

AGRICULTURAL SHOWS HANDBOOK



AGRICULTURAL SOCIETIES COUNCIL OF NSW LTD.

FOR THE USE OF

AGRICULTURAL SOCIETIES IN NSW

www.agshowsnsw.org.au

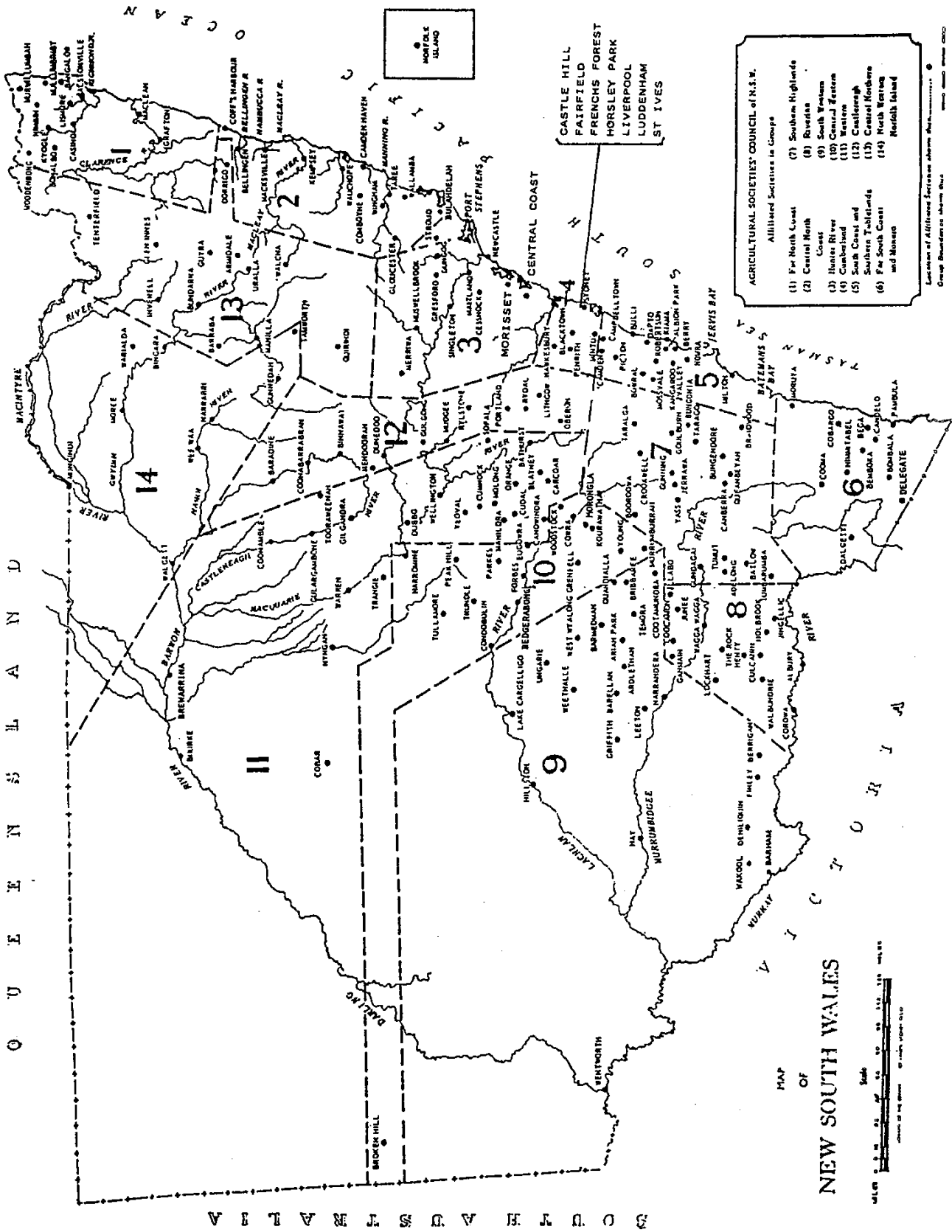
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AFFILIATED SOCIETIES

Group 1 - FAR NORTH COAST

Alstonville, Bangalow, Bonalbo, Casino, Grafton, Kyogle, Lismore, Maclean, Mullumbimby, Murwillumbah, Nimbin, Woodenbong

Group 2 - MID NORTH COAST

Bellingen, Camden Haven, Coffs Harbour, Comboyne, Gloucester, Kempsey, Macksville, Taree, Wallamba, Wauchope, Wingham

Group 3 - HUNTER RIVER

Bulahdelah, Cessnock, Dungog, Gosford, Gresford, Maitland, Merriwa, Morisset, Muswellbrook, Newcastle, Singleton, Stroud, Wyong

Group 4 - CUMBERLAND

Blacktown, Castle Hill, French's Forest, Hawkesbury, Luddenham, Menangle Park, Minto, Penrith, St Ives

Group 5 - SOUTH COAST & TABLELANDS

Albion Park, Berry, Bowral, Bulli, Camden, Dapto, Kangaroo Valley, Kiama, Milton, Moss Vale, Nowra, Picton, Robertson

Group 6 - FAR SOUTH COAST & TABLELANDS

Bega, Bemboka, Bombala, Candelo, Cobargo, Cooma, Dalgety, Delegate, Eurobodalla, Nimmitabel, Pambula

Group 7 - SOUTHERN HIGHLANDS

Adelong, Batlow, Boorowa, Braidwood, Bungendore, Canberra, Crookwell, Goulburn, Gundagai, Gunning, Jerrawa, Queanbeyan, Tarago, Taralga, Tumbarumba, Tumut, Yass

Group 8 - RIVERINA

Albury, Corowa, Culcairn, Ganmain, Henty, Holbrook, Illabo, Jingellic, Junee, Lockhart, The Rock, Wagga Wagga, Walbundrie

Group 9 - SOUTH WESTERN

Ardlethan, Ariah Park, Barellan, Barham, Barmedman, Berrigan, Bribbaree, Cootamundra, Deniliquin, Finley, Griffith, Hay, Hillston, Lake Cargelligo, Leeton, Narrandera, Temora, Ungarie, Wakool, Weethalle, Wentworth, West Wyalong

Group 10 - CENTRAL WESTERN

Bedgerabong, Condobolin, Cowra, Eugowra, Forbes, Grenfell, Koorawatha, Morongla, Murrumbarrah, Narromine, Parkes, Peak Hill, Trundle, Tullamore, Woodstock, Young

Group 11 - WESTERN

Bathurst, Blayney, Bourke, Canowindra, Carcoar, Cobar, Coonamble, Cudal, Cumnock, Dubbo, Gilgandra, Gulargambone, Manildra, Molong, Neville, Nyngan, Orange, Sofala, Tooraweenah, Trunkey Creek, Warren, Wellington, Yeoval

Group 12 - CASTLEREAGH

Baradine, Binnaway, Coonabarabran, Dunedoo, Gulgong, Lithgow, Mendooran, Mudgee, Oberon, Rydal, Rylstone-Kandos

Group 13 - CENTRAL NORTHERN

Armidale, Ashford, Barraba, Bundarra, Dorrigo, Glen Innes, Guyra, Inverell, Manilla, Quirindi, Tenterfield, Uralla, Walcha

Group 14 - NORTHWEST

Bingara, Brewarrina, Gunnedah, Moree, Mungindi, Narrabri, Tamworth, Walgett, Wyallda, Wee Waa

Group 15 - NEXT GENERATION

NORFOLK ISLAND

CHECKLIST FOR SHOW SECRETARIES TO MEET ASC REQUIREMENTS

1. Notify the ASC immediately there is any change of Secretary, President or Treasurer.
2. Send in your show dates, as approved by your Group, at least 18 months prior to your show.
3. Return all forms, as and when requested.
4. Pay insurance premiums and advise ASC of any alterations or additions required for cover.
5. During the week following the show:
 - a) Return Statistical Form showing takings etc.
 - b) Advise ASC immediately of any incidents that may lead to an insurance claim. Incident report forms are available on the ASC website.
 - c) Return list of Trade Space holders.
 - d) Return horse results - on the appropriate forms.
6. Keep on file:
 - a) Your Secretary's handbook
 - b) All ASC newsletters
7. If your Society is incorporated, request your Certificate of Currency from the ASC when your insurance is paid, and in time to send in your Annual Return to the Department of Fair Trading.

FORMS AND WHAT TO DO WITH THEM

- | | | |
|----|------------------------------------|--|
| a) | Invoices :- | Please pay <u>promptly</u> to ASC |
| b) | Executive Information :- | Complete and return to ASC |
| c) | Membership :- | Pay amount shown and keep invoice for your records. |
| d) | Jardine Lloyd Thompson | Keep for your records – pay accompanying invoice to the ASC |
| e) | Insurance Declaration | Complete and return to ASC |
| f) | Trade Space Receipt:- | Photocopy and give one to each Trade Space holder when they make payment. |
| g) | Trade Space Return | Complete and return to ASC immediately after your show. |
| h) | Showgirl Zone Final Application :- | Complete and return to ASC before the May/ June ASC meeting if you want to host the Zone Final. |
| i) | Statistical Information :- | Complete and return to ASC as soon as possible after your show. |
| j) | Horse Entry Form :- | Photocopy and use these for either showjumping or hack entries. |
| k) | Horse Results :- | Return to ASC as soon as possible after your show. |
| l) | Newsletters :- | Read and file for future reference. |

Please refer to the Appendix for sample forms.

