

THE SHOW HORSE COUNCIL OF AUSTRALASIA Inc.



DUTY STATEMENTS.

July 2000, Updated 2001, 2003, 2004

REFERENCE HANDBOOK FOR SHOW ORGANISERS

1. THE SHOW SECRETARY

While a committee makes the decisions on details of the Show, the main responsibility for putting the Show preparations in place is left in the hands of the secretary.

1. General Preparations **FOR POST ENTRY SHOWS (i.e. Entries on the day).**
 - a) Confirm the Date & Venue, Stabling if applicable.
 - b) Confirm Judges & their expenses, arrange Judges Travel & Accommodation.
 - c) Confirm Sponsors & line up their Promotional material. Issue Invitations, including V.I.P.'s & Press.
 - d) Put Show Schedule & Timetable in place & distribute a.s.a.p.
 - e) Ensure Advertising Schedule in place.
 - f) Place Ribbon Order, arrange Trophies & engraving of Perpetual Trophies.
 - g) Identify Show personnel required, arrange & confirm. e.g. – Announcer & Assistant, Ring Stewards, Ringmaster & Assistant, Marshalling Stewards, , Helpers for Setting up & pulling down of Rings, Presentation Area etc.
 - h) Identify & confirm equipment e.g. Sound System, Ring Numbers, tables, Chairs, umbrellas.
 - i) Arrange for a Food Outlet.
 - j) Arrange catering for Judges, Stewards, VIP's, Show Personnel
 - k) Office requirements – Ring Tickets, Float, Result Books, Programs, Float.

2. General Preparations **FOR PRE-ENTRY SHOW (e.g. HOTA) – as above plus:**
 - l) Distribute updated Show Schedule to previous years Exhibitors, Clubs, Saddleries etc. Publicity Officer to be provided with information for placing of Advertising.
 - m) On receipt of Entries check that Entry Forms, documents & all monies are in order & issue receipts. Place any problem Entries before Council for decision, Letter to go if Entry not accepted.
 - n) When fully processed, forward Acceptance letters & Stable allocation.
 - o) Compile all Entries in form ready for the Printer.
 - p) Compile Alphabetical Master Sheet showing name of Exhibitor/ Competitor, Exhibit, Classes, Numbers, Stables/Camping etc.
 - q) Show Office will require stocks of Recording Sheets, Resume Sheets, Height Transfer Forms Treatment Sheets, Measuring Cards, Lunch vouchers, Arm Band & Breast Plate Numbers & tape. Plus - copy of Competition Rules & Show Schedule, Catalogues. Record any changes in Office Copy Catalogue, duplicate these changes in Catalogues provided to the Announcer & the Marshalling Steward.
 - r) Additional Officials required: Gear Steward, Official Measurer & Measuring Stewards, Mounted Steward, Recorder, Office Assistants, Ribbon & Awards Stewards, Ground Jury, Hosts, Barmen, Security, Drug Stewards, Veterinarian.
 - s) Additional set up required : Marquees, seating, flagging, Porta loos?
 - t) Sites for Trade Stands - Allocate
 - u) Arrange Video & Photographer
 - v) Issue Officials with documentation, Ribbons/Prize money/Trophies

GRAND NATIONAL – As above plus

- w) Provide all Grand National Qualifying Shows with Result Request Forms.
- x) Follow up that all completed Results Sheets are received .
- y) Mail out Schedules to all eligible as per Qualifying Shows Result Sheets.
- z) Additional Official - Timekeeper

After The Show – Record Results, send Thank You letters & Prize Money confirmed.

2. THE RINGMASTER

Is responsible for the smooth running of the Rings and would be the person a competitor would approach if they had a problem or query on the day.

