

AUSTRALIAN ALPACA ASSOCIATION LIMITED
EVENTS POLICY

Version	4 – reviewed 04/23	Approved by Board	May 2023
Responsibility	Board	Scheduled review	2025

Purpose

The purpose of the Events Policy is to:

- Ensure regions conduct events in accordance with procedures and policies, as determined by the Board of the Australian Alpaca Association Ltd (AAA) from time to time.
- Generate a successful outcome for all events being held by providing guidance for Regional committees and event facilitators.

Background

The Board recognises its responsibility to ensure that, when presenting an event, Regions, AYE & Committees, do so in a manner which not only adopts ‘best practice’ but is for the benefit of the members of AAA and the industry at large.

Events Policy

- All events must be processed via E-Alpaca to ensure correct financial controls are in place.
- All requests to hold events must be submitted to an Approver (being, the Regional or AYE Committee or, for regions that do not have a functioning committee, the AAA Treasurer treasurer@alpaca.asn.au) for approval.
- Submissions to an Approver for an event to be considered for inclusion in the regional events calendar, must include at least the following information:
 - A general description of the proposed event
 - Proposed date and time of the event
 - Alternative date and time if available
 - Location of the event
 - Proposed correspondence to be circulated to the Region’s members
 - Proposed budget
- Events should be open to all qualifying members to participate.
- Once all relevant information is received by the Approver, except where the Approver is the AAA Treasurer, the Approver must hold a vote at the next available committee meeting or alternatively by email consensus.
- After consideration by the Approver of the proposed event the Approver must advise the convenor of the Approver’s decision.

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- On approval of an event, notification must be sent to the office of the details of the event for inclusion in the 'Calendar of Events'.
- The show/event will be opened in eAlpaca when the office receives the approved budget. Documents should be sent to tanya@alpaca.asn.au.
- All members displaying animals at an event should hold their own 'public liability' insurance.
- Invoices for expenses and claims for reimbursement (on the appropriate form) must be submitted to the Approver for authorisation of payment as per the AAA Delegation framework – before being forwarded with supporting documentation to accounts@alpaca.asn.au.
- On conclusion of the event the convenor must present to the Approver a report detailing income received and expenses incurred against the submitted budget.

Event Cancellation and Refunds

- An exhibitor/participant may withdraw/cancel in full or part from a show without penalty up until 10 days prior to the event. Where a show is held by a show society, their cancellation policy prevails.
- Withdrawals/cancellations at shows received less than 10 days before an event will incur a 30% administration fee (including GST if applicable). Cancellations received the day before, the day of, or after a show will not be eligible for a refund.
- For other types of events, unless there are extenuating circumstances, AAA will not provide refunds. Subject to the reason(s) provided in writing, monies may be refunded. However, any refund may be reduced where AAA is already obligated to pay for individual costs, (i.e. on a cost recovery basis for example for catering).