ASC PRODUCTS

SHOWGIRL ZONE FINAL RIBBONS

Will be sent to Zone Hosts by ASC.

AWARD CARDS

Stocks of award cards are held at the ASC office. Award cards are available for First (Blue), Second (Red), Third (Green), Champion (Orange), and blank (Purple).

Large cards (16 cm x 12 cm) are available at \$15.00 per hundred, and small cards (12 cm x 9 cm) are \$15.00 per hundred. These prices are exclusive of GST and postage.

WRISTBANDS

Available from the ASC office for a cost of \$132 per box of 1,000 plus GST and postage. Assorted colours available. Have the ASC logo printed on them.

LIFE MEMBERSHIP BADGES

Life membership badges are available in silver or gold plated metal for \$12.00. There is an additional cost for engraving. This price is exclusive of GST and postage.

Honorary bars are available in gold with blue enamel.

PLAQUES

Plaques for long serving members (50 years or more) or Secretaries serving 25 years, can also be obtained from the ASC.

ASC COOKBOOKS

The ASC has released 4 cookbooks

1. The Country Show Cookbook—Award Winning Recipes from Country Shows
2. Homecooking
3. My Grandmother's Favourite Recipes— From the Country Shows
4. The Best of Country Show Cookbook

Shows can purchase these books at cost price for sale at their Shows or to use as prizes/gifts.

ASC SERVICES

AGRICULTURAL SHOWS JOURNAL

The official journal of the Agricultural Societies Council of N.S.W is printed and distributed before Easter each year.

The Journal covers the activities undertaken by the Council's on behalf of all Societies, financial statements, details of the livestock judging competitions, the Land Sydney Royal Showgirl Competition, and informative articles on other aspects of the show world.

News items from Societies are welcomed and encouraged for inclusion in the Journal.

Of special value are details of Centenary Shows, both for the information of readers and to ensure that a historical record is kept in published form.

NEWSLETTER

This is published four times a year, following ASC Board meetings. It contains a report of the meeting as well as important information from other sources.

It is important that these newsletters are kept on file, as it is often necessary to refer back to them.

SHOW DATE LIST

The Show Date List is printed twice a year, and copies are sent to each show society President and two to each Secretary. The second one is to be passed on to the Treasurer.

The secretarial information and show dates are taken from details you send us, so it is in your own interests to make sure they are accurate and up to date.

WEBSITE

All NSW Show Societies have been allocated a page on the ASC website which they can use as their own. Shows are encouraged to load photos, programs and stories onto their website. The ASC website is www.agshowsnsw.org.au.

SHOW TIMELINE – GUIDE FOR SECRETARIES

7TH MONTH PRIOR TO SHOW

Organise sub-committee meetings to revise schedule and suggest judges and additional stewards.

Set charges for admission, subscriptions, trade space, horse stalls etc.

Contact all advertisers in last year's schedule to confirm advertising for the current year. Similarly, contact previous sponsors to confirm sponsorship support for the next show. Approach alternative businesses for additional sponsorship. All this information has to be generated prior to the schedule going to print.

Liaise with Chief Steward of Dog Section or Kennel Club about judges. Contracts for dog judges must be finalised for attachment to draft schedules. Contact Dogs NSW regarding requirements for dogs.

6TH MONTH PRIOR TO SHOW

Official opening should be finalised, and official guest invited.

Sub-committees to submit changes for schedule and requests for funding to the Finance Committee. Start on schedule changes.

Send draft trotting schedule to Harness Racing Authority of NSW for approval if applicable. If a combined Group schedule is printed, send the approved copy to Group Secretary early for printing. Two copies of the printed schedule must be sent to Harness Racing Authority before distribution.

5TH MONTH PRIOR TO SHOW

Judges for all sections must be nominated. Judges for the Cattle section are usually nominated by breed societies. Judges nominated must be written to. Judges in the local area are invited to officiate. It is courteous to ask what charge they will make for doing the task. Nominated judges living out of the area are not actually invited, but are informed of their nomination, and asked of their availability, judging fees, travel and accommodation requirements. If the following monthly meeting approves their charges, they are officially invited to judge.

Invite announcer, cattle inspectors and stewards.

Send early advice letters to Council and Police.

Obtain a quotation for printing of schedule and tickets.

Draft schedules to Chief Stewards / Committee for checking. Work out how many schedules and tickets are required based on last year's figures.

4TH MONTH PRIOR TO SHOW

Finalise schedule and ring schedule and take to printer. Tickets (Gate, Membership, Complimentary, Ladies, Luncheon, Attendant) and entry forms printed, along with any other printing requirements ie. With Compliments slips, posters and fliers. Request a proof copy of the schedule to check.

Launch Showgirl Competition. Approach regular sponsors for prizes, invite judges and arrange a suitable venue.

Check ribbons remaining from last show. Place ribbon order with ribbon supplier (contact details in ASC Showtime booklet). Check and order stationery and prize cards. Prize cards available from the ASC.

Trade space expression of interest letters to be sent to last year's exhibitors.

Order wristbands. Can be purchased through the ASC office.

3RD MONTH PRIOR TO SHOW

Distribute schedules and entry forms to local outlets ie. libraries, pet shops/produce stores, and mail to all previous year's exhibitors. Also mail to sponsors and donors.

Arrange amplification for the Show.

Cleaners are asked to tender.

Notify local motels of approximate number of rooms required for Judges' accommodation.

Get the local press involved in the Showgirl competition to generate interest.

2ND MONTH PRIOR TO SHOW

Purchase trophies. Perpetual trophies are polished and engraved if necessary.

Print / type up prize cards.

Arrange working bee to prepare the grounds.

Apply for liquor licences through the local licencing sargent (often the Police Station) no later than six (6) weeks prior to the Show. Send a copy of the licence application to the council.

Additional staff need to be engaged if required. Arrange for gate keepers, parking attendants, security, bar staff, marshals and pick-up men.

Forward exhibitor tickets, passes and maps etc. Post schedules and tickets to members, ASC representatives and other Show Societies. Close entries if applicable. Arrange ring entertainment, special attractions, fireworks etc.

Send complimentary tickets to local press, radio and television.

Type ring result sheets and ring prize money sheets. Ring prize money sheets to be initialled by stewards and used as a record for auditors.

Confirm judges. Send schedule, lapel badge and tickets, along with details of accommodation. Confirm booking with motel/s. Send schedule and tickets to announcer and arrange accommodation.

Prepare ring payout sheet using schedule as a guide and prepare envelopes for prizemoney.

Compile gate roster sheets.

Organise qualified first aid attendant eg. St Johns Ambulance.

Send invites for official opening to VIPs.

OH & S inductions for all volunteers for each section.

1 MONTH PRIOR TO SHOW

Organise for advertising to begin on local radio and in local newspapers. Display posters in prominent places around town.

Hold Ring Committee meeting and draw up ring program. Finalise Grand Parade, Showgirl parade and arrange memento gifts for girls and judges.

Print ring program.

Order liquor.

Keep a list of stable bookings.

Check ribbons against order when they arrive and sort into sections. Prepare all section boxes. A section box would consist of : schedules, exhibit books, judges book, lapel tags for stewards, pencils and biros, prize cards (a few blanks), string, pins and clips etc.

Complete OH & S checklist.

Prepare folders with judging sheets for each section. Write up entries in section books as they are received.

Stamp duplicate receipt books.

Dog entries to be catalogued, trotting and dressage sheets duplicated. Photocopy Trade Space receipt form, Horse entry forms, jumping sheets and Horse result sheets received from the ASC.

Order sand / straw for livestock stalls.

Organise office assistance particularly for the time when entries close. During the Show someone needs to be available for relief at all times. Someone must be responsible for providing refreshments to the Judges. Assistance will be required on conclusion of the Show for pavilion payout.

WEEK OF SHOW

Check and replenish stationery supplies. Purchase good quantities of coffee, sugar, teabags, biscuits, cold drinks. Check cleaning supplies.

Draw petty cash.

As donations and sponsorships are received, make up a list for use by announcer, giving the sponsors name and special use of the donation if any.

Check the Treasurer has organised change, ticket supplies and gate floats.

Meet sideshow representative, also space steward re sitings. Arrange for rents to be collected, as well as insurance payment from Trade Space holders who are not insured for \$20 million public liability.

Display liquor licence in bar area.

Display plan of allocated horse stalls, and trade spaces outside the office in case of night arrivals.

Prepare gate keeper's instructions.

Receive entries for such classes as art, photography, craft etc.

SHOW DAY

Handle all enquiries and problems.

Receive official guests.

Liaise with stewards.

Record results. This recording can then be provided to the local newspaper.

Receipt all monies received during Show for entry fees etc.

Pay prize money during Show if possible. Pay judges travelling expenses.

Collection of moneys and the balancing of receipts to be done before leaving each night.

POST SHOW

Necessary to open the office for a couple of days after the Show to allow exhibitors to collect entries and any prizes. It's a good idea to advertise these times. Progressively clean up and return exhibits sent by mail or freight.

Do a ribbon count and store unused ribbons. Send prizemoney not collected and record in prize money book.

Pay show accounts. Before the end of the financial year, bank unclaimed prize money. Post all receipts for membership, rents, donations and advertising. Send accounts for any outstanding.

Send thank you letters to all judges and to people who helped in various ways with the Show.

