



# *Queen & Princess*

— **MEDICINE HAT** —



# *Guidelines of MHES Royalty*



## Guidelines for MHES Royalty

# Table of Contents

Definitions	3
Preamble	3
Statement of Principal	4
General	4
Sponsors	6
Tipping	7
Transportation & Travel	7
Mobile Devices	8
Respect	8
Health & Safety	9
Out of Scope Events	9
Conduct & Safety	10
Social Media	11
Wardrobe	12
Hat	15
Crown	15
Buckle & Belts	16
Boots	16
Sunglasses	16
Miscellaneous	16
Photos	17
Presentation	18
Horses, Grooming & Riding	19
Decorum	20
Body Art & Tattoos	21
Etiquette	22
Functions	23

# Guidelines for MHES Royalty

## 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 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 and Princess

**General Manager (GM)-** the Medicine Hat Exhibition and Stampede (MHES) General manager.

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

### PREAMBLE

1. This document serves only as a guideline and as an addendum to the MHES Royalty Policy. IT DOES NOT REPLACE POLICY. It is expected that the Queen and Princess have reviewed policy and understand Policy. This document may be considered a practical manual that puts Policy into practice for Royalty and the Committee.

# **Guidelines for MHES Royalty**

## **STATEMENT OF PRINCIPLE**

1. The MHES Queen and Princess are ambassadors that represent the MHES, the volunteers, the Committee, Board of Directors and the City of Medicine Hat. They are expected to exemplify family and honour the Western Heritage.
2. As MHES Queen or Princess, it is understood that you will abide by the following guidelines and that as a condition of your appointment as Queen or Princess; you will agree to sign a letter of understanding and performance of your duties for the MHES.

## **GENERAL**

1. Crowning will take place at the MHES Summer Show “Down in the Dirt”, during the rodeo which will be coordinated by the Queen Committee Chair with the Rodeo Committee.
2. It is understood that the MHES Queen and Princesses are appointed for a one-year term. The Royalty is required and expected to complete their entire term unless by other reason of poor health or exceptional circumstances. Royalty must be available for official functions booked through 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 function may be attended as the MHES Queen and Princess without this booking process. It is the responsibility of the MHES Queen and Princess to advise the Queen Committee if you have been invited to attend an event. At that time the Queen Committee member will forward the information to the Queen Committee Chair and/or Vice Chair for approval.
4. The MHES Queen and Princess will attend all official functions at all times. In the event of illness, or a family emergency, you will notify the Events

## Guidelines for MHES Royalty

Coordinator and/or Chair as early as possible of such situation in order that we can inform community groups, sponsors of your absence. Individual commitments are on a case-by-case basis and determined by the Queen Committee. (eg. Education being a priority).

4. It is the responsibility of the MHES Queen and Princess for arranging time off from work or school (education has priority) to attend official functions. We appreciate the cooperation we will be receiving from your employer and encourage you not to exploit it or take advantage of the situation (don't ask to take a whole day or 1/2 day off when only one hour is needed). If necessary, Queen Committee Chair will call or meet with your employer to outline your the time commitment to the MHES. Although we endeavor to schedule events with as much notice as possible, always be aware that short notice events (24- hour notice) may arise.
5. The Royalty must be completely available for the all 7 days of MHES i.e. – the Sunday prior to parade Thursday through to the Sunday following Stampede.
6. The MHES and its family will endeavor to treat the Queen and Princess as being of equal standing. However, tradition and history dictate that we crown a Queen and Princess, being either a MHES Queen or Princess is an honor in itself. We expect you to live up to the honor you worked hard to achieve.
7. The Queen Committee is in place to facilitate the annual contest; to trained, dress, and develop an itinerary for the year and to make certain you have all the tools to do the job you were selected to do. This committee is the backstage crew; they are there to make you look good. Remember to be appreciative of their tireless work on your behalf.
8. The chaperones are members of your group. They are there to keep you organized, on time, informed and working together. You will not have any input as to who will attend any particular event with you.
9. If you are having issues as they relate to your reign as a member of the Royalty, talk with a trusted member of the Committee, the Chair, Coordinator, a Chaperone or the GM of the MHES before you take it

## **Guidelines for MHES Royalty**

outside the Stampede family. We should all be working towards one goal, the promotion of the “Medicine Hat Exhibition & Stampede” in a professional, wholesome manner.