1. Be appropriately dressed for the standard of the Show, the weather conditions and be clearly identifiable as the Ringmaster.
3. Arrive in plenty of time to brief the Stewards and Judges . Ensure the Ring set up is satisfactorily for smooth running of the Show & that ribbons, trophies, result sheets, pens, clip boards etc are on hand. Make sure that there are seats in the rings for the Judges and Stewards.
3. The Ringmaster has total control of the ring and should have the authority to make any decisions that are necessary to maintain control.
4. The Ringmaster should endeavour to keep the rings running to time. A word in the steward's and/or Judge's ear may be necessary through the day. In the case of a clash of Classes every effort should be made to allow an exhibitor to compete, however in fairness to other Competitors the Rings should not be held up unnecessarily. A time limit is imposed at HOTY for such clashes.
5. The Ringmaster should not compete at the Show, either showing their own stock or having somebody else show their stock.
6. The Ringmaster must be seen at all times to keep strictly to all rules and regulations without favouritism.
7. The Ringmaster must be approachable to everybody but maintain a firm control.
8. The Ringmaster must keep up with showing trends, new terminology and its meaning and be determined to stamp out any activity detrimental to the show
9. The Ringmaster should have a good knowledge of Show Horse Council Competition Rules and have knowledge of individual breed guidelines.
10. The Ringmaster must have full knowledge of the Show's rules & regulations as printed in the schedule, including procedure for the solving of official protests.
11. If a Protest is received by the Ringmaster, he/she shall immediately call together the Ground Jury (of which he/she is a member) which has been appointed to adjudicate such matters .

3. THE RING STEWARD

Assists by carrying out the Judge's directions in relation to Competitors movements in the Ring, recording results and being the go-between if a competitor wishes to approach a Judge.

1. Be appropriately dressed for the standard of the Show and the weather conditions.
 2. Be on time - minimum of 15 to 30 minutes before the advertised starting time of section.
 3. Report to the Secretary's Office & the Ringmaster
 4. Be familiar with the schedule and the conditions of each class - e.g. Novice, Intermediate, Open etc. Ensure the Judge is aware of these details also.
 5. Be aware of time allocated to classes - if times are specified in schedule make sure that class does not start before that specified time.
 6. Make sure that class numbers are visible to the announcer and the competitors.
 7. Ensure that all exhibits are brought before the Judge, break Class up into Heats if Entrants exceed 12.
 8. Avoid conversing with the Judge during judging process, exception is when the Judge requests a particular function or placing or marks are being noted. The Ring Steward should not voice their opinion to the Judge on the merits an exhibit/competitor.
 9. Hand the ribbons to the Judge to award at completion of the class judging.
Ensure that the results are recorded correctly – i.e.
The correct Show name of horse, name of owner, number of entries in class if a Horse Class, Name of rider in Riding Class.
- Some large shows may use Catalogue Numbers rather than taking names so ensure that the correct catalogue number is taken. Some large shows also require that an "emergency or next in line" Horse or Rider is recorded.
10. Ensure that proper decorum is kept in the ring and that unauthorised persons do not enter. If unauthorised persons enter the ring, judging must be halted until they leave.
 11. Should an incident arise between the Judge & a Competitor relating to the judging of a Class and/or the result, record the incident & advise the Ringmaster & Show Secretary a.s.a.p.
 12. A Judge can withhold the award of a 1st prize if he/she is of the opinion that the exhibit is not worthy of the prize.
 13. On completion of the Ring, return the results and any unused ribbons and Awards immediately to the Secretary's Office.
 14. At lunchtime and at the completion of judging, accompany the Judge to the area set aside for refreshments.

4. SHOW MARSHAL

Is responsible for ensuring that all competitors entering the Ring comply with the requirements of the Class which has been called up & that they are eligible to compete in it.

