media platforms to promote and showcase the Royalty program, the MHES, and its associated sponsors.

- These platforms are regularly monitored and updated by the Royalty with oversight from the Queen Committee and MHES office staff. This is especially critical during peak periods, such as Stampede week and the Royalty contest.
- As a member of the Royalty pair, you are expected to be mindful of the content shared on these platforms, as they reflect both the MHES and the City of Medicine Hat. All posts, comments, likes, and shares should be appropriate and in line with the image of the MHES and its sponsors.

#### **1. Separation of Personal and MHES Social Media:**

- It is a requirement to keep your personal social media accounts separate from your MHES Royalty social media profiles, maintaining a private and professional approach.

- Discretion is essential when posting, commenting, liking, or sharing content across both your personal and official platforms.
- Only Queen Committee members and MHES staff will have access to the official social media accounts to use the photos for public relations and promotional purposes.
- Details about how to manage and utilize the official MHES Royalty social media accounts will be shared with you at a later date.

**a. Personal Social Media Accounts**

- Please be aware that your personal social media accounts, including Facebook, will be monitored throughout your reign. Content posted on these accounts must reflect the standards expected of a Royalty member and should align with the values of the MHES.
- To maintain privacy and professionalism, avoid adding individuals to your personal social media accounts during your reign who you do not personally know.
- Your personal social media accounts must be kept separate from your MHES Royalty social media profiles. Be cautious and aware of the content you like, share, or comment on both your personal and Royalty platforms.
- Photos and posts that include the Royalty in official attire or at official functions are not permitted on personal social media pages. Such content is to be posted only on the official MHES Royalty social media platforms.

**b. Official MHES Social Media**

- The MHES maintains a website and social media profiles (Facebook, Instagram etc.) to share information about the Royalty Competition and the Royalty Program. These platforms are linked and used to drive audience engagement across multiple channels.

- You are required to upload photos to the MHES's social media platforms after each event you attend, within 24 hours after the event.

## **2. Use of Official Photos**

- Any use of official Royalty photos for personal purposes requires prior approval from the Queen Committee Chair or a designated MHES representative. Photos intended for personal use must go through the Chairperson or a designated MHES support person before being shared.
- By adhering to these guidelines, you will help maintain a professional and respectful online presence that supports the MHES, its sponsors, and the community.

## **WARDROBE**

As part of your role as the MHES Royalty, the official wardrobe provided to you is an essential aspect of maintaining a polished, consistent, and professional appearance throughout your reign. The wardrobe is designed to reflect a quality, contemporary western image that is representative of both the MHES and the City of Medicine Hat.

### **General Wardrobe Guidelines:**

#### **1. Name Badge:**

A gold-colored name badge will be provided to you, which should be worn on the left shoulder of your wardrobe, with your sash on the right shoulder and left hip. If the badge is lost, it will be replaced at your expense.

#### **2. Wardrobe Changes:**

You are required to bring a change of outfit if you are attending consecutive functions or events, or in the event of any spills or accidents. The previous outfit may not be suitable for the next event, and you should always be prepared.

#### **3. Official Wardrobe Use:**

The Royalty will wear the official wardrobe at all official MHES functions. This

wardrobe is meant to enhance the professional and cohesive image of the Royalty and is a condition of your role.

- a. The official wardrobe consists of items such as boots, jeans, jackets, outfits, jewelry, belts, etc., and is designed to be flattering and reflective of a “Western styling.”
- b. **Note:** The official wardrobe is to be worn at official MHES or approved Royalty events only. All items, including boots, jeans, jackets, and accessories, are strictly prohibited for any personal or leisure use.

#### **4. Wardrobe Care and Maintenance:**

- a. The wardrobe must be maintained in good condition for the entire year of your reign, including boots and jeans. Any damage to the wardrobe means that the other Royalty member cannot wear their outfit, as they are shared pieces.
- b. All items received as part of your role as Royalty such as clothing, accessories, etc. are the property of the Medicine Hat Exhibition & Stampede (MHES) until the end of your reign.
- c. You are responsible for replacing any official wardrobe items lost through carelessness or actions deemed unprofessional by the Queen Committee. If necessary, replacements or alterations will be at your expense, which may include a replacement of both outfits if required.

#### **5. Wardrobe Selection and Alterations:**

- a. Wardrobe pieces will be selected and tailored specifically for you, either off the rack or custom made, depending on availability. These items are carefully chosen to maintain a consistent look throughout your reign.
- b. The Queen Committee or Coordinator will decide on the clothing style and colors, though Royalty members will generally have input regarding style and color format.
- c. Tailor-made outfits will primarily be worn during events such as Stampede in late July.
- d. Wardrobe items are made from materials and fabrics that are not easily replaced. It is expected that you maintain a consistent shape and appearance throughout your reign. Any necessary alterations due to changes in body size or shape will be at your expense.