10. The MHES is committed to resolve any issues/concerns and has policies in place to ensure such.
11. Royalty will be not allowed to participate as a contestant at rodeos, horse shows or other competitive events at any performance at which you are present as the MHES Queen/Princess. Approval to do so can be sought through a request to the Committee Chair.
12. Royalty will not be allowed to wear crown or sash while competing. You must inform Queen Chair and Committee if you are competing. You may with Queen Committee consent, be allowed to compete at other performances or events that Royalty is not attending. Chaperones will be informed prior to the event.

### **SPONSORS**

1. You will always be accompanied by (2) committee members/chaperone(s) when picking up gifts/merchandise from a sponsor. Never wear clothing/boots from a conflicting sponsor when you go for a fitting or to pick up new merchandise or in pictures when wearing your official wardrobe (crowns, sash and other issued clothing). Never make reference to gifts or merchandise from a conflicting manufacturer or sponsor, don't express a view about quality of an item (especially when there are paying customers in the store). Always let a sponsor know you are enjoying wearing their products.
2. Royalty, while you will be advised as to what to wear to events, you should also be prepared to change from one outfit to another on short notice if visiting certain sponsors.
3. You will be provided with a sponsor list and you will be expected to write thank you notes to all sponsors on the stationary provided for that purpose.

## **Guidelines for MHES Royalty**

Official sponsor recognition is done through the committee as an official event and encouraged to socialize on the Royalty media forums.

4. All sponsorship adheres to the MHES Sponsorship Policy.

### **TIPPING**

As per MHES tipping standards guidelines. It will be required to get a receipt and you may be reimbursed.

### **TRANSPORT and TRAVEL**

1. You will be transported to most functions in the official MHES vehicle by a designated chaperone(s). It is understood that the Queen and Princess will usually meet at the MHES Office and proceed to the function from that location. Chaperone(s) have the liberty to make alternate arrangements in order to save travel time. The MHES Queen and Princess may be requested to meet the chaperone(s) at the function in order to save time. (eg. Noon Events).
2. Insurance restrictions do not allow the Royalty to drive the MHES sponsored vehicle or MHES rental vehicle.
3. The official Queen and Princess vehicle is not for the personal use of the Queen and Princess and will be used only for MHES related functions. MHES vehicles can only be driven by authorized or appointed chaperones.
4. There is a prior approval required from the Queen Committee Chair for appointed/associate chaperones. The vehicle should be kept clean at all times and this will be a joint responsibility of the Royalty/Chaperone. It is expected that you will clean out your garbage after each trip in the vehicle.

## **Guidelines for MHES Royalty**

5. The possibility exists of other trips throughout the year, which and you will be notified once plans are finalized such as 1-2 days at the Calgary Stampede and the Canadian Finals Rodeo.
6. A current passport may be an asset.

### **MOBILE DEVICES**

1. As Royalty, you have made a commitment of time to the MHES and while you take time off from work to attend functions, your responsibility is to the MHES. During this time cell phones will remain in your bag on silent and will not be are permitted at official functions
2. A Chaperones will be able to use the Royalty's cell phone(s) to take pictures where and when it is appropriate. In case of an emergency your chaperone will allow you access to your phone when is it necessary.

### **RESPECT**

1. Royalty will at all times, treat MHES management, employees, MHES Board of Directors, Shareholders, Volunteers and Queen Committee members with the upmost respect. The same respect should be expected in return

Conflict with any of the above shall be reported to the Chair. If the conflict is with the Chair of the Committee, then the matter shall be reported to the Coordinator, or Vice Chair.