Send statistical and trade space forms, together with the horse results to the ASC. Points accrued at local shows are a determining factor in riders competing at the Sydney Royal. It is therefore important that Shows send their results as soon as possible after their Show.



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.
2. Arrive in plenty of time to brief the Stewards and Judges. Ensure the Ring set up is satisfactory for smooth running of the Show and 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 (Horse of the Year) for such clashes.
5. It is recommended the Ringmaster 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.

DEFINITIONS AND CONDITIONS

Ringmaster: The determination of the Ringmaster, or in his or her absence, or by his or her authority, The Assistant Ringmaster, upon any question or dispute arising in or incidental to the conduct of the Ring or the conduct of any competitor or exhibitor or as to the proper description of anything whether animate or inanimate shall be final and binding upon the Society and upon all exhibitors and other persons affected thereby.

DIARY OF EVENTS PRIOR TO SHOW:

*** IMMEDIATELY AFTER PAST SHOW**

Meet with Chief Ring Stewards and Secretary to check ring event schedules for any additions or deletions or wording that needs changing for new schedules.

Also discuss any problems that may have arisen and endeavor to solve these in case changes are needed in the new schedule.

*** 8 MONTHS PRIOR**

Rewriting of scheduled classes allowing for lunch, morning and afternoon tea breaks as well as Special Attraction times.

*** 6 MONTHS PRIOR**

A selection of judges with alternatives should be presented to the Secretary for contact and booking.

*** 4 MONTHS PRIOR**

Check that all judging contracts have been filled and that accommodation etc. has been confirmed.

Send a preliminary letter to all stewards reminding them of when the Show is on and that their enthusiastic help is once again required and asking if they could contact the office to confirm their availability.

*** 3 MONTHS PRIOR**

Continue searching for new stewards. It is always ideal to pick up a few new ones each year.

In conjunction with Chief Ring Stewards check all ring equipment - ring letters, boards, numbers, jumping and sporting equipment. Order straw etc.

Do final whole ring timetable in conjunction with Special Attractions Steward, Chief Ring Stewards and Secretary, checking times when horses need to be off arena due to fireworks etc. - working of Grand Parade.

*** 8 WEEKS PRIOR AND UP TO THE SHOW**

Stabling:

Firstly allocate to mounted stewards.

Secondly allocate to any Special Attractions that require horse accommodation. Then begin stable allocation in order of receipt and in accordance with rules and regulations.

Stewards:

You must have a Chief Steward responsible for the running and control of each ring, answerable only to the Ringmaster.

Placement of staff - you must notify by letter, accompanied with passes, where and at what time your stewards are required.

Be aware that a competent steward should be placed with one not so competent. Also be aware that a steward should not be connected in any way with the competitors in that ring. If a steward has an involvement with an entry in a class they should leave the vicinity of the ring during the judging of that class.

Entries:

Rules - eligibility of competitors to compete under judges should be watched.

Be checking registration papers where required.

There are many queries to be answered by phone regarding entries.

There are many queries regarding the judge of the different classes. Answer queries, but under no circumstances comment on the suitability, of the judge for that section.

At close of entries be prepared, as the rules and regulations allow, to deal with late entries. This does not apply if your Show has post entries.

Once entries close look at problem areas such as large classes needing to run heats etc and discuss with stewards.

Stewards School:

The stewards school is an ideal opportunity for stewards to meet each other and the following may be discussed:

1. Timetabling
2. Entries and numbers
3. Rules and Regulations
4. Dress and behavior
5. Responsibility to the judge
6. Responsibility to competitors
7. How to run a competent ring
8. How to organise the judge and competitors
9. Recording of results correctly. It is most important that the correct name of the horse, rider and owner be recorded. This will make your job a lot easier when doing the results for the ASC.

Stewards need to be confident people who show initiative.

Junior Stewards:

These include local High School students or other young horse minded teenagers. These people can act as messengers for yourself and/or Ring Stewards, can feed results to your Broadcaster or assist in the Showjumping area.

Checking:

In conjunction with Chief Stewards and the Secretary, all ribbons, trophies and prizes need to be checked for each section. Stewards' supplies must include entry and result sheets. It is advisable to place all ribbons, stationery etc. for each Ring into individual boxes. This will save people complaining that they have not received their ribbons, stationery etc.

* **ON THE DAY OR DAYS**

- * Always have a clear picture in mind or on paper of what is going to happen ve it organised each evening for the following day.
- * Keep a clean tidy office in which you can lay your hands on anything you may need with a minimum of fuss, eg. rule books, stationery.
- * Greet stewards and judges enthusiastically and introduce them, with a few subtle reminders of timetabling etc.
- * Deal with disputes as they arise.
- * You are required to be quick clear thinking and to stick to your decision once made.
- * Make yourself available to talk to competitors politely and briefly. Keep a check on the progress of rings, stewards and judges. If required make suggestions to stewards.
- * Junior stewards need to be placed in an environment where they can learn, but move them to different jobs throughout the day before they become bored.
- * Be aware of when Special Attractions and Entertainment require the arena.
- * Make sure that judges and stewards receive meal tickets and are aware of how much time they have on a break.
- * Keep records of any accidents - names, time, place and circumstance. Use standard Accident forms available from the ASC.
- * After the show make sure everyone - stewards, judges etc. - receives thank you letters.

Results:

Results of Horse events be forwarded to the ASC as soon as possible after the event **(most important)**. Don't rely on the Secretary - do it yourself.

Ring/Horse Sub-Committee:

We suggest to all shows that they establish their sub-committee, with power to co-opt, to run and control the Ring/Horse Schedule and the planning of the ring including Ring Entertainment and Safety.

This sub-committee consists of at least the Ringmaster and the Chief Steward of each ring.

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 and 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 request a particular function or lacing or marks are being noted. The Ring Steward should not voice their opinion to the Judge on the merits of an exhibitor/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.
10. 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.
11. 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.
12. Should an incident arise between the Judge and a Competitor relating to the judging of a Class and/or the result, record the incident and advise the Ringmaster and Show Secretary as soon as possible.
13. 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.
14. On completion of the Ring, return the results and any unused ribbons and Awards immediately to the Secretary's Office.
15. At lunchtime and at the completion of judging, accompany the Judge to the area set aside for refreshments.

5.00 – COMPETITOR / EXHIBITOR / EXHIBIT ELIGIBILITY

- 5.1 The Competitor/Exhibitor/Exhibit is INELIGIBLE to compete if:
- a) 1. The Competitor/Exhibitor is a family member of the Judge officiating in any event in which he/she intends to compete.
 2. The Competitor/Exhibitor is an immediate family member of the Judge officiating in hack and/or riding classes at the show where he/she intends to compete, in any Hack and/or riding class (regardless of who may be judging).
 - b) The horse has been owned or leased by the Judge, or a member of his family, or his employer or employee, or business partner/partner within the last 12 months.
 - c) The Competitor/Exhibitor/Owner or his family has provided accommodation for the Judge immediately prior to or during the Show or vice versa. This Rule extends to cover a current Landlord/Tenant relationship.
 - d) Any part of the combination (horse or rider) has been given tuition by the Judge or a member of his family or business partner/partner within the last 6 months.
 - e) The Competitor/Exhibitor has given the Judge or a member of his family tuition within the last 6 months. Conducting of clinics, schools or assistance in Group activities such as Pony Club, shall not be considered as tutoring. Individual or Group lesson/s given in a school situation, where schools are conducted on a regular basis (within a 3 month period) with the same instructor, will be considered tutoring.
 - f) The horse has been agisted/boarded with the Judge or the Judge's employer or employee or business partner/partner within the last 6 months.
 - g) The Competitor/Exhibitor has employed or has been employed by or has been a business partner/partner of the Judge within the last 6 months.
 - h) The Competitor/Exhibitor has trained a horse owned or leased by the Judge or a member of the Judge's family or business partner/partner within the last 6 months.
 - i) The Judge or a member of the Judge's family or business partner/partner has shown a horse in joint names with the Competitor or a member of the Competitor's/Exhibitor's family within the last 6 months.
 - j) The Judge or a member of the Judge's family or business partner/partner has ridden a horse for the Competitor/Exhibitor or a member of the Competitor's/Exhibitor's family, or the Competitor/Exhibitor or a member of the Competitor's/Exhibitor's family or business partner/partner has ridden a horse for the Judge or a member of the Judge's family within the last three 3 months.
 - k) The Judge or a member of the Judge's family or business partner/partner has ridden the horse in a Rider or Turnout class and/or in any competition within the last 3 months, or the Competitor/Exhibitor or a member of the Competitor's/Exhibitor's family or business partner/partner has ridden a horse owned by the Judge or the Judges family in a Rider or Turnout class and/or in any competition, within the last 3 months.