## **6. Wardrobe Storage and Access:**

- a. No one, including family or friends, is allowed to have access to any official wardrobe items for any reason. This ensures that all items remain in excellent condition and are available for both Royalty members.
- b. You should keep your wardrobe items secure and avoid any unnecessary handling that could cause damage.

## **7. Wardrobe Upkeep:**

### **a. Jeans Care**

You are responsible for washing your jeans. Use cold water, detergent, fabric softener, and dry on a cool cycle. Always wash jeans inside out and avoid mixing light and dark colors.

### **b. Special Fabrics**

Hand wash sequined or velvet outfits (including tailored ones).

### **c. Timeliness**

Do not leave washing or dry-cleaning until the last minute.

## **8. Clothing Rotation**

### **a. Event Guidance**

The Events Coordinator will advise you on what clothing to wear based on the type of event and to ensure a good rotation of outfits.

## **9. Jewelry Guidelines:**

- a. You may receive earrings that match specific outfits. These are usually pierced and should be worn only with the designated outfits. Additional studs or jewelry are not permitted.
- b. You may receive a necklace or pendant to match one set of earrings. This is suitable for select outfits only. You are encouraged to wear sponsor jewelry as often as possible.
- c. As you will be shaking hands frequently, wearing rings may be uncomfortable for both you and the recipient. You may wear one small ring on each hand, but excessive rings should be avoided.

## **10. Pins:**

- a. During your reign, you will receive various pins from visiting royalty and guests. These pins should only be worn if they serve as a badge for entry to an event (e.g., admission to a park outside of Medicine Hat).
- b. Your Chaperone will collect all pins given to you throughout the Stampede and will return them to you at the end of each day.

By adhering to this wardrobe policy, you will help maintain the professional image and standards expected of the MHES Royalty and ensure that your appearance aligns with the values of the Medicine Hat Exhibition & Stampede.

## **11. Hat:**

### **a. Shaping and Care**

Your hat will be custom-shaped to fit your face and present a "queenly" image. It is important that you do not take it to anyone else for reshaping.

### **b. Cleaning and Protection**

Keep your hat clean by using a dry sponge. Use rain hat covers when necessary and always store them in your raincoat pocket when not in use.

### **c. No Embellishments**

Flowers or corsages should not be placed on your hat, as it is not part of our style.

### **d. Storage and Maintenance**

Always store your hat in its designated box and avoid leaving it in a hot car. When you remove your hat, place it upside down to preserve its shape. These hats are considered part of your official wardrobe and should be kept in good condition throughout your reign.

## **12. Crowns:**

### **a. Cleaning**

Crowns should be professionally cleaned 2–3 times a year. Do not scrub the crowns, as the dark shading on the silver enhances its definition.

### **b. Cleaning Instructions**



Use a toothbrush with face soap and warm water (or occasionally toothpaste) to clean the crowns. Avoid using silver cleaners.

**c. Handling**

Never drop the crowns and ensure that the floral screw heads are securely fastened.

**13. Buckle & Belts:**

**a. Wearing**

Your buckle should be worn at all official events, even if it is not visible (e.g., with a short jacket). You may receive several belts, ideally coordinating with your boots.

**14. Boots:**

**a. Maintenance**

Boots must always be clean, polished, and in good condition. Any repairs should be made as soon as possible, and if your boots are under warranty, inform the Coordinator or Chair immediately

**15. Sunglasses**

**a. Guidelines**

Do not wear sunglasses while walking in Royalty attire. They may be worn while driving to events or during outdoor activities if needed

**16. Chaps**

**a. Maintenance**

Chaps must be always kept clean and presentable. Store them properly by hanging or rolling them.

**b. Usage**

Chaps are to be worn only while mounted on a horse in the arena or during parades. Prior approval from the Queen Committee Chair is required for any presentations or photo opportunities involving chaps.

## **17. Miscellaneous Attire**

### **a. Camisoles and Slips**

Camisoles and half-slips may be purchased for you. These should be worn under tops and skirts that are not lined, particularly under lightweight fabrics.

### **b. Pantyhose and Stockings**

Pantyhose should be worn with skirts that have a slit or exposed leg. If you wear socks, ensure the top of the socks is not visible above your boots.

### **c. Jackets and Tops:**

Some jackets and tops may be designed to be worn over skirts; in these cases, the belt and buckle should be worn on the outside.