The Show Marshal should:-

1. Arrive in the Marshalling yard at least 30 minutes prior to the event starting.
2. Have updated Catalogue or List Of Entries Sheets, mark "Marshall's Copy
3. Check Horse & Rider numbers are displayed clearly.
4. Check Horse Number correct against relevant Entry in the specified event from the Catalogue.
5. Check the horses measurement card to verify the horses height coincides with the height specified in the Event listed in the Catalogue.
6. Check Rider number coincides with the Entry specified in the Event listed in the Catalogue.
7. Marshal must call horses or riders at least 15 minutes prior to commencement of their class. Once all horses or riders have been checked and marshalled, the marshal hands over the competitors to the mounted steward, so they can be escorted to the appropriate Arena or Ring.
8. The Gear Steward will inspect all Horses & Riders during Marshalling process.
9. Any discrepancy should be reported immediately to the Ringmaster and/or the Office. Any Entry in doubt shall not be permitted to proceed to the Ring until cleared by the Ringmaster.

5. THE GEAR STEWARD

Is the person who has the responsibility of ensuring, by a visual inspection, that the saddlery and equipment of each horse and rider complies with the Rules of the Class, the Show & The Show Horse Council Competition Rules.

1. No competitor is permitted to leave the Marshalling Area for entry to the Ring unless their saddlery and equipment has been checked by the Gear Steward.
2. If a rider does not have their gear checked by the appointed Gear Steward they may incur elimination at the discretion of the Ground Jury.
3. The Gear Steward shall request the removal of unsafe, cruel, ill-fitting or unsuitable gear or saddlery. Failure to comply with such a request will mean the horse and/or rider is ineligible to compete.
4. The steward shall consult the Ground Jury if any doubt exists regarding any item of saddlery or equipment.
5. The steward should be familiar with the Show Rules & the Competition Rules pertaining to:-
 - (a) Saddlery & Equipment
 - (b) Riding attire

6. SAFETY OFFICER

It is imperative in these times of litigation that safety practices are in place at all Council activities. The Council has a “duty of care” to ensure competitors, spectators, Officials & volunteers participate in a risk free environment. Given that animals can be unpredictable, safety practices can & do avoid potential problems, the Council does have a proud record in this regard.

1. Assess the venue & identify potential Hazards, taking action taken to avoid or minimise these. Ground surfaces should be level & obstacle free, extreme muddy conditions could pose a danger & should be evaluated carefully before use. Depending if the venue allows, it is desirable that Gates be monitored
2. Rings should be set in such a way as to avoid crowding on the Ring or to avoid competitors entering another Rings space.
3. Ring Officials are to be counselled to keep Heat numbers within required limit to avoid overcrowding in the Ring.
4. In the event of a horse being out of control, the Ring should be halted until control is restored. At all times, the Safety Officer should work closely with the Ringmaster & the Mounted Steward.
- 5.. A Medical Officer (or First Aid Officer) to be on hand throughout the day.

7. THE MOUNTED STEWARD

At all Events it is imperative to have safety practices in place. An experienced Mounted Steward can be particularly valuable in this regard, not only to avoid problems but also to be able to react to an emergency situation involving an unruly or out of control horse.

1. The Ringmaster will brief the Mounted Steward on the planned entry & exit points of the Rings & any designated holding area for a horse that has a clash of Classes.
2. A Ring Schedule & Timetable is essential in order that the Mounted Steward can assist in keeping the Rings running to time.
3. When a Class is called up the Mounted Steward escorts the competitors in an orderly manner to the designated Ring where they are lined up awaiting the Judge's directions.
4. If Heats are necessary, any competitors not required for further evaluation are lined up at rear of Ring ready to be escorted out by the Mounted Steward.
5. At completion of the Class the Mounted Steward will escort all remaining competitors from the Ring, paying particular attention to young or less experienced riders or fractious horses.
6. The Mounted Steward can also provide a valuable communication link between the Ringmaster, Stewards, Marshals & Announcer if a problem arises.
7. Once a Class has commenced no competitor shall enter or leave a Ring without permission, if this is granted the Mounted Steward must accompany them.
8. In the case of Classes running behind time, it assists if as final assessment is being carried out, the Mounted Steward brings up the next scheduled Class & has them lined up ready & waiting behind the Ring.
9. It may also be the duty of the Mounted Steward to relay Results to the Announcer &/or Scorer.