HINTS FOR STEWARDS

Extract from VASA Magazine

- 1) Be familiar with the schedule and the conditions of each class and advise the judge accordingly.
- 2) Ensure that all exhibits present for judging are brought before the judge. Ensure that judging does not take place before the stated time.
- 3) Ensure that exhibit numbers are clearly visible.
- 4) Write "absent" in Stewards Catalogue against the number of any exhibit not brought forward for judging.
- 5) Stewards must not discuss the quality of an exhibit with the judge.
- 6) Ensure that the judge marks all awards correctly and also marks an emergency award in the judges' book, for use if required.
- 7) Ensure that proper decorum is kept in the judging area and that unauthorised persons do not enter. If unauthorised persons should enter, judging must be deferred until they leave.
- 8) A judge may consult the society's veterinary officer at any time. No protests are allowed on veterinary grounds.
- 9) A judge can withhold award of a First or any prize if he/she is of the opinion that the exhibit is not worthy of the prize. "Very Highly Commended" or "Highly Commended" may be awarded if the judge considers competition merits such awards.
- 10) Ensure that all horses and prize-winning cattle are included in parade.
- 11) Consult the Chief Steward if in any doubt.
- 12) On completion of judging return completed Stewards' Books and surplus ribbons immediately to Secretary's office. Accompany judge to the President's Room.
- 13) Always be punctual and neatly and appropriately dressed.

Insurance Summary for Agricultural Show Societies

Industrial Special Risks

This policy provides cover for losses that occur from fire and other related perils like storm and it also covers for additional events that result in a physical loss or damage to real and personal property e.g. theft, breakage of glass, accidental damage, money etc. Examples of an event that can be claimed is a fire in a pavilion or a wild storm or hail storm that damages rooves or causes water damage to ceilings etc. Another example is a third party running into the Show fencing with their vehicle causing damage to the fence and the gate.

Public Liability

This policy covers the legal liability to pay compensation in respect of personal injury or property damage caused by an occurrence in connection with the Show. For example there is a large hole in the ground and a patron breaks their ankle on it and then sues the Show Society for damages etc. Another example is a marquee is not erected properly and hits a patron/exhibitor vehicle causing damage and then requests the Show pay for the repairs.

Association Liability

Provides cover for those who hold positions on committees which are incorporated under the Association Incorporation Act against negligent acts, or errors or omissions. The type of claim made may include defamation, discrimination and unfair dismissal of an employee or volunteer, breach of contract, wrongful dismissal of a Society member etc.

Voluntary Workers

This policy covers Accidental Death and/or weekly benefits for any person who is engaged in voluntary work authorised and under the control of the Show Society. Volunteers who currently are employed in a regular occupation can obtain a weekly benefit of \$500 while they are injured and cannot work. Volunteers who are retired or not currently earning an income are entitled to a weekly benefit to assist with any out of pocket expenses associated with being injured e.g. petrol costs getting to doctor appointments, home help etc. This cover only applies from 12 year olds to under 80 year olds. Cover for 81 years and over still receive the weekly benefit but the Accidental Death benefit reduces from \$100,000 down to \$10,000.

Goods in Transit

This policy covers any property excluding computers and office equipment that is the responsibility of the Show Society whilst being transported to and/or from the Show Society grounds. This cover includes livestock that may be attending an event like a Campdraft and is being transported by the Show. Also some Shows have moveable fencing that they hire or lend to other Shows and can be damaged if the vehicle towing the equipment has an accident which damages the fencing.

Hall Hire Liability

This cover can be provided on a needs basis if you have someone who wants to hire your grounds for a private event e.g. wedding, family reunion, 21st birthday etc. The cover is not for companies or businesses that are using the grounds to make money as they must have their own insurance. When arranging a booking for a third party the question needs to be asked if they have their own liability insurance as some household policies can be extended to cover a family function depending on the event. The booking fee must include the insurance cost and not be charged separately as this would imply that the Show Society is licenced to sell insurance which they are not. If the third party indicates that they do have insurance then they need to provide details and you can offer a discount on the booking fee excluding the insurance cost. The cover is arranged prior to the event and we require details of the third party, date and type of event and expected number of guests.

GST Overview

Goods and services tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.

How GST works

Generally, businesses registered for GST will include GST in the price of sales to their customers, and claim credits for the GST included in the price of their business purchases.

Registering for GST

You must register for GST if you run a business or other 'enterprise' and your GST turnover is \$150,000 or more for non-profit organisations.

When to charge GST (and when not to)

If you are registered, the goods and services you sell in Australia are generally taxable under GST unless they are GST-free or input-taxed. If they are taxable, you include GST in the price.

GST-free sales include most basic foods, some education courses and some medical, health and care products and services.

Claiming GST credits when you buy something

You can generally claim a credit for any GST included in the price you pay for things for your business. You may need a tax invoice from your supplier to claim the GST credit.

Tax invoices are not required if the GST-exclusive value of the sale is \$75 or less. However, you should have some documentary evidence to support all GST credit claims.

Accounting for GST in your business

As a GST-registered business, you need to issue tax invoices to your customers, collect GST and send it to the ATO as your business activity statement (BAS). There are a few ways you can make this easier to manage: use business accounting software to produce tax invoices and automatically generate reports of your GST liabilities and credits at BAS time put the GST you collect in a separate bank account take advantage of the 'cash accounting' option to better align your GST liabilities with your business cash flow.

Lodging your BAS

You report and pay GST amounts to the ATO, and claim GST credits, by lodging a business activity statement (BAS) or an annual GST return. You maybe eligible to report annual where your projected GST turnover(income) is below \$150,000 for a not for profit organisation.

You can lodge and pay your BAS electronically, by mail or in person, but you need to do it on time to avoid interest and penalties.

You cannot claim a GST credit in an activity statement unless you have a tax invoice. If you obtain a tax invoice later, you can claim the GST credit in the activity statement for the tax period in which you obtain the tax invoice.

SHOW SOCIETIES ARE OBLIGATED TO APPLY GST AS FOLLOWS:

	<u>GST</u>	<u>NON GST</u>
	Registered Shows	Registered Shows
<u>RECEIPTS</u>		
Admission—Gate entry	Yes	No
Catering—prepared food and drink	Yes	No
Donations—not for a specific purpose	No	No
Entry Fees—competition	Yes	No
Grants	No	No
Ground Space Rents	Yes	No
Membership Fees	Yes	No
<u>PAYMENTS</u>		
Affiliation fees	Yes	Yes
Attractions—eg. Fireworks	Yes	Yes
Catering contracts	Yes	Yes
Judges Fees withholding tax rules apply	No	No
Insurances	Yes	Yes
Wages & Salaries Normal tax rates apply	No	No

Office of State Revenue

Exemption from Stamp Duty on Insurance

Stamp duty is not payable on insurance by Show Societies who hold an Exemption Certificate, saving 9% on general insurance.

Show Societies can apply to the Office of State Revenue for an Exemption, if one is not held. You can telephone to check the exemption status of your organisation with the Office of State Revenue (OSR) by telephoning 1300 139 817.

Every 3 years OSR will write to your Show Society and request that you confirm that there have been no changes to your constitution, rules, memorandum or articles of association, or advise the changes made. Therefore please ensure your address details with OSR are up to date.

FINANCIAL REPORTING FOR INCORPORATED ASSOCIATIONS

ASC members must be incorporated

An association **must** keep the following records:

- a register of committee members;
- a record of any committee member conflicts of interest;
- a record of the association's financial transactions and position;
- all minutes of the proceedings of committee and general meetings.

An association **should** keep the following records:

- a register of members;
- a register of authorised signatories.

Form A12 - Annual summary of financial affairs (Department of Fair Trading)

Associations are required to hold an annual general meeting (AGM) within 6 months after the end of its financial year. The public officer is required to lodge an annual summary of financial affairs within one month after the AGM, and not later than 7 months after the end of the financial year of the association, whichever is earlier, unless an extension for holding an AGM or to lodge an annual summary is allowed by the Director-General.

Financial reporting - Audit

The *Associations Incorporation Act 2009* divides associations into two tiers for reporting purposes.

Larger, or Tier 1 associations, whose gross receipts exceed \$250,000 or current assets exceed \$500,000 are required to submit **audited** financial statements each year to the members at the AGM.

Smaller, or Tier 2 associations are required to submit a summary of their financial affairs to the AGM.

Refer to sections 42 to 49 of the Act, if needed.

THE LAND SYDNEY ROYAL SHOWGIRL COMPETITION

GENERAL INFORMATION

ENTRY

1. The Competition is open to those who are permanent residents of Australia.
2. Entrants must be aged from 18 years to under 25 years as at 1 May in the year of the State Final.
3. Entrants must reside, be educated, or work within New South Wales for at least three (3) months prior to their local Showgirl Competition to qualify to compete within the State.
4. Only candidates nominated by an Agricultural Show Society are eligible for Zone and State Final judging.
5. Previous entrants in the Showgirl Competition are eligible to enter however they are not to have been one of the 1st, 2nd or 3rd placegetters in a previous State Final.
6. The following people are not eligible to enter the Showgirl Competition:
 - a. Staff, Directors and Councillors of both the RAS and ASC
 - b. The daughters of the Staff, Directors and Councillors of the RAS
7. Winning entrants who are employed or engaged in full time studies will be required to obtain a leave of absence to attend Zone and State Final Judging.
8. Where possible, it is preferred that a Showgirl entrant and Rural Achiever nomination is not represented in both competitions during the same year. This will only affect the Showgirl Competition should the entrant be successful in reaching the State Final and subsequently if the Rural Achiever candidate becomes one of the eight Finalists. A winner in both competitions is unable to represent both Showgirl and Rural Achievers at the Sydney Royal Easter Show as the competitions are run consecutively.
9. The winning Showgirl is requested, where possible, to represent the RAS, ASC and their local Show Society at Agricultural Shows.
10. The State Final Judging will take place at the Sydney Royal Easter Show. Finalists will be guests of the RAS whilst in Sydney, but will be required to pay their own travelling expenses to and from Sydney.
11. The winner of the State Final and 2nd Placegetter will be asked to remain in Sydney as guests of the RAS until the conclusion of the Show. Other finalists may leave Sydney on conclusion of all official Showgirl Functions.
12. All entrants are to abide by the Showgirls Code of Conduct, as set-out by the RAS and the ASC, when acting as an ambassador for RAS, ASC or their local Show Society.