The Chair or Coordinator will bring the matter to the General Manger of the MHES or the MHES President if necessary.

Any disagreements between the two of you will be kept private and between each other until the completion of the event you are attending is complete. The problem or issue should then be discussed. If a solution cannot be reached, the Committee Chair should be called in to help resolve the issue. Conflict should be considered normal and expected however it



## **Guidelines for MHES Royalty**

must be dealt with quickly and respectfully. As Royalty, you are what the public sees and to portray a friendly cooperative twosome aside from any in-differences you may have with one another.

### **HEALTH AND SAFETY**

1. For your safety, any medical condition(s) that may restrict duties or endanger the health of the participant during an event shall be brought to the attention of the Committee Chair. This includes disclosure about any medication, or allergies etc. This may need to be shared with the Chaperone if deemed necessary for your safety.
2. Your Alberta Health Care coverage should always be in good standing and should accompany you on all functions/events during your reign.

### **OUT OF SCOPE EVENTS**

1. If you are approached about attending an event not approved and scheduled by the Committee, you must not commit to any event and direct the person making the inquiry to the Chaperone who will receive the information from them and contact the Event Coordinator.
2. It is important that you understand that each department and committee of the MHES operates under budget constraints. A trip taken by the Queen and Princess in one year may not be feasible the next year, there for some trips or events have to be approved by the committee or board, so these trips or events may vary from year to year. Occasionally, may receive invites or free tickets to events for an official appearance, and there will be Chaperone (s) present at those events. If tickets need to be purchased for those events, the Committee will cover theses cost. All other events you attend on your own will be at your own expense and Royalty will not be permitted to wear Crown, Sash, any clothing bought by the Committee or any article of clothing with MHE&S logos displayed.

## **Guidelines for MHES Royalty**

3. During your reign, you will be involved in a number of draws and raffles. You are not permitted to enter these draws and raffles.
4. Your reign as MHES Royalty, will entitle you to receive certain gifts and trips as organized by the Queen Committee. At no time are you as Royalty to attempt to solicit gifts, tickets or invitations or other benefits.

### **CONDUCT AND SAFETY**

1. Your safety and protection are our first priority. You should trust the chaperone's/ Queen Committee members' decisions provided they are based on policy.
2. At no time will you "pair off" with a male, unless an immediate male family member, at an official function.
3. At no time will a male non-committee member enter your hotel room. Exceptions include immediate family member or a male committee/chaperone member accompanied by a female committee/chaperone. There may also be emergency situations that arise that room entry will be required as safety and wellbeing is a priority.
4. The Queen/Princess are not allowed to enter a male's hotel room, without the chaperones present at all times and with their consent.
5. You should never put yourself in the position of causing a problem between couples. If advances are being made, walk away, and notify your chaperone immediately of the situation.
6. Neither MHES Office nor members of the Queen Committee will ever give out your phone number. If the caller wishes to give his/her phone number, the chaperone will collect it and we will give it to you, if you wish to return the call. If you are ever harassed, by a 'fan', a MHES staff member or

## **Guidelines for MHES Royalty**

volunteer, it is important that you let the Queen Committee Chair, Coordinator or Chaperone know immediately. Talk to a Queen Committee member or the Chairman and they will deal with this situation.

7. The Committee reserves the obligation to determine if your attitude/behaviour on or off duty is a detriment to the values and image of the MHES you may be removed from attending an event (eg. MRC Competition). The event will then be discussed with the Chair, MHES Director and or MHES General Manager to discuss further action if required.
8. You have an image to uphold and not everyone understands when it comes to male roommates. Just be discreet in your private life for your 12-month reign. Your personal reputation should be as important to you as it is to your family and the MHES.
9. While in the role of Queen and Princess, personal pastimes will be secondary to your responsibilities to the MHES.
10. All liquor, smoking; behavior guidelines apply 24 hours a day.

