

# **THE SHOW HORSE COUNCIL OF AUSTRALASIA Inc.**



## **DUTY STATEMENTS.**

**Established July 2000, March 2018 Edition**

## **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, Provide Show details and documentation for posting on SHC and other approved Websites.
  - e) Ensure Advertising placement Schedule is in place.
  - f) Place Ribbon Order, Awards such as Rugs, Garlands, Trophies & engraving of Perpetual Trophies..
  - g) Identify Show personnel required, arrange & confirm. e.g. – Announcer & Assistant, Ring Stewards, Ringmaster & Assistant, Marshalling Stewards, Ground Jury, First Aid, Measurers, Safety Officer, Helpers for Setting up & pulling down of Rings, Presentation Area etc.
  - h) Identify & confirm equipment e.g. Sound System, walkie talkies, Marquee, trestles, chairs. Ring Numbers, tables, Chairs, umbrellas, Plants etc.
  - i) Arrange for a Food Outlet.
  - j) Arrange catering for Judges, Stewards, VIP's, Show Personnel
  - k) Office requirements – Ring Tickets, Float, Result Sheets, Programs, other documentation e.g DPI Forms and Non Member Forms if applicable, Competition Rules, Accident Incident Reports & Incident Book, SHC Risk Management Policy.
  
2. General Preparations **FOR PRE-ENTRY SHOW (e.g. HOTY, GN Qualifiers) – as above plus:**
  - l) Attend S.C. Meetings & take Minutes.
  - m) Distribute updated Show Schedule as required. Publicity Officer to be provided with information for placing of Advertising.
  - n) Check that Entry records. Forms, documents & payments are order.. Incorrect Entries to be rectified as per Rules within set time or entry will be rejected. Place any problem Entries before Council for decision, letter to go advising if Entry not accepted.
  - n.1) As from 1<sup>st</sup> January 2017 all Pre-Entry (GN Qualifier) Shows entries are to be lodged using SHC data base and be in use at the Show for recording any changes to entries & tallying of score sheets.
  - o) All details of Entries to be entered into data base for extraction to Show Catalogue. & required Lists e.g. Measuring, Stabling/Camping.
  - p) Order: Horse & Rider Breast Plate Numbers (Heights to be added), catalogues, Competitor Bags.
  - q) Record any changes in Office Copy Catalogue, duplicate these changes in Catalogues provided to the Announcer & the Marshalling Stewards etc.
  - r) Have all hard copy records on hand at the Show Office, Yellow Cards
  - s) Additional Officials required: Gear Steward, Official Measurer & Measuring Stewards, Recorder, Office Assistants, Ribbon & Awards, Timer, Stewards, Ground Jury, Hosts, Drug Stewards.
  - t) Additional set up as required : Sound, Marquees, seating, flagging, Porta loos?
  - u) Sites for Trade Stands - Allocate
  - v) Arrange DVD & Photographer if required

- w) Issue Officials with documentation, Ribbons/Prize money/Trophies,
- x) Arrange: First Aid provider, Veterinarian. Testing Kits & Laboratory.
- y) Attend Office during the Show

Post Show: Display Result Sheets, Thank You to Sponsors, pay Prize Money when Drug Testing cleared.

## **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 satisfactory 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 if a competitor wishes to approach a Judge being the go-between.

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. At GN Qualifier - the Entry number or at Day Show: the correct Show name of horse, name of owner, number of entries in class if a Horse Class, Name of rider in Riding Class.  
  
GN Qualifier 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 "Marshal'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 measurement on horse's Breast Plate 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 or Show Official , so they can be escorted/directed to the appropriate Arena or Ring.
8. The Gear Steward will inspect all Horses & Riders during Marshalling process as to correct gear, equipment or attire..
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, equipment and attire 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, saddlery or attire. 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, equipment or attire.
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.
6. An Incident Report Book is to be maintained & is to be on hand at each event.

## **7. THE MOUNTED STEWARD (Optional)**

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 are in the possession of 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) Ensure the area designated for swabbing is prepared and ready for sampling of horses to be tested.
- (6) Check that the Testing Vet has custody of the Drug Sample Kits, that stock is sufficient and that Swabbing Record Book is ruled up and ready for use.
- (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 (aged 18yrs or over) must accompany the horse to the Swab Box to bear witness to the opening of the Sample Kit and that the contents – urine bottles, blood vials, SCAD, Id. cards are all in the pack ready for use in the sampling procedure.
- (8) The identity of the horse (i.e. Name, Catalogue No. etc.) is to be recorded. Samples, blood or urine, should be collected as soon as possible, advise the Responsible Officer/Representative of his/her responsibilities as witness to the sampling procedures. The Information Sheet on Drug Testing available on SHC Website provides description of processes involved.
- (9) After the Vet. Has completed the collection of samples from the horse, ensure the Responsible Officer/Representative, Vet, and Swab Steward have signed all necessary documents and all records have been completed.
- (10) The Veterinarian is at all times to maintain chain of custody of the Testing Kits & any samples taken for return of all used or unused Kits to the Testing Laboratory.