ZONE FINALS

1. Zone Finals are conducted over five weeks. These five weeks are between (and including) the fourth and eighth week prior to The Land Sydney Royal Showgirl Presentation that is held on the first Saturday of the Sydney Royal Easter Show. All Zone Final Presentations are to be held on the first weekend of the Show.
2. Show Societies wishing to be a Zone Host for the following year's competitions should obtain an "Application to Hold a Zone Final" form from the ASC and submit prior to the ASC May/June Meeting. Successful Zone Hosts will be notified in writing by the ASC of the date of their Zone Final.
3. On *written confirmation only* from Zone Hosts to the ASC of final entry numbers at Zone Finals, a subsidy of \$50.00 per entrant will be paid to societies conducting a Zone Final. Up to \$220 per judge will be provided by the ASC to the Zone Final Hosts to assist with judge's accommodation costs for a maximum of two nights. Receipts are required.
4. Representation of a local Showgirl at a Zone Final will only be permitted when all three Forms A, B & C have been received by the ASC Showgirl Coordinator.
5. Only one (1) representative from each local Showgirl Competition will be eligible to attend their Zone Final as a Finalist irrespective of the number of local Showgirl entrants the local Competition attracted. If the winner is unavailable, then the runner-up will attend the Zone Final as Zone Finalist for the local Show Society.
6. In the above case where a runner-up attends the Zone Final, the original titleholder will retain all prizes, including title, unless there was a breach in the Conditions of Entry or Code of Conduct. In this case the matter is to be referred to the ASC Showgirl Coordinator.
7. The number of Zone Final representatives that can be chosen to attend the State Final in Sydney is dependent on the number of entrants a Zone has and which is allocated as follows:

1-10	Zone Finalists	1 State Final representative
11-17	Zone Finalists	2 State Final representatives
18-30	Zone Finalists	3 State Final representatives
31 and over	Zone Finalists	4 State Final representatives
8. It is the responsibility of local Show Societies to pay the travelling and accommodation expenses (maximum of two nights) for their candidate to and from Zone Finals. It is the responsibility of the Zone Host to pay for the Showgirl's meal during the judging lunch and Zone Final Presentation.

3. STATE FINALS

1. The State Final Judging will take place in Sydney. Finalists will be guests of the RAS whilst in Sydney but will be required to pay their own travelling expenses to and from Sydney.
2. Three Placegetters will be announced on the day of the State Final Presentation: The Land Sydney Royal Showgirl, 2nd Place (runner-up) and 3rd Place.
3. The winner of the State Final and 2nd Placegetter will be asked to remain in Sydney at the expense of the RAS.
4. Further details regarding the itinerary of the Finalists' stay in Sydney will be sent to all State Finalists by the RAS Showgirl Coordinator once the Zone Coordinator advises the latter, in writing, of the winning Finalist/s name and contact details.
5. Show Societies wishing to invite State Finalists or the Winners of the Showgirl Competition to their Shows should be prepared to pay for travelling costs and accommodation if warranted.

IMPORTANT

Show Society Showgirl Coordinators are required to ensure that an electronic photograph of the Showgirl and forms A, B & C are completed and returned to the ASC Showgirl Coordinator immediately after the local competition has been held. A photograph and copy of forms A & B are also to be sent to Zone Final Coordinator.

NB. Current Showgirl Conditions & Guidelines can be found on the ASC website www.agshowsnsw.org.au under "Showgirl" tab.

AGRICULTURAL SOCIETIES COUNCIL OF NSW

JUDGING COMPETITIONS - RULES AND REGULATIONS

JUDGING COMPETITIONS

The Agricultural Societies Council of NSW conducts various judging competitions throughout the State. Currently these include Beef and Dairy Cattle, Merino and Meat Breed Sheep, Fleece and Grain, Fruit and Vegetable Competitions.

Sets of judging cards (instruction sheets) are available to download from the ASC website at:- www.agshowsnsw.org.au → Judging → Rules & Regs. You can use different colours to distinguish between the competitions. These are:-

Beef Cattle	Green
Dairy Cattle	Blue
Merino Sheep	Yellow
Meat Breeds Sheep	Pink
Fleece	Buff
Grain	Mauve
Fruit & Vegetable	White

Hornel Slides and/or Excel Computer Scoring Program can also be obtained from the ASC. The computer program is available for download from the ASC website.

Ribbons for Group Judging Finals are available from the ASC.

ASC OF NSW JUDGING COMPETITIONS - RULES AND REGULATIONS

1. Competitions covered with these rules are:

BEEF CATTLE JUDGING COMPETITIONS
DAIRY CATTLE JUDGING COMPETITIONS
MERINO SHEEP JUDGING COMPETITIONS
MEAT BREEDS SHEEP JUDGING COMPETITIONS
FLEECE JUDGING COMPETITIONS
GRAIN JUDGING COMPETITIONS
FRUIT & VEGETABLE JUDGING COMPETITIONS

2. Competitors must be over 15 and under 25 years of age on 1st May in the year of the State Final at the Royal Easter Show. They must be living in NSW or be in paid regular employment there or be in full time education in NSW at the time of first competing in any competition year.
3. A competitor may compete in only **one Group Final** anywhere in the state in each type of competition in any competition year **as a competitor for a place representing a Group** at the State Final at Sydney Royal Show. He/She can, however, enter any one or more Group Finals anywhere in the state, **for practice (and score)**, in the same type of competition as one that he/she has previously entered or intends entering as a competitor for a place as a Group Representative as **long as he/she discloses this** to the Group Final organizers at the time of entry and indicates that he/she is not eligible for a placing in that event.

4. No competitor can represent more than one show society in any one Group Final and no more than one group in a State Final. The winners of National Finals cannot compete thereafter at any level in the particular competition that they won.
5. Winners of two (2) State Finals in any one class shall not be eligible for future competitions in that class.
6. The Hormel Slide or the Computerized Scoring System is to be used at all Group and State Finals.
7. Groups are entitled to be represented at State level by two (2) competitors unless otherwise stated. (Merino Sheep, only one entrant at State Level per Group).
8. Group Secretaries **must** inform the ASC of the name, date of birth, address, email address and telephone number of any competitor in judging competitions going on to State Finals. The ASC will advise these competitors of the venue and times of the State Final. In addition, a **complete list of all competitors in a Group Final must be sent to the ASC** the next working day after the competition.
9. Winners should be requested to do a report on any study tour they take as a result of winning a competition to justify the sponsorship money.
10. Competitors will be eliminated from the competition if deemed by the Chief Steward to be receiving outside assistance.

AGRICULTURAL SOCIETIES COUNCIL OF NSW
RAS/ASC BEEF CATTLE PARADERS COMPETITION – F002
RULES AND REGULATIONS

1. Competitors must be 13 years and under 19 years of age on 1st May in the year of the State Final at the Royal Easter Show.
2. Competitors qualify via ASC Group Finals to be conducted during the previous 12 months.
- 3 To be eligible to compete for Group Finals, competitors can compete in **only** one Group Final but it is not necessary to reside within the boundaries of the Group conducting the Final.
4. Each Group Final will be allowed to select from 3 to 10 Finalists, depending on the number of entrants in the Group Final, to represent that Group at the State Final held at the following Royal Easter Show.

The scale will be:

1 to 10 entries	3 to compete in State Final at Sydney Royal
11 to 20 entries	6 to compete in State Final at Sydney Royal
21 to 30 entries	9 to compete in State Final at Sydney Royal
over 30 entries	10 to compete in State Final at Sydney Royal

5. Individual ASC Groups will determine where Group Finals will be held.
6. Group Secretaries must inform the ASC of the name, address, telephone number, email address and age of **all** Finalists and a list of all who competed in the Group Final as soon as possible so as to check on competitors competing in more than one Final.
7. Winners should be requested to do a report on any study tour they take as a result of winning a competition to justify the sponsorship money.
8. Rules/Regulations to be sent out to State Finalists.

AGRICULTURAL SOCIETIES COUNCIL OF NSW

RAS/ASC BEEF CATTLE PARADERS COMPETITION – F002

The arrangements for the conduct of Beef Cattle Paraders Competition are as follows:

A. PROCEDURE

1. One class of paraders are to be judged.
2. Each Parader must be identified with an armband or card numbered.
3. Paraders must lead a Steer or Heifer under 20 months. (one animal per entrant).
4. Paraders must be neatly attired and males expected to wear a tie. Points will be deducted for poor presentation. Shorts and thongs are not permitted.
5. Paraders must wear a white coat with no **names** or **logo** on them.
6. Paraders will supply their own white coat and cane.
7. Paraders must be willing to swap animals if required.

B. PARADING OF ANIMALS

Paraders will parade their animals in a clockwise manner as is normal in a Beef Cattle ring at the discretion of the Judge.

C. JUDGING

This competition is designed to determine the parader who has prepared, presents and parades an animal before a judge most effectively.

D. COMPETITION TIMING

From the point of view of the competitors, the animals and the spectators, it is important that the whole competition be completed in 1 hour.

