



*Queen & Princess*  
— MEDICINE HAT —



***MHES Royalty***  
***Policy***



## **Table of Contents**

Definitions / Statement of Principals	3
Committee	3-5
Contestants	6
Competition	6-7
Reign	7
Sponsorship	7
Expectations of Royalty	8
Wardrobe	8-9
Photos	9
Respectful Environment	9
Chaperones	10
Events	10
Vehicles/Transportation	11
Travel	11
Health & Safety	12
Privacy	12
Entitlements- Royalty	12
Events & Functions	12
Social Media	13
Displaying of Tattoos/Body Art	13
Equestrian	14
Visiting Royalty	14
Agreement & Contracts	15-17
Revision Log	18

**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 and are an addendum to this policy.

### **STATEMENT OF PRINCIPAL**

The Medicine Hat Exhibition and Stampede (MHES) Queen and Princess (Royalty) Policy is designed to ensure that the Committee implements practices and procedures that effectively support, develop, and mentor young women.

### **MHES QUEEN COMMITTEE**

1. Committee member must be either a volunteer or shareholder of the MHES.
2. The **Chairperson** or **Vice Chairperson** of the Committee will ideally be a shareholder.
3. The **Queen Committee** and **Chaperones** are responsible for maintaining the integrity and image of the MHES at all events.
4. The **Committee Chair** will report directly to the MHES Board of Directors.

## **Policy Acknowledgment**

All Committee members must read, acknowledge receipt, and confirm their understanding of this policy. If clarification is needed, members should contact the Chair. Acknowledgment must be documented by the Chair.

## **Meetings and Voting**

Meetings will be held at least once per month and require a quorum for voting. Once approved by the Chair, meeting minutes will be submitted to the General Manager (GM).

## **Confidentiality**

Committee members are prohibited from sharing or discussing any information from Committee meetings with anyone outside the Committee. The Committee Chair will be responsible for communicating official matters to the Board of Directors.

## **Volunteer Agreement**

All members must sign and submit the ***Volunteer Handshake Agreement*** to the Chair who will forward it to the MHES Office. This ensures understanding of the Committees' purpose and MHES values.

## **Committee Purpose and Responsibilities**

The Committee is responsible for organizing the annual contest, training and outfitting the Queen and Princess, developing an itinerary for the year, and ensuring the Royalty are fully prepared to represent the MHES at events.

## **Budget and Financial Oversight**

The Committee's annual financial budget and business plan will be submitted to the GM by the Chair for presentation to the Board of Directors for approval.

## **Sponsorship**

All cash or in-kind sponsorships will be included in the budget. No Committee member may pick up items unless designated by the Sponsorship Lead or Committee Chair. As per MHES policy, no Committee member may accept cash. If cash is received, it must be handled exclusively by the MHES GM's Office.

Sponsorships valued between \$1 and \$499 will be managed by the Sponsorship Lead or Committee Chair. When requested, the Sponsorship Lead or Committee Chair will delegate an individual(s) to collect items from sponsors, prior to start of competition.

### **Event Scheduling and Royalty Participation:**

The Committee will schedule events in advance to maximize Royalty attendance. While the Committee will consider educational and work schedules, Royalty members will be expected to coordinate their academic commitments to fulfill their duties throughout the year. If necessary, the Committee Chair and/or Coordinator can liaise with educational institutions to verify the Royalty's official calendar.

A monthly Queen and Princess itinerary must be submitted to the GM by the Committee Chair.

### **Committee Member Relations with Contestants**

A contestant or Royalty may not live with a Queen Committee member or volunteer during contest week or during their one-year reign.

If a relative of a Committee member or volunteer applies to be a contestant, that member or volunteer must step down from all Committee duties for one year.

## **Policy Breach and Sanctions**

Any breach of this policy by a Committee member or volunteer will be reviewed

by the Chair and/or the Board. Depending on the severity of the breach, sanctions may include dismissal. The Chair will seek Board approval for actions based on the severity of the infraction.

