



# **Roxborough Agricultural Society**

## **Official Policy Handbook**

**Rules and Regulations**  
Policy  
of the  
Roxborough Agricultural Society



Last Updated: 2020Dec06  
Last Approval Date: 2022Jan22

General

1. Any person can become a Member of the Roxborough Agricultural Society (RAS) by paying the current Membership Fee to the Treasurer.
2. All kinds of gambling will be strictly prohibited, and no gambling, circus or mountebank performance, or tents, goods, fruits or wares will be allowed within 300 yards of the Fairgrounds on Fair Days, as stated in the Agricultural Act.
3. The Directors shall have the power to deduct a percentage on premiums should the funds of the Society not be sufficient to meet payments in full.
4. Cheques from the Society are to be cashed before December 15, or they will be forfeited.
5. No dogs permitted on the grounds except for service dogs.

Competitions – Exhibits

6. All cattle and horses are to be securely tied.
7. Exhibits must be removed from the Exhibition Hall between 4.00pm and 4.30pm on Sunday afternoon (not before or after). Articles not picked up at the time amounting to less than \$10 will be donated back to the Roxborough Agricultural Society.
8. All agricultural products must be in the growth of the present year and grown by the exhibitor, with the exception of forage and grain exhibits, which may be of the preceding year's growth.
9. Exhibits of purebred stock must be accompanied by the pedigree, which must be produced at the time of showing.
10. While reasonable care will be taken to ensure the safety of all articles submitted for display in the Exhibition Hall, exhibitors must accept the risk of accidental damage, loss or theft. No payment for damaged, lost or stolen articles will be permitted or considered.

Competitions – Judging

11. In the absence of competition in any section, or if the animals or articles exhibited are of inferior quality, the judges are instructed to award only such prizes as they think the animal or article is deserving. They will exercise their own discretion as to whether they will award first, second, third, or any prize.
12. In the absence of competition in any entire class, only one prize in each section will be awarded. This applies in the cattle and horse classes only.
13. Any member of agent who interferes with the judges in any way shall forfeit all his prizes.
14. All protests must be written and handed to the Treasurer on days of the Fair. Otherwise, they will not be accepted.

Competitions - Prizes

15. No exhibitor shall be allowed to receive more than one prize in the same section of a class except in the case of livestock.
16. In livestock classes, each exhibitor shall be allowed a maximum of two prizes in each section of a class.
17. Any exhibitor, having obtained a prize by wilful or corrupt means, fraud or misrepresentation, shall forfeit all prizes for the current year
18. Winners of merchandise prizes must claim the same no later than December 15 and, at the same time, accept merchandise from existing stock.
19. Whereas there is an amendment to the Agricultural Act, requiring all Societies, after their annual meeting, to send the Ministry along with their reports, a list of 60 paid-up Members, therefore the following rule has been added: in the case of all exhibitors taking prizes of the same amount or greater than the current Membership Fee, the Treasurer will retain the current Membership Fee for membership for the ensuing year.

**The Board reserves the right to make amendments without prior public notice.**

**Code of Conduct**  
Policy  
of the  
Roxborough Agricultural Society



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**Please review our Code of Conduct carefully.**

All Roxborough Agricultural Society (RAS) events are meant to be fun and safe for EVERYONE, so it is important that all clients, staff and volunteers understand and follow the guidelines.

1. Always show respect to other people, spaces, property and animals.
2. Respect your environment and facilities/grounds by not littering.
3. There is zero tolerance for bullying and discrimination.
4. Everyone must follow the rules and policies of the RAS.
5. Do not abuse or deface facilities or equipment. (NOTE: Visitors will be held financially responsible for any damages.)

If any visitor behaves in any way which compromises our ability to foster enjoyment, a sense of respect and the dignity of EVERY person at RAS events (visitors, staff and volunteers alike), the client will be asked to leave.

# Responsible Beverage Service

## Policy of the Roxborough Agricultural Society

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1. We will not service alcohol to anyone under the legal drinking age of 19 years.
2. Proof of legal drinking age will be required when our staff is in doubt.
3. We will not serve alcohol to patrons who are obviously intoxicated.
4. We will provide alternative beverages to alcohol for our patrons.
5. We will serve our patrons in a friendly and courteous manner, but any form of abuse **will not** be tolerated by our servers.
6. We will limit the number of patrons to the number posted at our entrance.
7. We will introduce all staff to our policies of Responsible Beverage Service principles during the first shift.

**Refund Policy**  
Policy  
of the  
Roxborough Agricultural Society



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Refunds are not generally permitted. Exceptional circumstances may be considered at the discretion of the Treasurer or designee.

In no case will vendors be eligible for refunds of fees.