In order to maintain the impetus of the competition, immediately the Judge has completed his placing and made his final comments, the competition results should be announced and the awards and presentations made.

PARADER COMPETITION

Notes for Guidance

Schools' Competitions and Beef Exhibitors

Prepared by Bruce Urquhart, Livestock Consultant

This competition is designed to determine the parader who prepares, presents and parades an animal before a judge most effectively.

It can be divided into 3 main areas:

1. Preparation
2. Presentation
3. Parading

1. PREPARATION (the work done prior to the Show)

Condition of the animal

- Health – bloom, alertness and fitness, free of disease, blemish etc.
- Feeding – READINESS FOR SHOW. Muscle : Fat ratio
- Cleanliness – hair, hide, hooves and horns if present.

Training of Animal

- TRACTABILITY, properly broken-in, acceptance of noise, people. etc.
- Manner in which the animal leads, parades, stands etc.
- Training of hair
- Acceptance of aids, eg. cane, nose-leads, lead chain.

2. PRESENTATION

Parader – Clean and correctly dressed

- Sensible stock clothes
- Dust coat
- Boots (not thongs, joggers, soft or high-heeled shoes)
- Canes
- Hat (if applicable)

Animal

- Washing and grooming
- Clipping or Trimming
- Hoof Care
- Dressing of hair coat
- Equipment – suitability, cleanliness, tidiness (loose straps in keepers etc.)

3. PARADING (in the judging ring)

Leading

- Use of leads, nose grips, cane
- Elevation of head
- Pace
- Compatibility of animal

Standing

- Square stance or to best advantage
- Keep contented
- Keeping animal alert and watchful of judge
- Turning head and elevation
- Manipulation of legs
- Position relative to judge

SHOWMANSHIP – ANTICIPATION – SPORTSMANSHIP

When competitors enter the ring they should be stopped and asked to stand their animals for inspection. This preliminary inspection should determine that:

- a) The animal has been properly conditioned and trained for judging. That it is healthy with an attractive bloom and has been washed, dressed and fitted with suitable equipment.
- b) The parader likewise should be clean, tidy and in sensible stockperson type clothes with adequate footwear (not soft shoes, joggers etc.)

In open competition, competitors not up to standard of animal or handler presentation would be eliminated in this preliminary inspection.

The handlers are then asked to parade in a clockwise direction. The judge is watching the manner in which the beast is led – head carriage, natural but alert, walking freely and naturally in unison with the parader. The use of leads – they should be led on the halter NEVER on the nose. The nose lead is a control measure to curb fractious animals – to check an unruly or excitable animal or to sharpen the attention if an animal becomes lethargic.

The parader should adjust his walk to that of the animal and by keeping his right leg in step with the animal's near foreleg he will not get his foot under the animal's hoof. The leader's position should be between the animal's head and shoulder and clear of the line parallel to the animal's near (left hand) side. This is to allow clear and uninterrupted vision to the judge when he is standing in front. The animal is normally led with the right hand with excess lead rope and cane held in the left hand. Rope should always be tidily coiled. If the occasion demands it the animal can be led with the left hand and the cane used over the back of the animal or held against the ribs or rump to keep the animal moving forward in a straight line. Much practice is needed to change leads and ropes from one hand to the other without dropping the cane, losing control of the beast, or allowing the ropes to become tangled.

Dairy paraders frequently walk backwards around the ring to increase the ease of watching the beast and the judge at the same time. (The writer believes from a safety angle this leaves the parader at some risk as he cannot see what is behind him and could stumble or fall).

It is the parader's responsibility to endeavour to display the animal in such a manner that the judge gains a clear view of the animal at all times, and that the animal is seen to advantage. The parader should know the weaknesses of the animal and not place the animal in a situation where these are going to be emphasised and made obvious. To achieve this, he must be continually aware of the judge's movements, the position and gait of the animal he is parading, and the movement and direction of the other animals in the ring. He should anticipate when he is going to be asked to move his animal, to stop, or change position.

Whenever the judge is approaching an animal the parader must already have alerted his animal, keeping full control, yet at the same time endeavouring to be clear of the line of vision between the judge and all parts of the animal.

If directed to move an animal to a new position or to display the walk of the animal, the parader should keep the animal between himself and the judge – this is important when turning an animal to return towards the judge.

When requested to stand the animal in line with other animals, always ensure there is room between your animal and the next. As you approach the position, lift your animal's head and at the same time apply backward pressure on the lead rope. As the animal comes to the position the parader should gently push his head away to cause the animal to spread his front legs slightly, and by lifting the head he will settle firmly on his front feet. Once stopped, the parader should then use his cane to scratch the underline gently forward of the navel to content the animal before attempting to adjust the hind feet to a square stance.

It is important not to overstretch an animal that has a tendency to lower his backline or be weak in the back (especially long bodied animals). Likewise, any animal with a tendency to roach or hump his back must be encouraged to stretch out. Correct use of the cane can also assist the posture of the animal.

The parader should always be facing the judge when standing in line, and if the judge moves from in front to the rear of the animal, the leads should be changed from the right to the left hand and the cane then held in the right hand. This procedure is reversed if the judge moves from behind to the front. Practice is needed to effect these changes naturally and smoothly without dropping or entangling the rope and at the same time maintaining complete control of the animal. The amount of training of both animal and parader will be reflected by the ease with which these actions are achieved.

GUILD SHOWS

Guild shows are those where the ground space in the defined amusement area is allocated on a priority basis to financial members of the Showmen's Guild of Australasia.

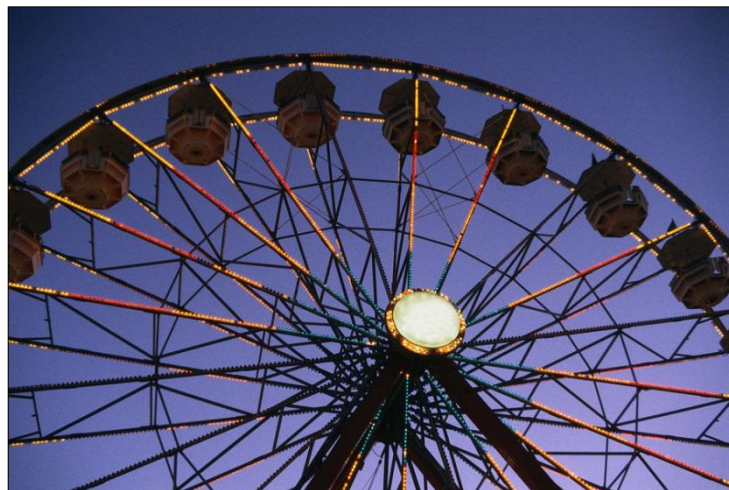
The Guild guarantees the rental of all stalls, riding devices and sideshows, and also the behaviour of all members.

The Guild delegates will allocate positions in the amusement area, and if requested, will collect all rentals and charges and pay same to the show society prior to the completion of the show.

Guild members receive priority on all Guild showgrounds. This does not mean that non-members are precluded from operating; if space is available non-members are allotted sites after the needs of the members have been satisfied.

Guild members will not sell foodstuffs other than those which are recognised as the traditional showmen's lines.

In the case of complaints received about the conduct of showmen, the Guild reserves the right to discipline its own members.



SAMPLE POLICY DOCUMENT

AMUSEMENTS/SIDESHOWS LICENCE CONTRACT

1. This is a CONTRACT between theShow Society Inc. (hereinafter known as the show society) whose registered business address is

.....
in the State of New South Wales and
hereinafter known as the provider) whose registered business address is
.....

2. By SIGNING this contract the provider is bound by the terms and conditions which form part of this contract.

3. IT IS AGREED that the provider will be allowed to occupy space (hereinafter known as the site), for the period of the.....show including a period agreed for setting up and pulling down of the amusements deemed to be from and including the following dates:

.....to.....
.....to.....
.....to.....

4. The SITE which will be located with a number by the show society will be as shown on a plan held by the show secretary and located in the general area of the sideshows and amusements area of the showground unless otherwise specified. The site number will be No. and will have a frontage or area of the following dimensions.....

5. The CONSIDERATION for this contract shall be the payment of the amounts agreed including GST and shown on the tax invoice which is annexed to this contract and will be paid in full to the show society before the show's commencement time on the first day of the show.

SIGNED:

On behalf of theShow Society Inc.

.....
.....

(print name and office of show society's authorised officer) Date.....

SIGNED:

On behalf of the provider

.....
.....

(print name and position of authored officer of provider)

.....
.....

(print address of provider)

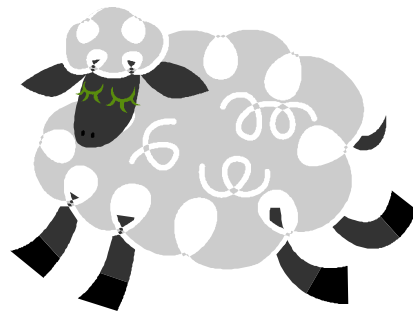
Date.....