## **CONTESTANTS**

### **Eligibility Criteria for Contestants:**

1. Must be a female, aged 18 to 24 years as of July 1st of the current year in which the Queen contest is held.
2. Must be unmarried, without children, and not living in a common-law relationship.
3. Must agree not to marry during the one-year reign, which runs from July until the crowning of the new Queen/Princess in the following July.
4. Must be a Canadian citizen and eligible to obtain a Canadian passport.
5. Must have lived within 175 km of Medicine Hat (city center) for at least one year prior to entering the contest. An exception may be granted if the contestant was raised in the area but was away for the past year due to education, health, or employment reasons.
6. Must agree to reside within 175 km of Medicine Hat (city center) throughout the duration of the reign.
7. Must possess and carry a valid driver's license or other legal photo identification.
8. Must not have a criminal record and will be required to consent to a security check.
9. Must meet necessary health vaccination requirements, if applicable, as per Medicine Hat and District Exhibition (MHES) policies.
10. Contestants may not reside with a Committee member or a volunteer of the Committee during competition.

## **COMPETITION**

1. The MHES Queen and Princess will be chosen based on points and scores earned in a competition, as outlined by the Committee.
2. Judges for the competition will be individuals who are not members of the Committee, nor immediate or extended family members of any contestant, close friends, or close family friends.

3. The competition will take place before the MHES Summer Show.
4. The Rodeo Exam, part of the horsemanship competition, will feature a new set of questions each year, created by an external expert who is not connected to any contestant and is not a Committee member. The exam will be reviewed by the Chair to ensure its content is relevant and applicable to the program.
5. Horses used in the horsemanship competition must be horses that the contestant will have access to throughout the Royalty's entire reign—not just for the evening of the competition—unless unforeseen circumstances arise during the reign.
6. The crowning will occur at the MHES Summer Show, “Down in the Dirt,” during the rodeo. This event will be coordinated in collaboration with the Queen Committee and Rodeo Committee Chairperson.
7. Royalty will receive two (2) tickets or wristbands for family members to attend the Spring Indoor Rodeo, Chuckwagons, Summer Show Rodeo, and two (2) tickets to attend one evening show. Additional tickets can be purchased through the MHES office or online.

## **REIGN**

1. The MHES Queen and Princess serve a one-year term. The term begins upon the signing of the Agreement and concludes when the new Royalty sign their respective Agreements.
2. Royalty are expected to complete their full term unless prevented by health issues or extenuating or unforeseen circumstances. They must be available to attend official functions organized by the Medicine Hat Exhibition & Stampede, as approved by the Committee, and fulfill their duties and obligations.
3. The reign of the Royalty is set for one year, unless extended by the Board of Directors.
4. Royalty may not reside with a Committee member or a volunteer of the Committee during their reign.

## **SPONSORSHIP**

1. Sponsorship is a key element of the MHES Royalty Program. Vendors can sponsor in various ways and, in return, will receive marketing exposure through the program.

2. The Royalty will make every effort to wear and use all sponsored clothing and gear at official events.
3. All sponsorships must comply with the MHES sponsorship policy.

## **EXPECTATIONS OF ROYALTY**

### **Code of Conduct for Royalty**

1. Royalty should discuss their anticipated commitments with their employer to ensure their availability for all required events during their reign.
2. A high standard of moral conduct is expected and required throughout the Royalty reign. Even when not wearing the crown and sash, the community may recognize and observe Royalty's actions, attire, and attitude both on and off duty.
3. Royalty should always be mindful that they are in the public eye. It is recommended that Royalty refrain from posting on personal social media platforms during the reign, as off-duty posts could reflect poorly on Royalty, the Committee, or the MHES organization.
4. Any criminal charges laid during the reign may result in the forfeiture of a Royalty title.
5. Royalty are prohibited from consuming alcohol, using illegal drugs, smoking/vaping, or engaging in any activity that could compromise the reputation of their duties or the MHES organization.
6. If any event occurs that contradicts this policy or the established guidelines, it must be reported immediately to the Committee Chair, who will then notify the General Manager and/or the MHES Board.
7. If Royalty is breach of any part of the policy or guideline they will receive a verbal warning first, if in breach the second time they will receive a letter of warning and if behavior continues, they will be removed from their Royalty duties and will return all items received by the MHES and any items listed in the entitlements including. (See page 12)

### **Wardrobe**

- a. The Official Wardrobe is either donated or purchased through MHES-approved sponsors.