### **d. Sun Protection**

Do not roll up your sleeves to expose your arms to the sun. Sleeveless or short-sleeve tops are not appropriate for any rodeo arena events.

## **18. Wardrobe Insurance:**

We strongly suggest that you add your crown, buckle, saddle, and official wardrobe items to your household insurance policy for the duration of your reign to protect against loss or damage.

## **PHOTOS**

### **1. Official Wardrobe**

All photos with the hat and crown must be taken while wearing the official wardrobe, including your sash.

### **2. Approval Process**

Photos must receive prior approval from the Queen Committee Chair or their designate and then be submitted to the General Manager for approval. This applies to contestants aspiring to join the MRC competition as well.

### **3. Posing and Cooperation**

You will be instructed on how to pose for photos. Work closely with professional photographers, even if you have prior modeling experience, and follow their guidance.

## **PRESENTATIONS**

### **1. Stage Etiquette**

When escorting dignitaries, always stand on the off-side (at the back) so that the audience can focus on the individual you are escorting. Link your left arm and wave with the right as you enter from stage left; reverse this when entering from stage right.

### **2. Escorting Protocol**

The Queen typically escorts the winner, while the Princess will escort the sponsor and Stampede presenters (e.g., President, Vice-President, or Director). If the winner or presenter is female, follow the standard arm-linking format (their right, your left).

### **3. Calming the Winner**

You may need to calm down the winner and guide sponsors on where to stand and how far to walk. Always remain cordial, informative, and offer congratulations.

### **4. Timing and Instructions**

Pay close attention to instructions given before grand entries, introductions, and presentations. Timing may change quickly, especially for events like the Stampede and Grandstand Introductions

### **5. Speech Delivery**

During the MHES evening Grandstand Show, you will be expected to speak. Your speech will be scripted and short; your role is to deliver it in a pleasant manner as part of a larger production.

By adhering to these policies, you will maintain the dignity, professionalism, and grace expected of Royalty throughout your reign.

## **HORSES, GROOMING & RIDING**

### **1. Horse Care and Respect**

#### **a. Respectful Treatment**

All horses must be treated with the utmost respect by everyone involved. Any disciplining or correction of your horse should be done professionally and humanely, in alignment with best animal care practices.

### **2. Parades**

#### **a. Riding Together**

The Royalty must ride side- by-side during parades whenever possible. If this is not feasible, prior approval must be obtained from the Committee Chaperones, with direction from the event organizer or their designate.

#### **b. Riding Etiquette**

Always ride in the middle of the street and avoid riding near curbs. Do not stop your horse unless the parade ahead of you has come to a halt. If you wish to conduct an interview, it must be done on foot, walking alongside the horses. Be mindful not to cause any traffic disruptions.

### **3. Situation Awareness**

#### **a. Surrounding Environment**

Always remain aware of your surroundings, including the position and actions of other horses and riders, as well as potential hazards. Pay special attention to small children who may be drawn to you but forget about your horse. Stay alert for opening gates in arenas where infield workers may be busy and unaware of your presence.

#### **b. In the Event of a Fall**

If you are thrown from your horse, move quickly to a safe location (if possible) and immediately return to your horse. It is preferable to remount to reassure the audience, unless an injury prevents you from doing so. In such cases, seek medical attention, and a physician's note must be provided to the official chaperones and General Manager before you can resume duties.

#### **4. Riding Conduct**

##### **a. Controlled Riding:**

While mounted, no doubling, horseplay, or racing is allowed at any official event. Royalty must exit the show ring, rodeo arena, or parade in a composed and controlled manner. This ensures both your safety and the well-being of the MHES, as well as the horses.

##### **b. Safety Precautions**

Children are not permitted to sit in the saddle, and no ponying of horses is allowed. Public safety is of the highest priority, and all safety protocols must be strictly followed.

##### **c. Safety Measures**

For exercise or practice sessions, whether at the MHES grounds or during official events, you are not to ride alone. Always prioritize common sense and safety in every situation.

#### **5. Saddle and Tack Care**

##### **a. Maintenance Responsibilities**

You are responsible for ensuring that your Royalty Stampede Queen/Princess saddle is kept clean and in good repair. Saddles and tack must be easily accessible during the rodeo season to ensure they are ready for use.

#### **6. Presentation & Grooming**

##### **a. Appearance Standards**

You are expected to maintain a well-groomed appearance when mounting your horse at any official event. Ensure both you and your horse are clean, well-groomed, and properly presented before your appearance.

#### **7. Riding Training & Cooperation**

##### **a. Cooperation with the Queen Committee**

While we recognize that many of you may have years of riding experience, cooperation with the Queen Committee is essential. If deemed necessary by the Committee, you may be required to attend additional riding lessons or training prior to specific events.