TERMS AND CONDITIONS

1. The show society reserves the right to revoke without notice, this contract, in the event of the provider not complying with any of the terms and conditions contained in this contract, in which event any monies paid in respect of the site by the provider shall be retained by the show society as liquidated damages. Revocation of the contract will be by way of a written advice from the show society signed by the show secretary and delivered to the provider or his manager.
2. The provider will deliver to the secretary of the show society, before setting up on site, a certificate of currency confirming the existence of a current policy for public risk insurance for \$10,000,000 minimum cover, \$20,000,000 minimum cover for rides with a Green WorkCover Card, with a company approved by the Agricultural Societies Council of NSW. A copy of this policy is to be made available to the Agricultural Societies Council of NSW upon request.
3. The provider, by signing this contract agrees to indemnify the show society and its members against any claims or litigation and costs for any accident, damage, liability or injury to persons or property which may be caused by or as a result of actions of the provider, the provider's equipment, ride, amusement or attraction, his agents or employees.
4. In the event the provider, for any reason whatsoever withdraws from the show following the payment of any monies, then these monies may be forfeited to the show society.
5. The provider will not have the right to assign this contract to another person, company or organisation. This clause specifically excludes the practice of a provider selling the goodwill of or the rights to the site to another party.
6. It is agreed that the provider is an independent contractor and nothing in this contract may be construed to create a relationship of employer and/or employee.
7. The provider, employees and agents of the provider shall observe and will comply with all lawful instructions issued by any authorised officer of the show society, relative to the use of the site occupied and in the event of any one of them failing to comply, the provider will be deemed to have failed to comply with the terms and conditions of this contract.
8. The provider will ensure that its employees and agents observe the rules, by-laws and regulations of the show society, copies of which may be viewed in the show secretary's office.
9. All providers bringing motor vehicles onto the ground will comply with all statutory compulsory insurances and the provider will be responsible for ensuring that no employee of the provider who is an unlicensed person operates a motor vehicle in the precincts of the showground.
10. The provider will be required to observe and abide by all Federal Government, State Government and local government acts and by-laws governing trade practices or other matters regarding goods or services offered for sale. The sale of outdated stock or second hand goods is prohibited. The provider may be required to provide the secretary of the show society, for inspection, samples of date stamped stock.
11. The provider will be responsible for the safety of all persons who come on to his site which will be designated as a Workplace under the Occupational, Health and Safety Act 2000 as amended.
12. The provider will ensure that all materials used on the site including any building, tent, machinery or construction are of a type approved by the NSW Fire Brigade and the NSW Rural Fire Service. The provider will ensure that there is no obstruction to any firefighting equipment and must maintain free access to such equipment at all times. The provider will specifically ensure that awnings overhanging public walkways do not impede firefighting or other emergency vehicles.
13. No vehicle owned by the provider or his employees will be permitted to move on the grounds during the hours the show is open to the public unless directed by an authorised officer of the show society. Employees wishing to come and go to and from the show will be required to park their vehicles in the public car park or on adjacent public roads.
14. The provider, his agent and employees will conform to all statutes, regulations, orders, directions and requirements of government or relevant authority in regard to occupation or access to the site.
15. Electrical fittings deemed to be unsafe by the local electricity supply authority or WorkCover inspectors and/or the show society shall be rectified immediately by the provider. All electrical cable will be either buried in approved conduits or hung above the ground to the satisfaction of the local electricity supply authority or WorkCover inspectors and/or the show society officers.

16. The provider shall not excavate, dig or place pegs on his site without first obtaining the approval of the show society officers.
17. All rubbish will be placed in bins provided near or adjacent to the provider's site. Only garbage generated as part of the sites occupation shall be placed in the rubbish bins. Any materials such as motor vehicle parts, household equipment or replaced parts from rides or equipment shall not be left on the site. In the event of such material being left on the site it will be removed by the show society at a charge to the provider. The society may require the lodgement of a security bond to ensure compliance with this clause of the contract.
18. No effluent, toxic waste, oils and grease shall be disposed of on the site or in other areas of the showground.
19. No fences, buildings or structures are to be removed to gain access to the site without the written permission of the show society's secretary. Any work carried out to gain access to the site, or the provision of additional services with the prior approval of the show society will be at the cost of the provider. Any damage caused by the provider or his employees to property, power lines, gas, telephone/television cables, water or sewerage systems or other services will be charged to the provider.
20. Dogs must be restrained while on the showground. No other animal will be permitted onto the grounds unless it forms part of the provider's attraction and then only with the express permission in writing of the show society's secretary.
21. The provider shall not operate any gambling, game(s) of chance or auctions without the written permission of the show society's secretary. Before issuing such authority the show secretary will require to sight the written approval of the NSW Police and relevant government authorities.
22. The provider will not be allowed to sell or offer to sell goods which are prohibited by the show society. A list of these items which has been agreed to by the Agricultural Societies Council of NSW as prohibited items is annexed to this contract and is available from the show society's secretary.
23. The provider will not be allowed to bring on to the grounds or permit to be brought on to the grounds goods which are dangerous, considered to be noxious, cause undue noise or likely to cause objectionable odour.
24. The provider will ensure that his/her employees and agents conduct themselves in an acceptable manner, are not intoxicated or affected by drugs, and are neat and tidy in dress and presentation.
25. The provider will ensure that rides and amusements are clean, tidy well presented and fully maintained.
26. The provider or any association of which he/she is a member shall have no authority to influence activities outside their site nor bring any undue pressure upon operators of other sites.
27. The provider and/or staff will only be able to live on site in areas designated by the show society as camping areas and all vehicles not forming part of the entertainment or attraction must be parked in designated parking areas.
28. The show society will provide an adequate number of ground admission passes for use of the provider and staff or by arrangement the show society may accept a pass of another organisation such as the Showmen's Guild of Australasia in which case a sample of such pass must be provided to the show secretary at the time of signing this contract.

APPENDICES



CONSTITUTION

Of

SAMPLE GROUP OF SHOW SOCIETIES

Under the Associations Incorporation Act 2009

Incorporated XXth Month 20XX – INCxxxxxxx.

**This Constitution adopted by the Group XX/X/20XX.
and registered by the Office of Fair Trading XX/X/20XX**

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Constitution Sample Group of Show Societies.

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PART 1 – PRELIMINARY

1. INTERPRETATION

- (a) In this Constitution, except in so far as the context or subject matter otherwise indicates or requires:-
- “**ASC**” means the Agricultural Societies Council of N.S.W Ltd;
- “**Eligible Persons**” means Members’ Delegates, Honorary Delegates and other persons appointed by the Group to sub-committees;
- “**Group Delegate**” means a person elected by the Group to represent it on the ASC Board in terms of Clause 3(k);
- “**Member**” means a member society of the Group;
- “**Member’s Delegate**” means a person appointed by a member society to represent that member society in terms of Clause 10(a);
- “**Secretary**” means a person holding office under this Constitution as Secretary of the Group;
- “**Society**” means an organisation as defined by the ASC;
- “**Special General Meeting**” means a general meeting of the Group other than an Ordinary General or an Annual General Meeting;
- “**The Group**” means this association.
- (b) In this Constitution a reference to a function includes a reference to a power, authority and duty; and a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of a duty.
- (c) The provisions of the Interpretation Act, 1987, apply to and in respect of this Constitution in the same manner as those provisions would be so applied if this Constitution were an instrument made under the Act.

2. TITLE

The title of the Group shall be **Sample Group of Show Societies Inc.** and the headquarters shall be at the office or residence, as the case may be, of the Secretary of the Group.

3. OBJECTS

The Objects of the Group shall be:

- (a) To encourage and promote the development of pastoral, agricultural, horticultural and industrial associations, generally known as “Show Societies” within the framework of the ASC.
- (b) To assist and advise such societies upon matters of common interest.
- (c) To protect the interests and rights of members of the Group.
- (d) To foster the idea of co-operation between the members.
- (e) To conduct intra-Group and inter-Group activities as the Group may determine from time to time.
- (f) To regulate the dates of shows organised by members so as to avoid clashes as far as possible.
- (g) To formulate and foster anti-drug rules, regulations and testing.

- (h) To mutually enforce, as far as legally possible, penalties imposed on members and on competitors and exhibitors at shows and other events organised within and for the Group.
- (i) To deal with and adjudicate appeals by members from decisions of the Group.
- (j) To promote and foster the adoption by members of uniform general principles and customs of working and management, but without interfering in the manner in which the individual members carry into effect the general principles laid down from time to time.
- (k) To elect two (2) persons from among the Members' Delegates to represent the Group on the ASC Board, and to fill any vacancy occasioned by the death or resignation of either of such representatives. Such Group Delegates shall have no power to appoint proxy delegates.
- (l) To use the proceeds from its activities to promote the Objects of the Group or for purposes provided by law. The Group shall not pay dividends or distribute profits to its members.
- (m) To transact, perform, encourage, promote, deal with and foster such other matters, acts and things (not inconsistent with the foregoing Objects) as the Group may from time to time determine.

4. POWERS AND PRIVILEGES

Subject to the provisions of, and to any prohibition or restriction contained in this Constitution, the Group shall have the same rights, powers and privileges as a natural person and without limiting the generality of the foregoing, the power to do any act that it is authorised to do by law.

PART 2 – MEMBERSHIP

5. MEMBERSHIP - QUALIFICATIONS

A society is qualified to be a member of the Group if, but only if:-

- (a) the society is within the geographical area of the Group as defined by the Group and approved by the ASC;
- (b) the society is an organisation which has been approved for membership of the Group under Clause 6(c); and,
- (c) the society informs the Group Secretary of the name and contact details of its President and Secretary and notifies immediately any changes in this information.