- b. The Royalty are required to wear and use the official wardrobe for all MHES photos, functions, and in all circumstances when representing themselves as MHES Royalty.
- c. All wardrobe items (including clothing and accessories) received are the property of MHES.
- d. Wardrobe selections will be made by the Committee to ensure the attire is both versatile and cost-effective.
- e. Jewellery should preferably be from sponsors or, if not, should be tasteful and in keeping with Western cultural standards.
- f. All wardrobe items must be kept clean and in good condition.
- g. Coordination of outfits between the Queen and Princess is expected to maintain a unified appearance.
- h. Sunglasses are not permitted during events unless specifically authorized by a Chaperone.
- i. Chaps may only be worn while Royalty is mounted on their horse, unless otherwise approved by the Committee Chair.

### **Photos**

- a. All photos taken while wearing the hat and crown must also include the sash, name tag and official wardrobe. These photos require prior approval from the Committee Chair.
- b. Before any photo can be used, it must be submitted to the MHES General Manager for approval.
- c. Photos featuring the crown and sash, or any representation of MHES, must showcase only sponsored clothing and tack.
- d. No family members or friends are permitted access to any items of the official wardrobe, under any circumstances.
- e. These guidelines also apply to individuals competing for the Miss Rodeo Canada (MRC) Crown.

### **RESPECTFUL ENVIRONMENT**

- 1. Royalty must always treat MHES management, employees, the MHES Board of Directors, shareholders, volunteers, and Queen Committee members with respect. In return, the same level of respect should be expected.

2. Any conflict that cannot be resolved through direct communication should be reported to the Committee Chair.
3. The Chair or Coordinator will escalate the matter to the MHES General Manager or MHES President, if necessary.
4. If the conflict involves the Chair of the Committee, the issue should be reported to the Vice Chair or the MHES General Manager.

## **CHAPERONES**

1. An official chaperone is an active member of the Committee. All chaperones, volunteers and committee member must be familiar with this policy and receive approval from the Committee Chair before assuming their chaperone duties.
2. The primary responsibility of the chaperone is to ensure the safety, well-being, and support of the Royalty, enabling them to fulfill their duties effectively (on schedule and well-informed of the event activities).
3. Official chaperones are prohibited from consuming alcohol or non-prescribed substances during their chaperone duties.
4. Chaperones and Queen Committee members are prohibited from sharing the Royalty's personal contact information. If someone wishes to provide their phone number, the chaperone will relay it to the Royalty who may choose to return the call at their discretion.

## **Events**

- a. If events span over an afternoon or evening, the chaperone is responsible for ensuring the Royalty have access to food and beverages.
- b. At times, the chaperone may need to settle a bill at a restaurant or other venue. A tip of approximately 15% is recommended, even for donated services. Be sure to request a receipt for reimbursement purposes. This receipt along with the completion of a "Cheque Request Form" is to be submitted to the Chair as soon as possible.

## **Vehicles/Transport**

- a. The official vehicle for the Royalty is reserved strictly for MHES related functions and is not for personal use by the Chaperone.

- b. MHES vehicles may only be operated by authorized or appointed chaperones. Prior approval from the Committee Chair and submission of chaperone names to the General Manager is required. All drivers must provide a Driver's Abstract.
- c. Safe and responsible driving is expected at all times, when operating MHES vehicles or official functions. Committee members and chaperones must adhere to all traffic laws while on MHES business as a chaperone or otherwise. The MHES will not reimburse for traffic tickets or towing fees.
- d. When horses are needed, a Committee chaperone or authorized personnel (with prior approval from the Committee Chair) will be responsible for driving the Stampede vehicle and trailer. Any individual driving an MHES vehicle or trailer must first receive approval from the Committee Chair.
- e. This authorization is granted through the Committee Chair via the MHES General Manager.