# Anti-Harassment and Anti-Bullying

## Policy of the Roxborough Agricultural Society



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All events of the Roxborough Agricultural Society (RAS) are to be a wonderful experience for all staff, volunteers and visitors. As members of a community, we should always strive to be the best people we can be for each other. RAS events are to be a place where all people should be able to feel included and accepted for who they are in an environment based on mutual respect, tolerance, and acceptance.

Accordingly:

1. Every person at RAS events has the right to a safe and healthy environment.
2. Bullying and/or harassment of any individual at any fair event is unacceptable and will not be tolerated.
3. The Anti-bullying and Anti-Harassment Policy of the Roxborough Agricultural Society applies to all staff, volunteers and visitors.
4. This policy is applicable to all permanent, temporary, casual interpersonal and electronic communications and contact such as emails, texting, face book postings and online comments.

### BULLYING AND HARASSMENT DEFINITIONS

“Bullying” and/or “Harassment” is defined as aggressive and typically repeated behaviour where:

- i. The behaviour is intended to result in, or to be reasonably known to result in causing fear, humiliation, intimidation or distress to another individual. This includes physical, psychological or social harm, or harm to an individual’s property
- ii. The behaviour creates a negative environment for another individual or the community at large
- iii. The behaviour infringes on the safety of another through direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
- iv. The behaviour that creates a real or perceived imbalance of power between individuals based on factors such as size, strength, age, intelligence, peer group power, economic status, religion, ethnic origin, family circumstances, race, disability

### EXAMPLES:

Sometimes it is easy to spot harassing and bullying behaviours. For example, the following behaviours are never acceptable:

1. Aggressive verbal behaviours such as threats, intimidation, excessive teasing
2. Physical assault of any kind such as hitting, punching, biting, kicking or restraining someone against their will
3. Sexual assault
4. Repeated unwelcome touching

5. Deliberate exclusion from the community

Other times, it is not so easy to recognize harassment or bullying. Some behaviours that may seem innocent or harmless may be hurtful. Sometimes an individual may engage in harassment or bullying without even realizing they are doing it. For example:

1. Telling a joke repeatedly about someone, even if the person found the joke funny the first time
2. A group of friends who hang out together all the time may lead others to feel excluded or inferior, even if it is not the intention of the group
3. Telling a secret about another person which can lead to rumours even if it were only meant to be shared with one person

#### OBLIGATIONS

Each person in attendance at RAS events is obligated:

- i. To report immediately to the office any observed or experienced incident or any perceived incident of bullying and/or harassment
- ii. To take immediate steps to intervene in aggressive behaviour when safe to do so
- iii. To immediately seek assistance or witness if required, from another staff member

#### ACTION PROCEDURE

A Director of the Board who is informed of an incident is obliged:

- i. To promptly investigate any complaint of bullying or harassment or perceived bullying or harassment
- ii. To refer the incident to conflict resolution under the direction of a Director or designee and/or peer mediation session with the individuals to attempt resolution  
NOTE: Conflict resolution procedures shall not supplant the authority of the Board of Directors to act to prevent violence, ensure safety and maintain order.
- iii. To take action up to and including removal from the event of any individual who engages in bullying or harassment that continues to disrupt the well-being of another individual
- iv. To make reasonable efforts to keep a report of bullying and the results of any investigation confidential
- v. To immediately prepare documentation of any incident of bullying or harassment including the names of the individuals involved; the date and time of the incident(s); locale of the incident; details of the incident(s); names of witnesses; the action taken; to submit (Incident Report Form) to the Board of Directors
- vi. To immediately notify the rest of the Board of Directors and parents/guardians of any minors under the age of 18 if legal authorities are notified
- vii. To notify the police and the rest of the Board of Directors, if any incident allegedly contravenes Federal and Provincial Laws



**Social Media**  
Policy  
of the  
Roxborough Agricultural Society



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Every time one communicates on social media, whether it is on Facebook, YouTube, blogs, twitter, etc., one is exposing to the public viewing, an opinion of one's self and those in one's social environment. Although every person is entitled to reflect on their experiences, sound judgment and due care should be exercised when using social media to publicly share these thoughts.

The inappropriate use of electronic communications and social media can result in facing civil or criminal legal consequences.

Examples of social media communications that could initiate legal ramifications are:

- Making any online comments that defame the Roxborough Agricultural Society (RAS) and/or persons managing the RAS and/or persons attending RAS events
- Disclosing confidential information about any person attending RAS events, or involved with the RAS
- Posting images of any visitor, staff or volunteer without their declared permission (or that of their parent(s)/guardians if a minor)
- Using any electronic communication technology to harass, or what may be perceived to harass, a visitor, staff or volunteer.
- Using any social media technology to incite hatred against the RAS, an identifiable person or group.