8. AWARDS STEWARD

At major Events it is desirable to appoint an Awards Steward who can facilitate a more efficient distribution of Ribbons & Awards by collecting these from the Show Office &

1. Obtaining a List of Awards being made on the day.
2. Checking that all Awards are on hand ready for presentation.
3. Creating a Display Table near Presentation Area.
4. Having ribbons & sashes laid out ready for commencement of each Section.
5. Providing Ring Stewards with required Awards & at completion of the day, returning any Perpetual Trophies & unused Ribbons to the Show Office.

9. THE SWAB STEWARD

The duty of the Swab Steward is to ensure that the correct procedures are followed during the collection of samples for drug testing of horses, assist with the collection of samples & ensure that the relevant sampling records are correctly completed. Where Sampling is undertaken all procedures, handling & instructions for collection of samples must be strictly followed.

The Swab Steward should –

- (1) Prior to commencement of their duty, make themselves familiar with the Drug Testing Procedures and any relevant Documents of Protocol issued by the Drug Testing Laboratory.
- (2) Check with Official/s that Drug Testing Sampling Kit/s have been provided to the Drug Testing Veterinarian.
- (3) At commencement of duty, make yourself known to the Ringmaster/Ground Jury & the Testing Veterinarian.
- (4) Check with the Ground Jury/Ringmaster as to the manner of selection, so that all is ready when the horse/s are selected for Drug Testing.
- (5) With the Testing Vet. Check that the contents of the Drug Sample Kit are sufficient and all the necessary Sample Identity Forms and any items required for collection and sampling are on hand.
- (6) Ensure the Swab Box and adjacent area is prepared and ready for sampling of horses to be tested.
- (7) Once the horse/s is selected for Drug Testing, inform the Rider/Handler that the horse has been selected as such. At this point, it should be established that the Responsible Officer or his/her representative must accompany the horse to the Swab Box to witness the sampling procedures..
- (8) Escort the horse to the Swab Box. The identity of the horse (i.e. Name, Catalogue No. etc.) is recorded. Samples should be collected as soon as possible, advise the Responsible Officer/Representative of his/her responsibilities to witness the sampling procedures and to sign the relevant documents. **They must receive a copy of the SHC Drug Testing Guidelines.** Disinclination to witness after being informed shall be considered as agreement to the procedure. The Vet. Is responsible for the collection of samples, the Swab Steward should assist as directed. The Responsible Officer/Representative must sign the relevant documents & either accepts the validity of the sampling without objection, or objects and must state the reason for such objection in writing. Any form of wilful obstruction to procedures or refusal by the Responsible Officer/Representative to sign the documentation, shall be considered a refusal to submit the horse for sampling and must be reported to the relevant Show Official/s as soon as possible.
- (9) After the Vet. Has completed the collection of samples from the horse, ensure the Responsible Officer/Representative, Vet, and Swab Steward has signed all necessary documents and all records have been completed.

The only persons that shall be admitted to the Swab Box are the Vet, The Responsible Officer/Representative and the Swab Steward. It is important that the sampling procedure is carried out with consideration and calmness. The Swab Steward should remain polite throughout the process, thereby defusing any confrontation that may arise. The Sample Kit and samples collected must be securely kept at all times, with custody maintained and the despatch of samples to the Testing Laboratory according to the directions of the Show Officials.

10. THE MEASURING STEWARD

Should be conversant with procedures to be followed on the day. Measuring can be a long & tedious process, it is important to remain calm, polite & considerate throughout thereby defusing any confrontation that might arise with a disgruntled competitor.