### **Travel**

- a. At least one female chaperone will accompany the Royalty to all events including all overnight trips.
- b. Under no circumstances will a male non-Committee member be allowed to enter the hotel room of the Queen or Princess. The only exceptions are immediate male family members or a Committee member, provided they are accompanied by a female chaperone. In certain emergency situations, room entry may be necessary to ensure the safety and well-being of the Royalty.
- c. The Royalty will not be permitted to enter a male's hotel room without the presence of a chaperone.

### **HEALTH & SAFETY**

- 1. Any medical conditions of the either Royalty that could pose a risk to their health and safety during an event should be disclosed to the Committee Chair at the beginning of the reign.
- 2. The safety and well-being of the Royalty are the chaperones' top priority. The Royalty are to remain with or within view of chaperones at all times during events.

## **PRIVACY**

1. Personal contact information of the Queen or Princess **will not** be shared with anyone outside the Committee.
2. Committee members are encouraged to delete any personal information from their devices at the conclusion of the Royalty reign.

## **ENTITLEMENTS- Queen and Princess**

1. All items provided as part of the Royalty's appointment—including the crown, buckle, saddle, name badge, official wardrobe, and any other prizes or gifts—remain the property of MHES throughout the reign.
2. If a reign is terminated before the end of the one-year term due to misconduct, voluntary departure, or any other reason, all items must be returned to the Committee. Exceptions may be made for specific items at the discretion of MHES, including those gifts won for Horsemanship or Speech portion of the competition.

## **EVENTS & FUNCTIONS**

1. The Royalty are required to attend only those events that are sanctioned and scheduled by the Committee and/or MHES. All events must receive prior approval from the Committee, without exception.
2. The Royalty will not enter or be a recipient of any draws, lotteries, or raffles at events they attend in their official capacity.

## **SOCIAL MEDIA**

1. The Royalty are required to use approved official social media platforms to promote activities and events attended.
2. Any photos or posts featuring the Royalty in official wardrobe or at official functions must not appear on personal social media pages. These posts are only permitted on the MHES Royalty social media platforms.
3. MHES and the Committee will manage and monitor the official Royalty social media accounts.
4. Personal social media pages of Royalty personnel should reflect the values of MHES. Content shared on personal media accounts can impact personal

reputation, as well as that of the Committee and MHES, even when not on official business as Royalty.

5. The Royalty are required to upload photos and posts on the MHES Royalty platforms within 24 hours of attending each event. Personal social media accounts should remain separate from these official posts.
6. MHES social media accounts are private and require discretion and approval from the Social Media Lead or Chair/ Co-Chair/Vice-Chair prior to sharing content.
7. Only Queen Committee members and MHES staff will have access to the official platforms to use photos for public relations and promotional purposes.
8. Any use of official the Royalty photos for personal purposes must receive prior approval from the Committee Chair or a designated MHES representative.

#### **DISPLAYING OF TATTOOS & BODY ART**

1. Visible tattoos deemed "offensive" are prohibited.
2. Visible tattoos, body art, or brands of any kind are not permitted on the head, face, neck, scalp, or below the wrist. For the purposes of this policy, the neck area refers to any part visible when wearing an open-collar shirt.
3. The Royalty are not permitted to wear any facial ornamentation, such as tongue mutilation or modification, visible to the public. This includes practices like scarring, ear stretching, tongue splitting, beneath-the-skin decorative implants, or decorative tooth plating/engraving.
4. Tasteful nose and ear piercings are acceptable, but the Committee retains sole discretion in determining what is deemed appropriate.
5. Cosmetic tattoos (e.g., eyeliner, eyebrows, and lips) are acceptable as long as they appear natural.
6. Despite the above, discreet tattoos located behind the ear or at the base of the neck may be permitted at the discretion of the Committee.

#### **EQUESTRIAN CARE & TREATMENT**

1. All horses will be treated by everyone involved with the utmost respect. Disciplining and correcting horses will be carried out in a professional, humane manner.