**Privacy  
Policy  
of the  
Roxborough Agricultural Society**



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The Roxborough Agricultural Society (RAS) recognizes the importance of privacy and the sensitivity of personal information and is committed to keeping the any personal information collected of our competitors, staff and volunteers accurate, confidential, secure, and as private as possible.

Our Privacy Policy has been designed to inform everyone of our commitment to adhere to the terms and spirit of the federal Personal Information Protection & Electronic Documents Act (PIPEDA, January 1, 2004).

**ACCOUNTABILITY**

The RAS controls and centralizes the collection of personal information for administrative purposes. All information is processed and stored in secure and confidential databases and/or storage units off-site with limited access through a designated member(s) of the Board of Directors or designees.

The RAS does not give or sell personal information to any organization nor do we share information online or by telephone to any outside parties. We do not publish any personal information online or in written form without the express permission of the individual (or that of the parent(s)/guardians of a minor).

**WHAT INFORMATION DO WE COLLECT?**

The personal information we collect shall be limited to that which allows us to run safe and effective programs while maintaining accurate and appropriate records.

The personal information includes names and contact information of competitors, as well as appropriate personal information from staff and volunteers to facilitate training, contact and payroll.

The names of competition winners may be publicised by RAS.

**PHOTOGRAPHS/IMAGES**

Everyone at RAS events is encouraged to take and share photos of their experience. These photos are for the individual's personal use.

Unless photos are placed within the custody of the RAS, the RAS does not take responsibility for any sharing and/or posting of these personal photographs on any social media sites such as Instagram, SnapChat, Facebook, YouTube, blogs, texts, etc.

As RAS events are public, all competitors, visitors, volunteers and staff must agree that RAS may utilize their image and voice in photos and videos. These images and videos may be used to advertize and promote RAS and RAS events.

### **CHANGES TO OUR PRIVACY POLICY**

Changes to all of or any part of our Privacy Policy will be reviewed annually and posted on our website and in any other place we deemed appropriate, so that you are always aware of what information we collect and archive, how and under what circumstances this information is used.

### **CONTACT INFORMATION**

If you have any questions about our privacy policy, please contact us through our website.

**Police Clearance**  
Policy  
of the  
Roxborough Agricultural Society



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Police Clearance requirements apply to those over the age of majority (18 years).

All Directors, as well as all adult volunteers and staff with direct supervision over volunteering or employed minors in attendance (without a parent/guardian) at RAS events or activities must provide a current Vulnerable Sector Police Clearance Form to the Board of Directors prior to said supervision.

Vulnerable Sector Police Clearance Forms obtained for another organization or purpose may be accepted by the Board of Directors.

Vulnerable Sector Police Clearance Forms must be renewed every three (3) years.

No police clearance form older than six (6) months will be accepted by the Board of Directors.

**Health & Safety**  
Policy  
of the  
Roxborough Agricultural Society



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**Communicable Disease**

Any visitor, staff or volunteer who is ill and unable to participate fully in regular activities should not attend Roxborough Agricultural Society events.

**Competitor Injuries**

All competitors involved in any physical incident must be cleared by first aid personnel before they may be permitted to compete.

**First Aid**

The RAS will make reasonable effort to ensure there is a first aid certified person assigned to be available at all times during the Avonmore Fair and fundraising events while said events are open to the public.

**Incident Reporting**  
Policy  
of the  
Roxborough Agricultural Society



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Incidents must be reported in a timely manor. Incident report forms must be submitted to the Board of Directors , and include all relevant information (including all available voluntary statements from witnesses).

**Roxborough Agricultural Society**  
**Incident Report Form**

Date: \_\_\_\_\_  
Time: \_\_\_\_\_ AM  PM

**Incident Particulars**

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Description of Incident**

Location: \_\_\_\_\_  
Injury Sustained: \_\_\_\_\_  
\_\_\_\_\_  
Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Treatment**

On site: \_\_\_\_\_  
\_\_\_\_\_  
Ambulance: \_\_\_\_\_  
Hospital: \_\_\_\_\_

**Witnesses**

Employees: \_\_\_\_\_ Did you Witness Incident: Y / N  
Did you witness incident? Y/N If not, who told  
you? \_\_\_\_\_  
First on scene: \_\_\_\_\_ Did you Witness Incident: Y / N

Additional Info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Accessibility Standard for Client Service

## Policy of the Roxborough Agricultural Society



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### Forward

The Roxborough Agricultural Society (RAS) strives to provide equitable and accessible services to individuals with disabilities. The RAS Accessibility Standards for Client Service Policy was created to document the steps taken by the RAS to ensure that our services and programming are accessible and equitable. This policy will be revised as other standards are introduced under the Accessibility for Ontarians with Disabilities Act, 2005. The Board of Directors will revise this policy annually to ensure that our services continue to respect the dignity and independence of individuals with disabilities.