### **SOCIAL MEDIA**

1. The Queen and Princess have multiple Social Media platforms. These social mediums are monitored and updated on a regular bases by the Queen, Princess and is monitored by the Queen Committee and the MHES office staff. This is especially important at peak times, i.e., Stampede week and the contest for the incoming Royalty. As a member of the Royalty Pair, you need to be aware that these mediums will be used to promote and showcase the Royalty program, the MHES and all associated sponsors.
2. Please be aware that your personal Facebook pages will be monitored throughout your reign so be mindful of the content you post, share and keep it clean as you are representing the MHES and the City of Medicine Hat. Please don't add people to your personal Facebook page during your year that you do not know to avoid privacy issues. It is a requirement to

## **Guidelines for MHES Royalty**

keep your personal and MHES Royalty Social Media platform profiles separate and to be cautious and aware of what you like and share on both your personal and MHES Royalty platforms. All pictures and posts that include the Queen and Princess in official wardrobe or at an official function are to be kept off of personal pages and are only permitted to be posted on the MHES Royalty social media platforms.

3. Website: The MHES hosts a website that will share information about the Queen and Princess Competition and Program. The three sites (Facebook, twitter & website) will be linked together and used to draw an audience from one to another.
4. Pictures: The Queen and Princess are required to upload pictures on the MHES's social media platforms when possible after each event they attend. It is a requirement to keep your personal Social Media page separate from MHES social media (private approach) and use discretion on what you comment, post, like and share. Please note that only the Queen Committee members and MHES staff will have access to the site in order to use the photos for PR and promotional purposes. Details regarding the site and how to use it will be shared with you at a later date. The use of official Queen and Princess pictures to be used personally must have prior approval and must go through the Chairperson or designate with MHES support.

### **WARDROBE**

1. A gold-colored name badge will be provide, which will replaced if you lose them. You are required to wear nametags on the left shoulder as your sash is worn on the right shoulder to left hip.
2. Royalty will bring a change of outfit in the event they are attending another function right after one another or if they have a spill or accident with an outfit. The previous outfit may not be appropriate for the next event and you want to be prepared.

## Guidelines for MHES Royalty

3. The Queen and Princess will wear the official wardrobe as a condition of their role with the MHES. The wardrobe is designed to reflect a quality and contemporary western image, reflective of the MHES and the City of Medicine Hat.
4. The wardrobe serves to enhance the image of the Royalty by:
  - a) Presenting a consistent look.
  - b) Enabling the public to recognize the Queen & Princess as a unit.
  - c) Presenting a high standard of appearance.
5. The Queen and Princess may be dressed in similar styles, but color may differ. This decision of clothing will be made by the Coordinator or Queen Committee Chair. Royalty will generally have a say in the style, color format. The wardrobe given by the sponsors are designed and tailored or you. They shall be flattering and always in an appropriate “Western styling”. The girls will be dressed to make them look and feel good about themselves.
6. The “official wardrobe” (which encompasses everything you are given over the year’s reign) will only be worn at official functions. All boots, jeans, jackets, outfits, jewellery and belts, etc. are off limits for your leisure time activities. The wardrobe must last the year, particularly your boots and jeans.
7. No one (family and friends) is to have access to any of these items of the official wardrobe, regardless of the reason. Any damage to a piece of wardrobe means the other girl cannot wear their outfit.
8. Keep in mind: All items (clothing and otherwise) received by you as the Stampede Royalty Queen or Princess is the property of the Medicine Hat Exhibition and Stampede until your reign is concluded.
9. In selecting the wardrobe, we are concerned about your appearance for one- year reign. There are two possible scenarios with the wardrobe:

## Guidelines for MHES Royalty

- a) Off of the rack
  - b) Tailor made.
10. Wardrobe pieces will be received over the course of the year of your reign. Tailor made outfits will be primarily worn in late July at Stampede time.
  11. Royalty's wardrobe is custom ordered or tailored made, so fabric and terms are not easily available, or replaced it is hoped that you will maintain a relatively consistent shape and appearance throughout the Royalty's reign. Any required alterations would then be at your expense and/or replacement to outfits in order to complete partner's current wardrobe. (This could include having replacement of both outfits at Royalty cost)
  12. Wardrobe items will be selected and constructed so they can be worn with a number of different pieces (mix and match).
  13. You will be responsible for replacing any and all official wardrobe items (be it clothing or accessories) lost through carelessness or any other act deemed to be unprofessional by the Queen Committee. Remember, loss or damage to a piece of an outfit means the other lady cannot wear her outfit
  14. We would strongly suggest you add your crown, buckle, saddle and official wardrobe to your household insurance, at least for your reigning year.
  15. You may receive earrings, which are pierced and match specific outfits. Do not wear additional studs.

## Guidelines for MHES Royalty

16. You may receive a necklace or pendant that matches one set of earrings. This will be appropriate with only certain outfits. You may wear tasteful jewellery. Please wear sponsor jewellery as often as possible.
17. You will be shaking a lot of hands and rings bruise both you and the recipient, thus, you may wear one small ring on each hand.
18. You will constantly receive pins from other visiting Royalty and guests. Never put one of these on unless it is a badge to be worn for admission when visiting a park outside out of Medicine Hat. Your Chaperone will collect all pins given to you throughout the Stampede and give them you at the end of the day.

### Hat

Your hat will be shaped for you. The shaping will be done to fit your face type and to present a “queenly” image. Do not take the hat to anyone to be reshaped.

- a) We expect you to keep the hat clean – use a dry sponge. Rain hat covers should be used when required and should be kept in your raincoat pocket when not in use.
- b) Never put a single flower or corsage on your hat – it is not our style.
- c) Store these hats in ~~the~~ your hat boxes and never leave your hat in a hot car. When you take your hat off and set it somewhere, put it upside down so the shape is not spoiled. Royalty hats are part of official wardrobe. We suggest that you keep these hats ~~and are~~ specifically for use during your reign.

### Crowns

- a) Crowns will be professionally cleaned 2 to 3 times a year.
- b) Do not scrub the crowns; the dark shading on the silver gives it more definition.
- c) Do not use silver cleaners, use a toothbrush and face soap with warm water (or toothpaste) occasionally.

## **Guidelines for MHES Royalty**

- d) Do not drop the crowns and make sure that the floral screw heads are secure.

### **Buckle & Belts**

- a) Your buckle will always be worn at official events, even if it doesn't show (eg: a short jacket).
- b) You may receive several belts, hopefully coordinating with your boots.

### **Boots**

- a) Boots should always be clean and polished and in good condition.
- b) All repairs should be made as quickly as possible. If the boots are under warranty bring it to the attention of the Coordinator or Chair immediately.

### **Sunglasses**

- a) Please do not wear sunglasses while walking around in Royalty attire. They will be permitted while driving in vehicles while driving to events if needed.

### **Miscellaneous**

- a) Camisoles and 1/2 slips may be purchased for you. These need to be worn under any top and skirt, which isn't lined. Camisoles are to be worn under all lightweight fabrics.
- b) Pantyhose/stockings should be worn with skirts that have a slit or open pleat where the leg is exposed. If you wear socks, don't let the top of the socks show above the boot.
- c) Some jackets and tops may be made to wear over the skirt, so wear the belt and buckle on the outside in this case.
- d) Do not ever roll your sleeves up to get the sun. Sleeveless or short sleeve tops are not acceptable attire for any rodeo arena.



## **Guidelines for MHES Royalty**

1. Wardrobe Upkeep
  - a) You will be responsible for washing your jeans. Cold water, spray cleaner, detergent plus fabric softener and dry on cool cycle. Wash jeans inside out and don't mix light colors with dark colors.
  - b) Hand-wash all sequin or velvet outfits (most of the tailored outfits).
  - c) Do not leave either dry-cleaning or washing to the last minute.
  
2. Clothing Rotation
  - a) The coordinator will suggest what type of clothing to wear to which event (consideration is given to the type of event as well as to a good rotation of the outfits).
  