1. It is imperative to be on time, have good supply of relevant paperwork, Rules, pens etc. on hand. Depending on the occasion, normally 2 Stewards would be sufficient. At a larger Event e.g. (H O T Y) it would be ideal to have 4 Stewards.
2. The horse must be presented bridled and without rugs, hoods or other equipment. It may be shod (tips not permitted) or, if unshod, no shoe allowance will be given.
3. The Measuring Application Form shall be completed, Fee paid, paperwork checked plus sighting of any previous Certificate prior to the horse being checked by a Steward who ensures that Registrations details agree with the brands, marks, scars, etc. of the horse presented.
4. The Official Measurer then measures the horse while the Steward/Assistant enters the horse's details on the Measuring Certificate. When the height has been confirmed by the Measurer, the Measurement is then recorded on the certificate (Pink Book, Annual; or Blue Book Life Measure) which is then signed by both the Measurer & Steward/Council Official & handed to the Exhibitor. A Day Book may also be used as an additional Record for the benefit of the Measurer.
5. In the case of the HOTY each exhibitor must be issued with a Measure Card or stamp. If the horse holds a Current Measuring Certificate the horse should be presented with its Registration & Certificate to be sighted & issued with a Measure Card or stamp in same height as the Official Measure Certificate. At other S.H.C. Grand National Qualifiers e.g. Pacific Coast Measuring Cards or stamp are also issued & required to be carried or displayed.
6. In the case of a Day Measure at Official Events, the horse is measured & the Height & details recorded on a Measure Card, which is issued at no charge. As a double check the measurement is also recorded alongside the horse's name on list of entries.
7. The Steward, as the Hack Council Official, may be requested by the Measurer to sight & confirm a borderline Measurement.
8. Accuracy is essential, be patient and always good-humoured.

11. THE HOST

Plays an important social role, guests will judge our organization by the manner in which they are treated at the Show. These guests could be Sponsors, VIPs, Judges, Stewards & Press etc.

1. Obtain a List of all guests & their particulars, that are expected on the Day.
2. Ensure VIP area is set up with sufficient chairs, tables & that basic catering for Morning Teas etc. is in place, if not, follow up with Show secretary.
3. Greet each Guest & introduce to other guests. Offer light refreshment, keeping Refreshment area clean & tidy.
4. Provide a Show Catalogue & do best to make guest feel comfortable.
5. Circulate among the guests as day proceeds.
6. Ensure all guests are aware of Luncheon arrangements.
7. If a guest is to participate in Award ceremony, liaise with Ringmaster as to when they will be required & have standing by.
8. When guests depart, thank them for their interest & attendance.
9. Leave area clean & ensure all catering items are returned to the Show Office.

12. THE ANNOUNCER

Is the voice of the Show and keeps competitors informed of the Timetable, calls up Classes, announces results as they occur & provides other information of interest to spectators..

1. The Announcer requires a quiet area in which to operate, table, chairs, Show Catalogue, Timetable, List of Sponsors & information on their product.
2. The Announcer works closely with the Ringmaster & the Show Secretary, any matter requiring clarification must be referred to either or both of these officials who will resolve the question.
3. The Announcer, depending on the Show, may require an assistant.
4. Officiating Judges to be acknowledged. All Classes to be called up & introduced, Results announced when available.
5. Recognition to be given throughout the Show to all Sponsors. However during Awards, particular recognition to be given to the participating Sponsor of the Section concerned & their involvement in the Awards presentation.

13. THE SCORER

A scorer is required when the system used for judging involves the awarding of points.

1. A scorer is used at any show where more than one judge is officiating in a class, or where score sheets are being used.
2. It is advisable to have an assistant scorer to check all the result sheets.
3. The scorers are placed away from the judging rings, close to the announcer so results are available on completion of score talleys.
4. The score systems may vary at different shows, but the following one is currently used at SHC HOTY & most Grand National Qualifiers..

“Each judge has a separate score sheet. They place their horses one to ten, one (1) being first choice.

5. The judges must sign their score sheets.
6. On completion of judging the steward collects each Judges sheets for the scorers to tally & enter on a Final Score Sheet, the two (best) lowest scores are counted **the (worst) highest score is discarded**. Therefore the lowest collective score is the winner, going up the line to tenth place which receives the highest collective score”. In case of equality of scores the preference of the nominated presiding Judge prevails. Double check Score Sheet before Final results announced.