### What is the AODA?

The Accessibility for Ontarians with Disabilities Act, 2005, is an Ontario law that aims to increase accessibility for those with disabilities, through the implementation of mandatory accessibility standards.

### Environmental and Programming Limitations

RAS aims to be open and flexible to accommodate client needs when possible, but our programming and environment may not be equipped to do so in certain situations.

The following outlines our policies concerning assistive devices, support workers and service animals during the camping season:

**Assistive Devices:** Any client with assistive devices are welcome to RAS events. If a client has an assistive device, we will make every reasonable accommodation.

**Support Workers:** If a client has a support worker, they and their support worker is welcome to RAS events.

**Service Animals:** Service animals of our clients are always welcome at RAS events.

### Staff Training

All RAS volunteers and staff shall submit training records, or attend an RAS training session which equips them with the tools and knowledge to provide respectful and equitable service. Training includes:



- An overview of the Accessibility for Ontarians with Disabilities Act [2005], and the requirements of the customer service standard
- Details of this policy
- Discussions and workshops that address various disabilities and assistive devices
- Safe, effective and respectful ways to support individuals with disabilities

### **Communication Standards**

RAS makes information concerning our policies, practices and programming accessible through multiple mediums. We highlight to the public that they may receive information via:

- Electronic forms
- Printed material
- Phone conversations
- Face-to-face interactions
- Our website (which may be displayed in multiple font sizes & various contrasts)

When speaking to clients, RAS aims to communicate with individuals in a manner that takes into account any physical, social and/or cognitive differences.

### **Employment standards**

RAS provides an inclusive and nurturing work environment for staff members. For individuals with disabilities, we strive to provide them with the support they require to be active and successful members of our staff. Examples of the type of extra support we provide includes:

- Delivering feedback in a mode that is effective for the individual (i.e. providing written and verbal evaluations, providing concrete examples...)
- Scheduling extra one-on-one meetings to provide emotional support
- Taking time to discuss strategies and to provide extra feedback

### **Job Postings**

RAS advertisements of employment opportunities shall include the following statement:

"The Roxborough Agricultural Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please note that there are environmental and job specific physical requirements and limitations that may impact an applicant's ability to perform."

### **Feedback Process**

RAS welcomes and appreciates feedback concerning the accessibility of our services. Individuals who wish to provide feedback on the way the RAS provides service to people with disabilities can do so in the following ways:

- Email RAS [Info@AvonmoreFair.ca]
- Phone RAS [613.346.2252 – During Fair Only]
- Schedule an appointment to meet with a member of the Board of Directors

All feedback will be directed to the current President of the Board of Directors (or designate). We will ensure that feedback is responded to within 30 days of the date that it was issued.

**Pet**  
Policy  
of the  
Roxborough Agricultural Society



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To remain in compliance with applicable Health Regulations, for your safety and the safety of your pets, no pets, including those of visitors are permitted on the property without special permission of the Board of Directors.

Service animals are exempt from this restriction.

Animals which are part of an approved event are permitted.

**Facilities Use**  
Policy  
of the  
Roxborough Agricultural Society



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Any person or group wishing to use the grounds, buildings or equipment must request said use in advance. Requests shall be directed to the Board of Directors. The Board of Directors may authorize use at its discretion, and may require a fee at its discretion. Additional documentation (including insurance information) may be required.

Grounds, facilities and equipment must be returned as found (clean and in good repair). Equipment must be returned to the place where it was found (unless otherwise instructed by the Board of Directors).

## Facilities / Equipment Use Form



Date of Request			
<b>Who</b>	Name		
	Phone		
	Email		
	Organization	(if applicable)	
<b>Request</b>	<b>What</b>	<input type="checkbox"/> Grounds (not incl. Buildings) <input type="checkbox"/> Buildings - specify : <input type="checkbox"/> Chairs <input type="checkbox"/> Tables <input type="checkbox"/> Trash Cans <input type="checkbox"/> Picnic Tables <input type="checkbox"/> Other:	
	<b>When</b>	Start Date: ___ / ___ / ___      Time: ___ : ___ <small style="display: block; text-align: center;">dd      mm      yyyy</small>	
		End Date: ___ / ___ / ___      Time: ___ : ___ <small style="display: block; text-align: center;">dd      mm      yyyy</small>	
		Sign I/We agree to follow all policies and directives of the Roxborough Agricultural Society.	
<b>RAS ONLY</b>	Approval	Sign	Date: ___ / ___ / ___ <small style="display: block; text-align: center;">dd      mm      yyyy</small>
	Fee	Amount Due	Amount Paid
	Insurance	<input type="checkbox"/> Required to list RAS as Additional Insured  <input type="checkbox"/> N/A	
	RAS Responsible Person for Day of		Date Received:  ___ / ___ / ___ <small style="display: block; text-align: center;">dd      mm      yyyy</small>