3. Chaps
  - a) Royalty will be expected to maintain and keep Chaps presentable at all times.
  - b) The Chaps should be hung up or rolled to keep them at their best.
  - c) They will only be worn while mounted on horse in arena or at parades.
  - d) Prior approval will be required from the Queen Committee Chair for any presentations or pictures.

### **PHOTOS**

1. All photos taken with the hat and crown must be worn with your sash and the official wardrobe.
  
2. Photos must have prior approval from the Queen Chairperson or designate, then taken to the General Manager for MHES approval. This also applies to girls wishing to become a contestant for the MRC competition.
  
3. You will be instructed on how to position and pose yourself for pictures.
  
4. You should co-operate with the various professional photographers hired to take photos. Work with them and follow their advice, even if you may have previous modeling and photography experience.

## Guidelines for MHES Royalty

### PRESENTATIONS

1. When escorting dignitaries on stage, the Royalty will always be on the off side (to the back). This allows the audience to focus on the individuals you are escorting. Always link your left arm and wave with the right when entering from stage left, and the reverse when entering from stage right.
2. You may be instructed to step back from the podium during presentations (the focus is on the winner or sponsor).
3. In most cases, the Queen will escort the winner and the Princess will escort the sponsor and Stampede presenter (e.g.: President, Vice-President or Director)
4. If the winner/presenter is female, link arms in the usual format (their right – your left, to enter – reverses the exit).
5. You may be expected to calm down a winner and instruct sponsors how far to walk and where to stand, etc. Always be cordial, informative and extend congratulations.
6. Pay close attention to all instructions given prior to grand entries, introductions and presentations. Timing can change rapidly, and at the Stampede and the grandstand introductions may not be the same every night.
7. At the MHES evening Grandstand Show, the Royalty will be expected to speak. The speech given will be similar each evening (it is scripted and short). Your job is just to deliver the lines in a pleasant manner, as we are a very small part in a very big show.

## **Guidelines for MHES Royalty**

### **HORSES - GROOMING - RIDING:**

1. Horse (s) will always be treated with respect by all individuals involved. Disciplining and correcting your horse shall be done in a professional and humane manner.
2. For Parades – It is our preference that the Queen and Princess will ride side by side. There may be times when this is not possible and this will have prior approval from the committee chaperones (direction from the event/function organizer or designate). Stay away from the curbs and ride in the middle of the street. Do not stop your horses unless the parade ahead of you stops. Anyone wishing to do an interview must walk alongside the horses. Do not create traffic tie-ups.
3. Always be aware of what is occurring around you, where other horses and riders are and the problems they may be having. Always watch small children who are attracted by you and forget about your horse. Watch for opening gates in arenas as infield workers may be trying to do their job while not paying attention to you. If you are thrown from your horse, move quickly out of the way (if possible) and go to your horse. To reassure the audience, it is always preferable that you remount, rather than walking out. This is of course, pending any injury sustained in the incident that may prevent such reassurance to the audience and must seek medical attention. The health and safety of the Queen and Princess is paramount, so if an injury is sustained, a medical note (indicating approval to return) from a medical physician must be presented to the official chaperone(s)/Chairperson and GM prior to returning to duties.
4. While mounted on your horse on an official event there will be no doubling, no horseplay and no racing at any time. Royalty will exit show ring, rodeo arena, or parade will be done in a collected and controlled manner. This is for your protection as well as the MHES and for the wellbeing of your horses. No children will sit in the saddle and there will be no ponying of horses. Public safety is of highest priority.