## **8. Chap Usage**

### **a. Royalty Chaps:**

As Royalty, you are only permitted to wear chaps provided by the Committee. Chaps are to be worn only when mounted during events that require them. In situations where chaps are needed for public appearances or photos, prior approval from the Queen Committee Chair or Coordinator is required. Use discretion when wearing chaps outside of designated events.

## **9. Horse Availability**

### **a. Consistency in Horse Use**

The horse used for horsemanship must be one that you will have access to throughout your entire reign, not just for the competition evening. Exceptions may be made only under unforeseen circumstances during the Royalty's reign.

## **DECORUM**

### **Appearance and Grooming**

#### **1. Overall Presentation**

MHES Royalty is expected to maintain a professional, western, and wholesome appearance at all times. You are a representative of the organization, and your appearance should reflect this with dignity and respect.

#### **2. Hair**

Your hair must always be clean, styled, and well-groomed. This includes maintaining a polished appearance while traveling or during road trips. It is essential that you present yourself in the best possible condition to the public, as you will be seen as a role model.

#### **3. Make-up**

Make-up should be worn at all official functions, and lipstick should be frequently refreshed to maintain a neat and presentable appearance. Be mindful of the setting you are in and adjust your make-up accordingly. When traveling, make-up should always be applied in a way that ensures you present a polished look upon exiting the vehicle.

#### **4. Hands and Nails**

Your hands should always be clean, soft to the touch, and well-maintained. Pay special attention to your nails, ensuring they are neat and well-groomed at all times.

#### **5. Neck and Cuff Lines**

Ensure that your neck and cuff lines remain clean, particularly in warm weather when sweat and dirt may accumulate. This attention to detail is key to maintaining a polished look.

#### **6. Personal Cleanliness**

Personal hygiene is of the utmost importance. If any areas of your grooming are overlooked, your partner or chaperone may bring them to your attention to ensure you meet the required standards.

#### **7. Hair and Make-up Adjustments**

The Queen Committee may provide guidance on your hair and make-up, particularly if adjustments are needed. If you are advised to change something, we kindly ask that you follow these recommendations and give them a try. Your cooperation helps maintain a consistent and cohesive look for the Royalty.

#### **8. Clothing Maintenance**

All clothing must be clean, well-maintained, and pressed.

#### **9. Boots and Hats**

Your boots should be polished, and your hat should be kept in pristine condition, ensuring they reflect the Royalty's level of excellence.

### **BODY ART & TATTOOS**

#### **1. Visible Tattoos and Body Art**

Visible tattoos or body art that are deemed offensive are strictly prohibited.

#### **2. Restrictions on Placement**

Visible tattoos, body art, or brands of any kind are not permitted on the head, face, neck, scalp, or below the wrist.

### **3. Facial Ornamentation**

Visible facial ornamentation, including tongue modifications, scarring, ear stretching, tongue splitting, decorative implants, or tooth plating/engraving, is not permitted.

### **4. Piercings**

Nose and ear piercings are permitted, provided they are tasteful and discreet. The Committee retains the sole discretion to determine the acceptability of any piercings.

### **5. Cosmetic Tattoos**

Cosmetic tattoos (such as eyeliner, eyebrows, and lips) are allowed for Q and P roles, provided they maintain a natural appearance and are in line with professional standards.

## **ETIQUETTE**

### **1. General Conduct**

Manners and etiquette are essential at all times. Always be respectful and considerate in your actions and interactions.

### **2. Uncertainty in Action**

If you are unsure of how to proceed in a situation, ask the chaperone discreetly or wait for another guest to take the lead.

### **3. Attention at the Head Table**

When seated at a head table or any location where you may be in the spotlight, remain attentive to the speaker and aware of your surroundings. Avoid side conversations and be prepared for introductions. If introduced earlier than expected or overlooked by the MC, respond graciously with a smile. The chaperone will address any omissions.

### **4. MC Interactions**

Do not correct the MC if they mispronounce your name. Doing so could cause embarrassment, and most of the audience may not notice the difference.



## **5. Comments About Other Guests**

Please be refrain from making any remarks about guests during the event. You never know who may be listening or how they may be connected to others at the event. If you feel compelled to share anything, wait until the event is over and you are safely in an MHES vehicle.

## **6. Alcohol and Substance Use**

Alcoholic beverages are not to be consumed while attending official functions. If you report to any official event under the influence of drugs or alcohol, you will not be permitted to attend and may face suspension or dismissal.