2. The safety of horses will be the top priority in all aspects of their transportation, management, and riding.
3. Horses used at events must be healthy, well-groomed, and properly cared for.

### **VISTING ROYALTY**

1. 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.
2. Visiting royalty must provide proof of insurance before attending any MHES events, including the parade, rodeo, and night shows.

### **AGREEMENT & CONTRACT**

The Royalty contracts must be signed within 48 hours after the crowning in the Director's Lounge by the incumbent Queen and Princess, the Committee Chair, the President of MHES, and the MHES General Manager.

The contract will reference the Committee Policy, MHES Royalty Guidelines, and will require the incumbent's acknowledgment and agreement to follow these policies and guidelines as the terms and conditions of accepting the role of MHES Royalty.

**THIS AGREEMENT** (the “Agreement”) is made and entered into this

\_\_\_\_\_ day of \_\_\_\_\_, **20**\_\_\_\_\_, by and between:

**THE MEDICINE HAT EXHIBITION AND STAMPEDE (MHES)**

**AND**

**THE QUEEN COMMITTEE AND**\_\_\_\_\_ (the “Queen” or “Princess”)

### **1. DEFINITIONS**

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

### **2. SIGNING OF THE AGREEMENT**

This Agreement shall be signed in the Directors Lounge by the Queen & Princess, the Committee Chair, the President of MHES, and the MHES General Manager within 48 hours following the crowing of the incoming Royalty.

### **3. TERM OF APPOINTMENT**

The Royalty are appointed for a one-year term, which commences on the date of signing this Agreement and concludes upon the appointment of the new Royalty.

### **4. SERVICES AND DUTIES**

The Royalty agree to fulfill the entirety of their term unless there is an unforeseen reason that would prevent them from doing so such as poor health or or any other exceptional circumstances.

The Royalty must make every reasonable effort to be available for all official Functions scheduled by the Medicine Hat Exhibition and Stampede and approved by the Committee.

The Signee agrees to abide by the policies and guidelines attached as addendums to this Agreement, which are integral to their appointment as the Medicine Hat Exhibition and Stampede Royalty.

The Signee further agrees to sign a separate letter of understanding regarding the performance of duties for the Medicine Hat Exhibition and Stampede as a condition of their appointment.

The Signee acknowledges that any violation of this Agreement, Royalty Policies, or Guidelines may result in dismissal from the program. This may include disciplinary action including the forfeiture of any prizes, scholarships, or items such as clothing, jewellery, buckles, hats, or saddles, at the discretion of the Queen Committee and with Board of Directors approval, depending on the severity and frequency of the offense.

## **5. ACKNOWLEDGEMENTS**

The Signee acknowledges receipt of, and confirms that they have read and have discussed the attached copies of the Medicine Hat Exhibition and Stampede Royalty Policy and Guidelines.

## **6. SIGNATURES**

By signing below, all parties affirm their understanding of and agreement to the terms set forth in this Agreement.

This document serves as a formal Agreement between the parties mentioned below and is binding upon signature. All parties acknowledge the expectations and responsibilities set forth within this Agreement for the term of service as the Medicine Hat Exhibition and Stampede Royalty.





## **Royalty Contract**

**Date:** \_\_\_\_\_

**Signature of MHES Incumbent**

**Queen:** \_\_\_\_\_

**Signature of MHES Incumbent**

**Princess:** \_\_\_\_\_

**Signature of Queen Committee Chair:** \_\_\_\_\_

**Signature of President of MHES:** \_\_\_\_\_

**Signature of General Manager of MHES:** \_\_\_\_\_

## Revision Log:

Revision #	Date of Revision	Made by:	Revision Notes:	Approved by:
1	June 1, 2021	Lori Siedlecki & Committee Review	Format change to Old policies with Additions	MHES Board of Directors May 18, 2022
2	January 25, 2025	Lori Siedlecki Committee Review	Visiting Royalty Day only Summer Show & Revised Wording	MHES Board of Directors March 19, 2025