## **10. THE MEASURER**

- (1) The accredited Measurer is appointed by the SHC or its Affiliate to officiate at the Event.
- (2) The Measurer shall ensure the measure kit and stick are in place ready for use at the event.
- (3) When being measured the horse shall stand square, with legs perpendicular to the ground, the forelegs in line and the horse's weight distributed evenly over all four legs. The horse must not be stretched out
- (4) The measurement shall be taken at the highest point of the wither.
- (5) The measurement should be taken when the horse's head is in a natural position, the poll must not be lower than the highest point of the wither at the time of measurement.

- (6) Where a horse is shod, the Measurer may make an allowance of up to 3/8" (1 cm) for shoes. The Measurer has the right to measure the shoe & may use his discretion as to any allowance that he shall decide will be the exact amount of the shoe allowance
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- (8) If the measurer is in any doubt with regard to the measurement, he should not proceed with the issue of the Certificate of Height, until the horse has been jointly measured with the other Official Measurer or (if not present:) the measurement sighted and confirmed by the Show Horse Council Steward or Show Horse Council representative.
- (9) Where the Measurer is not satisfied with the presentation/condition of the horse the matter shall be brought to the attention of the Show Horse Council Representative who shall take whatever action deemed necessary, which may include requesting a Veterinarian to take samples from the horse for drug testing or a request may be issued for the horse to be represented for measuring at another time
- (10) A Veterinary Surgeon may be appointed to attend any measuring day for the purpose of drug testing. The Veterinary Surgeon shall have the power to take samples from any horse presented for measuring, either before or after measuring. Sample may include urine or blood. If a positive result to a prohibited substance occurs, the owner of the horse will be responsible for the cost of the Analysis of their horse's samples and disciplinary action may be taken by the Show Horse Council against the owners and/or the handlers of the horse. Failure to comply with this Rule shall render the horse ineligible to be measured.
- (11) Once the horse has been presented for official SHC measurement a SHC Height Measure Card shall be issued. The only exception to this Rule is (9) & (10).
- (12) Where a dispute arises between the Measurer or any other person involved with the Measuring Day or with the measurement of a particular horse, the final decision shall be made by the Show Horse Council Representative.
- (13) THE HORSE SHALL BE MEASURED TWICE ONLY AND MAY SPEND UP TO A MAXIMUM OF TEN (10) MINUTES IN THE MEASURING BOX ON EACH OCCASION. Where a second measurement is required, the horse shall be returned to the Official Stewards no later than one (1) hour after the time of the first measurement and be given priority over others waiting on first measurement. The period may be shortened or extended at the discretion of the Show Horse Council Representative who shall confirm the measure.
- (14) The Measurer has the right to refuse to measure any horse without assigning a reason
- (15) Owners and/or handlers wishing to discuss the measuring of their horse are to approach the Show Horse Council Representative or the Measuring Steward. (The Measurer may make comment but is not obliged to do so).
- (16) Monies to be provided to Treasurer with written report of the Day to be provided to SHC.

## 11. 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 additional 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 completed Measuring Application Form, the Measuring Card, original NSH Registration papers and the fee is to be presented to the Steward who will check the Microchip and other details on the registration papers to ensure that the correct horse is being presented.
4. The Official Measurer then measures the horse while the Steward/Assistant enters the horse's details on the Measuring Card. When the height has been confirmed by the Measurer, the Measurement is then recorded on the Annual or Provisional ~~Certificate Card~~ 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 H O T Y or GN Qualifier, each exhibit requiring measure must, after measure, have their height recorded on the Breastplate for the horse. If the horse holds a Current Measuring Card/Certificate the horse should be presented with its Registration & Certificate to be sighted & the horse's Breastplate will be stamped in same height range as the Official Measure Certificate.
6. The Steward, as the SHC Official, may be requested by the Measurer to sight & confirm a borderline Measurement.
7. Measuring records are to be supplied to the SHC Office and to the Chief Measurer for entering into the data base records of NSH registered horses
8. Accuracy is essential, be patient and always good-humoured.

## 12. 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.

### **13. 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.
6. Announce any changes or important notices as required.

### **14. 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 or if more eleven, 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”. Horses in excess of the Top Ten should each receive a mark of eleven from the Judge 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	7 <sup>th</sup>
25	D 3	1	2	3	2 <sup>nd</sup> <b>Runner Up</b>
42	D 6	4	4	8	5 <sup>th</sup>
65	2	D 6	3	5	3 <sup>rd</sup> (next in line)
71	5	3	D 6	8	4 <sup>th</sup>
98	1	D 2	1	2	1 <sup>st</sup> <b>Winner</b>
106	4	5	D 7	9	6 <sup>th</sup>
136	8	10	D 10	18	10 <sup>th</sup>
159	D 10	8	8	16	8 <sup>th</sup>
182	7	9	D 9	16	9 <sup>th</sup>
186	11	11	D 11	22	

Judges Signature: \_\_\_\_\_

(Presiding Judge was Judge 2)

7. The Show Module of SHC data base includes a Scoring system which is to be set up for the particular Show, print out Result Sheets can be done from these scoring records. This online system is proving to be more efficient over previous manual method.

## **15. 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 Horse Council 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 30 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 and their recommended withholding times, together with that section of SHC Competition Rules relating to Drug Rules and Drug Testing, Treatment Forms & FEI Prohibited and Banned Substances List, 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.