## **7. Prohibited Substances**

The use of alcohol, non-prescribed drugs, or tobacco products (including smoking, chewing tobacco, e-cigarettes, or marijuana) is prohibited during official functions, while in official wardrobe, or when in an MHES vehicle or rental vehicle. Smoking and chewing gum or candy are also not permitted during official appearances.

## **8. Language and Speech**

Always monitor your language; swearing is not tolerated. Proper use of the English language is expected at all times. Do not be offended if a chaperone or Queen Committee member corrects you—any mistakes you make today must be corrected before your next appearance.

## **9. Conversational Conduct**

Avoid discussing controversial topics when conversing with the public. While personal opinions are natural, they should be shared cautiously, as individuals often seek statements from those in title or position rather than personal views. Keep conversations light and positive, avoiding any topics that could potentially lead to controversy or media coverage. Comments should reflect positively on MHES, its management, staff, volunteers, and events.

## **EVENT PREPARTATION**

### **1. Event Readiness**

Most events will require you to perform a specific duty, such as delivering a speech, making introductions, presenting, or simply mingling with guests. It is essential to be well-prepared for each function. Prior to attending an event, you should know:

- a. The nature of the event
- b. The host and the purpose of the gathering
- c. The location and the audience (e.g., local or international attendees, industry-specific groups).

Your chaperone is a valuable resource, but it is recommended that you actively inquire about the event details in advance, such as the nature of the host group and their background. This will help you retain key information and be more engaged during the event.

(For example, if you are attending an event hosted by a cattle breeder's group, ensure that you know how to pronounce the breed's name and are familiar with the animal's characteristics (e.g., breed color).

### **2. Networking at Events**

At events, it's important to interact with as many guests as possible. This doesn't necessarily mean you need to be together the entire time. Instead, aim to work the room independently to ensure you greet all attendees. While punctuality is crucial, be aware that event schedules may change unexpectedly, and the hosts might not always notify us. In the event of early arrival, make the most of the situation by mingling with guests until the event formally begins. The duration of your participation will be determined by your chaperone, who will ensure you don't overstay your welcome.

### **3. Event Etiquette and Role**

When attending a function with a "Parade of Dignitaries" or similar formal proceedings, it's important to show respect for others. Never try to upstage another guest, particularly if they hold a royal or official title. Your approach should be calm, poised, and respectful at all times.

When hosting visiting royalty or title-holders, extend genuine hospitality and

goodwill. Treat all guests with the same respect you would expect as a visitor to their city or event.

#### **4. Handling Difficult Situations**

If an unpleasant situation arises during a function, immediately alert your chaperone. Always be aware of where your chaperone and your royalty partner are and establish a discreet signal for when you need assistance. Do not engage with disruptive or confrontational guests; simply excuse yourself and walk away. Your chaperone will remain within eyesight or earshot to assist in such situations.

#### **5. Maintaining Professionalism**

Even if you find certain functions uninteresting, always strive to portray a positive, engaged image. Remember, you are representing MHES and should always appear as though you are enjoying yourself. Each event is an opportunity for learning and growth.

#### **6. National Anthem Protocol**

You are required to know the words to "O Canada" and, at the very least, mouth the lyrics during the anthem. Always direct your attention to the flag or the front of the hall when the anthem is played, and refrain from chatting. If you are on horseback, ensure that your horse stands quietly and respectfully during the anthem.

#### **7. Good Sportsmanship**

Always demonstrate good sportsmanship. Your chaperone will ensure that you are not involved in any activity that may demean or embarrass you. The year will be filled with enjoyable experiences if you approach each opportunity with a positive attitude and an open mind.

#### **8. Food and Meals at Events**

If you have not been invited to lunch or dinner at an event, do not attend the event hungry. If your appearance is brief, it is expected that you will eat beforehand. For longer events, your chaperone will ensure you are provided with appropriate meals. Keep in mind that the event budget does not typically cover extravagant dining expenses.

## 9. Ticketing for Events

As royalty, you will receive two tickets or wristbands to attend performances such as the Spring Indoor Rodeo, Chuckwagon Races, and the Summer Show Rodeo. These tickets are intended for family members. Additional tickets can be purchased at the MHES office or online.

## 10. Visiting Royalty Attendance

All Visiting Royalty will attend one day at the Summer Show on the Visiting Royalty Day, with the exception of Miss Rodeo Canada (MRC), who will attend all three performances if the MRC schedule permits.

### **Revision Log:**

Revision #	Date:	Changed by:	Approved by:	Revision Notes:
1	June 1, 2021	Lori Siedlecki & Committee Review	MHES Board of Directors May18,2022	Change in format of Old policy
2	Jan 2025	Committee Review	MHES Board of Directors March 19, 2025	Revised Old Version