Both organizers and competitors appreciate a fast result!!

Example of Final Score Sheet

Section _____

Entry No.	Points Awarded			Total	Position
	Judge 1	Judge 2	Judge 3		
14	D 9	7	5	12	7th
25	D 3	1	2	3	2nd Runner Up
42	D 6	4	4	8	5th
65	2	6	3	5	3rd (next in line)
71	5	3	D 6	8	4th
98	1	D 2	1	2	1st Winner
106	4	5	D 7	9	6th
136	8	10	D 10	18	10th
159	D 10	8	8	16	8th
182	7	9	D 9	16	9th

Judges Signature: _____

(Presiding Judge was Judge 2)

A similar method is to follow as above but counting all three Judges Scores in total.

14. THE GROUND JURY

COMPOSITION

The Ground Jury shall consist of a number of persons (minimum of three, maximum of five) appointed by the Council if a S.H.C. Event or, the Show Committee. The Ground Jury should include The Ringmaster, a person appointed by the SHC (only if a G.N. Qualifier) and members of the organising committee. If relevant, the Judge of a section concerned may be consulted.

FUNCTION

The Ground Jury shall adjudicate on Protests, Disputes and matters, which are brought before it for resolution. Except for those sections of the Rules where there is "absolute liability" the burden of proof should be clear and proven. If there is any doubt whatsoever, then the decision should be in favour of the person being complained about, rather than in favour of the complainant. The principals of Natural Justice must be applied to all decisions made by the Ground Jury. Any resolution or action taken is to be placed before a meeting of the Council (or Show Committee) at the earliest opportunity.

JURISDICTION

The Ground Jury will, for a period of 30 days before the Event, during the Event and for 30 days after the Event, adjudicate on matters relating to the Competition.

In adjudicating, the Ground Jury will refer to the Rules Of The Competition and, in the case of a Show H.C. Event, the S.H.C. Competition Rules and General Rules.

COMPLAINT PROCESS

The manner in which a complaint can be lodged should be included in the Rules & Regulations applying to the Show, normally with the Show Secretary or the Ringmaster. The Ground Jury shall be convened A.S.A.P. after a Complaint has been received or they are made aware of a matter requiring resolution. Some matters may be of an urgent nature (eg alleged cruelty), preliminary investigations should be made as soon as possible so as not to lose any evidence that may be available.

Matters that pertain to alleged breach of Rules are generally of an urgent nature as a decision is often required then and there to allow a competitor to start in a class or prevent them starting in a class. There may also be a decision required which could effect the outcome of a class that has already commenced.

Complaints should be in writing and contain details of - who (person/s involved) - when (time and date) - where (location happened) and - what - is alleged to have happened. Any conversation that is alleged to have occurred should be in First person – "He/She said - I said." The complaint should also contain details of witnesses if any and any supporting statements. The opportunity must be given for the parties involved to state and substantiate their case.

The Ground Jury shall, upon consideration of all the information available, advise the relevant parties of its decision. Where the Rules require a Fee to be paid at the time of Complaint lodgement - the Fee shall be refunded if the Complaint/Protest is upheld, however if the Complaint/Protest is dismissed the Fee shall be forfeited.

TREATMENT SHEETS

Treatment Sheets (available from the Show Secretary or SHC Website), are required to be submitted for any horse which has received Treatment within 14 days prior to or during a Show Horse Council Competition. A Veterinary Certificate shall accompany the Treatment Sheet.

Following the submission of a Treatment Sheet, either prior to the start of the competition or at the Show, the Ground Jury in consultation with a Veterinary Surgeon who is au fait with drugs, their effects (not to be performance enhancing at time of competition) and their recommended withholding times, together with that section of our Competition Rules relating to Drug Rules and Drug Testing, Treatment Forms etc, makes the decision re the eligibility of a horse to start in the Competition.

No claim shall be made against or appeal made to the Ground Jury or Council, if by such decision of the Ground Jury, the Entry is not permitted to start.