## **Guidelines for MHES Royalty**

5. For exercise and practice sessions at the MHE&S grounds or at official events, you are not to ride alone. Use common sense and safety always.
6. You will be responsible for keeping your Royalty Stampede Queen/Princess saddle clean and in good repair. Saddle and tack must be kept accessible during the rodeo season.
7. It is your responsibility to be well presented when you mount your horse at an event. Please ensure you, your horse have been cleaned up and are well groomed prior to an appearance.
8. We appreciate that you may have years of riding experience, however your cooperation is required in working with the Queen Committee. If determined advisable or required by the Queen Committee, you will attend further riding training or lessons prior to events.
9. As Royalty, you will only wear chaps supplied by the Committee. While at events where chaps are worn for a particular event, they are only to be worn when mounted. There may be situations where Royalty has been requested to wear chaps for things like pictures or public appearances. This will be planned and pre-approved by the Queen Committee Chair or Coordinator. Please use discretion when wearing your chaps.
10. Horses used in horsemanship must to be a horse that you will have access to for the Royalty's entire reign not just for the evening during the competition. Unless unforeseen circumstances occur at anytime during the reign.

## **Guidelines for MHES Royalty**

### **DECORUM**

1. MHES Royalty is expected to look their best and exemplify a professional western and wholesome appearance.
  - a) Hair will always be clean and styled in a presentable manner. (This includes road trip. It is important that the public see you in the best possible condition)
  - b) Make-up will be worn at all official functions and lipstick should be freshened and frequently applied. Be aware of the setting you are in and apply your makeup accordingly. Make-up will always be worn “on the road”, such that you always present a pleasing appearance when you get out of the vehicle.
  - c) Hands should always be clean and soft to the touch. Pay special attention to well-groomed nails.
  - d) It is important to have clean neck and cuff lines - watch this particularly when it's hot.
  - e) Personal cleanliness is, of course, very important. Your partner or chaperone may call attention to any areas you have overlooked.
  - f) There may be guidance on your hair and make-up provided by the Queen Committee. When you are advised to change something, in regard to your make-up, we ask you give it a try.
  - g) Clothing will always be clean and pressed; boots polished and hats brushed and clean.

### **BODY ART AND TATTOOS**

1. Visible “offensive” tattoos are prohibited.
2. Visible tattoos, other body art or brands of any type are not permitted on the head, face, neck, scalp or below the wrist.
3. You may not wear any facial ornamentation such as tongue mutilation or modification visible to the public (e.g., scarring, ear stretching, tongue splitting, beneath the skin decorative implants, decorative tooth

## Guidelines for MHES Royalty

plating/engraving etc.).

4. Tasteful nose and ear piercings are acceptable however, the Committee maintains the sole discretion to determine what is acceptable.
5. Cosmetic tattoos (eyeliner, eyebrows, & lips) for the Q and P are an exception to this policy as long as they are natural in appearance.

### ETIQUETTE

- a) Manners and Etiquette are important at all times.
- b) If you are uncertain of an action, ask the chaperone quietly, or wait for another guest to take the lead.
- c) When sitting at a head table on stage or anywhere the limelight may be focused on you, be attentive to the speaker and what is going on around you. Do not chat back and forth between yourselves and be alert to introductions. You might be introduced earlier than expected or the MC might totally overlook you. Greet those situations with a smile; the chaperone will look after any omissions.
- d) Do not correct the MC if they mispronounce your name. It will embarrass him/her and most of the audience probably won't know the difference!
- e) Do not make off-hand comments about other guests; you never know who might be listening or how they are related to those attending the event. If you have to say anything, wait until the function is over and you are safely in the MHES vehicle.
- f) You will not consume alcoholic beverages while attending official functions. Should you report for any official function under the influence of drugs or alcohol, you will not be permitted to attend the function and will be subject to suspension or dismissal.
- g) The use of any alcohol, non-prescribed drugs or tobacco products (smoke, chew tobacco, e cigarettes or marijuana products) is prohibited while at official functions, or while in official wardrobe or in the MHE&S vehicle or MHE&S rental vehicle. You will not smoke during an official function, nor while in official wardrobe or in the MHE&S vehicle. Neither will you chew gum or other candy at official appearances.

## **Guidelines for MHES Royalty**

- h) Check each other's language. Swearing will not be tolerated and proper use of the English language is always appropriate. Do not be offended if a chaperone or Queen Committee member corrects you, as the mistake you made today will be missing from tomorrow's speech.
- i) Try to avoid controversial subject when in conversation with the public. Your personal opinions should be softened, because in most cases individuals are not really interested in your personal views but rather, they simply want a statement from a crown or title. Keep the conversation light; don't create controversy that could become a news story. Comments should reflect well on MHE&S, its management, staff volunteers and events.

### **FUNCTIONS**

1. The majority of functions will require that you perform a specific duty it is essential that Royalty is always prepared. It could include a speech, an introduction, a presentation or just a general mix and mingle. To that end, event preparation is essential. It is important that you know what event you're attending, who is hosting and where you are (i.e.: who is hosting the event) and why you are there.
2. Some pre-event planning would include finding out what the host group does, why they are in Medicine Hat (e.g.: is it a Convention?) and where the participants are from – Medicine Hat, or elsewhere, or in another Province, Canada, USA or abroad. (e.g a cattle breeder's group hosts you, make sure you know how to pronounce the breed's name and the color of the animal.) Your chaperone is a resource person, but you'll remember it better and longer if you ask the questions, ask questions before event while driving and make key points to retain information before arriving.
3. When at a function, it is important to work the room. This does not mean together necessarily but rather independently to ensure that one or both of you greet everyone in that room. It is always important to be on time, but be aware that plans may change at a function and the hosts don't

## Guidelines for MHES Royalty

necessarily let us know. The Queen Committee is occasionally given the wrong time and you'll find you are half an hour early for a function. Make the best of it and visit with the guests. The time spent at a function will be determined by the chaperone - he/she will make certain you do not overstay your welcome. Remember that an invitation to a cocktail party does not guarantee you're invited for dinner. Your chaperone will know or will find out the details before hand.

4. Many functions will have a 'Parade of Dignitaries'. You will never try to upstage another, an invited guest, particularly if she is a visiting Queen of Royalty. Your calm and polished approach to others will always turn any situation in your favour. When visiting royalty or title-holders are your guest, you will be expected to greet these guests with genuine hospitality and goodwill. Treat all of our guests with the respect you would like to receive as a visitor to their city or event.
5. Should an unpleasant situation arise at a function, the chaperone should be alerted. Always be aware of where the chaperone and your Royalty partner are and develop a signal to alert them when you need to be 'rescued'. Do not challenge a drunk or a guest who has a grudge - simply excuse yourself and walk away. This is the reason the chaperones are to stay within eyesight or earshot to help in this event.
6. Even if you happened to find certain functions boring, always remember that you are representing the MHES and do your best to portray an "I'm enjoying myself" image, and make the visit a learning experience. Even if you happened to find certain functions boring, always remember that you are representing the MHES and do your best to portray an "I'm enjoying myself" image, and make the visit a learning experience.
7. You are required to learn the words to "O Canada" and always (at least) mouth the words. Direct your eyes and attention to the flag or the front of the hall whenever O'Canada is being played. Do not chat during the anthem,



## Guidelines for MHES Royalty

and if you are on horseback, try to keep your horse standing as quietly as possible.

8. Always use good sportsmanship. Your chaperone will never allow you to participate in a stunt that will demean you or make you look ridiculous. The year will be a great deal of fun if you give yourself a chance to enjoy all of the new experiences that await you.
9. Do not go to an event hungry if you have not been invited for lunch or dinner. If you have a short appearance, we expect that you will eat before your visit. If events are spread out over an afternoon or evening, the chaperone will make certain you are fed. Do not expect extravagant dining out, the budget does not allow for unnecessary expenses.
10. Royalty will receive (2) tickets or wristbands to performance for family members to attend Spring Indoor Rodeo, Chuckwagon's, Summer Show Rodeo and (2) tickets to attend one night show. Any additional tickets may be purchased at the MHES office or online.
11. All visiting Royalty will attend one day at the Spring Indoor and Summer Show with the exception of Miss Rodeo Canada (MRC), which will be in attendance at all 3 performances if MRC schedule allows.

### **Revision Log:**

Revision Number:	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