6. MEMBERSHIP - APPLICATION

- (a) All societies on the register of the Group at the time of adoption of this Constitution shall become members of the association without further application.
- (b) An application for membership of the Group (other than continuing members) shall be made by the applicant society on the appropriate Application Form and shall be lodged with the Secretary of the Group.
- (c) As soon as practicable after receiving an application for membership, the Secretary shall refer the application to the Executive Committee of the Group which will determine whether to accept or reject the application.
- (d) Where the Group Executive determines to approve an application for membership,

the Secretary shall, as soon as practicable after that determination, seek approval of the decision from the ASC.

- (e) Upon receipt of such approval, the Secretary shall notify the applicant of that approval and at the same time request:-
 - (i) formal agreement to the conditions of membership of the Group as set out in this Constitution; and
 - (ii) payment within a period of twenty eight (28) days (or such time as may be determined by the Group) after receipt by the applicant of the notification, of any sum payable under this Constitution by way of annual subscription, affiliation fee or levy.
- (f) The Secretary shall on fulfilment of Clause 6 (e) enter the applicant's name in the register of members and, upon the name being so entered, the applicant becomes a member of the Group.

7. MEMBERSHIP- CESSATION

A society ceases to be a member of the Group if the society:-

- (a) ceases to exist;
- (b) resigns that membership;
- (c) is expelled from the Group; or
- (d) fails to pay such annual subscription, affiliation fees or levies as determined by the Group within the time nominated from time to time by the Group.

8. MEMBERSHIP - ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a society has by reason of being a member of the Group:-

- (a) is not capable of being transferred to another member; and
- (b) shall terminate upon cessation of membership.

9. MEMBERSHIP - RESIGNATION

- (a) A member of a group is not entitled to resign that membership except in accordance with this clause.
- (b) A member of the Group which has paid all amounts payable by the member to the Group in respect of the membership may resign from membership of the Group by first giving notice (being not less than one (1) month or not less than such other period as the Group may determine) in writing to the Secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (c) Where a member of the Group ceases to be a member pursuant to Clause 9 (b) and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the register of membership recording the date on which the member ceased to be a member.

10. MEMBERSHIP - PRIVILEGES

- (a) The privileges of membership shall consist of the right to appoint two (2) Member's Delegates to be present and to vote at all meetings of the Group, and to be represented by such number of delegates or persons as may be determined by the

- Group from time to time at other activities conducted within and for the Group.
- (b) Representatives of member societies who are not delegates may attend meetings of the Group but may not vote.

 - (c) Nothing in this Constitution shall limit the right of the Group or its authorised officers to exclude delegates or other eligible persons from any buildings used for administrative purposes, or from any portion or portions of any buildings or ground presently in use for which, in the opinion of the Group or its authorised officer, such exclusion is at any time necessary for the proper control and management of any exhibition, event or gathering or for any other reason which the Group may think sufficient.

11. FEES. SUBSCRIPTIONS ETC.

A member of the Group shall, upon admission to membership, be liable to pay such subscriptions, affiliation fees and levies at such times and in such amounts as determined by the Group from time to time.

12. LIABILITY OF MEMBERS

The liability of a member of the Group to contribute towards the payment of the Group's debts and liabilities or the costs, charges and expenses of the winding up of the Group is limited to the amounts, if any, unpaid by the member as specified under Clause 11.

13. RESOLUTION OF INTERNAL DISPUTES

- (a) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983.
- (b) If a dispute is not resolved by mediation within three (3) months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (c) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

14. DISCIPLINING OF MEMBERS

- (a) Where the Group is of the opinion that a member of the association or an individual Delegate of a member has persistently refused or neglected to comply with a provision or provisions of this Constitution, or has persistently and wilfully acted in a manner prejudicial to the interests of the association, the Group, may by resolution:-
 - (i) expel the member or the Member's Delegate from the Group; or
 - (ii) suspend the member from membership of the Group or the Member's Delegate from participation in Group activities for a specified period;
- (b) A resolution of the Group under Clause 14 (a) is of no effect unless the Group, at a meeting held not earlier than twenty eight (28) days and not later than forty two (42) days after service on the member or the Member's Delegate of a notice under Clause 14(c), confirms the resolution in accordance with this clause.
- (c) Where the Group passes a resolution under Clause 14(a), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member or the Member's

Delegate:-

- (i) setting out the resolution of the Group and the grounds on which it is based;
- (ii) stating that the Member's Delegates or the individual Delegate involved may address the Group at a meeting to be held not earlier than twenty eight (28) days and not later than forty two (42) days after service of the notice;
- (iii) stating the date, place and time of that meeting; and

- (iv) informing the member or the individual Member's Delegate that the Member's Delegates or the individual Delegate involved may do either or both of the following:-
 - 1) attend and speak at that meeting;
 - 2) submit to the Group at or prior to the date of that meeting written representations relating to the resolution.
- (d) At a meeting of the Group held as referred to in Clause 14(c), the Group shall:-
 - (i) give to the Member's Delegates or the individual Delegate involved an opportunity to make oral representations;
 - (ii) give due consideration to any written representations submitted to the Group by the member or its Delegates or by the individual Member's Delegate at or prior to the meeting; and
 - (iii) by resolution determine whether to confirm or to revoke the resolution.
- (e) Where the Group confirms a resolution under Clause 14(d)(iii), the, Secretary shall, within seven (7) days after that confirmation, by notice in writing inform the member or the Member's Delegate of the fact and of the member's or Member's Delegate's right of appeal under Clause 15.
- (f) A resolution confirmed by the Group under Clause 14(d)(iii) does not take effect:-
 - (i) until the expiration of the period within which the member or the Member's Delegate is entitled to appeal against the resolution (where the member or Member's Delegate does not exercise the right of appeal within that period); or
 - (ii) where, within that period the member or the Member's Delegate exercises the right of appeal, unless and until the Group confirms the resolution pursuant to Clause 15(d).

15. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (a) A member or the Member's Delegate involved may appeal to the Group in general meeting against a resolution of the Group which is confirmed under Clause 14(d), within twenty eight (28) days after notice of the resolution is served on the member or the Member's Delegate, by lodging with the Secretary a notice to that effect.
- (b) Upon receipt of a notice from a member or the Member's Delegate under Clause 15 (a), the Secretary shall notify the Group which shall convene a general meeting of the Group to be held within forty two (42) days after the date on which the Secretary received the notice.
- (c) At a general meeting of the Group convened under Clause 15 (b):-
 - (i) no business other than question of the appeal shall be transacted;

- (ii) the Group and the member through its Delegates or the Member's Delegate involved shall be given the opportunity to state their respective cases orally or in writing, or both; and
- (iii) the Members' Delegates present shall vote by secret ballot on the question of whether the resolution shall be confirmed or revoked.
- (d) If at the general meeting the Group passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

16. HONORARY DELEGATES

- (a) The Group may from time to time elect Honorary Delegates to the Group in recognition of past services as delegates or other meritorious work on behalf of the Group. Such Honorary Delegates shall have voice and vote, and shall hold such office for life.
- (b) Following proper nomination for the election of an Honorary Delegate, it shall be permissible to conduct a ballot by post or email to determine majority support or otherwise for the election.
- (c) All Honorary Delegates to the Group at the time of adoption of this Constitution shall continue to hold office.

PART 3 - OFFICE BEARERS AND COMMITTEES

17. OFFICE BEARERS

- (a) The Group at its Annual General Meeting shall elect from its Members' Delegates:-
 - (i) a President;
 - (ii) two (2) Vice Presidents;
 - (iii) a Secretary;
 - (iv) a Treasurer (The latter two offices may be combined);
 - (v) a Public Officer (If a replacement is considered necessary).
- (b) The Group at its Annual General Meeting, or at a General Meeting held closer to the time of nomination for election to the ASC Board, shall elect from its Members' Delegates two (2) Group Delegates for election at the ASC Annual General Meeting to represent the Group on the Board of the ASC.
- (c) The officers elected according with (a) and (b) above shall comprise an Executive Committee (excepting the Public Officer unless otherwise qualified).
- (d) At its Annual General Meeting the Group shall also elect from its Members' Delegates such sub-committees as may be considered necessary in the interests of the Group. Other persons who are not Members' Delegates but who possess specialised knowledge and/or skill may also be elected by the Group to sub-committees.
- (e) At its Annual General Meeting the Group may also appoint an Auditor, but not necessarily from among its members.
- (f) A President, having held office for a period of three (3) consecutive years shall not be eligible for re-election until a lapse of one (1) year.

(g) An Officer elected in 17(a) may also be elected as a Group Delegate.

18. OFFICE BEARERS - ELECTION OF

- (a) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (b) If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be held.

19. SECRETARY - DUTIES

- (a) The Secretary of the Group shall, as soon as practicable after being appointed as Secretary, lodge notice with the Group of his or her address if the Group has no exclusive postal address.
- (b) It is the duty of the Secretary to prepare and maintain records of:-
 - (i) all appointments of office bearers and members of the Group;
 - (ii) the names of Members' Delegates present at committee and general meetings; and
 - (iii) All proceedings at committee and general meetings.

20. TREASURER - DUTIES

It is the duty of the Treasurer of the Group to ensure that:-

- (a) all money due to the Group is collected and received and that all payments authorised by the Group are made; and
- (b) correct books and accounts are kept showing the financial affairs of the Group including full details of all receipts and expenditure connected with the activities of the Group.

21. EXECUTIVE COMMITTEE - POWERS AND DUTIES

The Executive Committee elected under Clause 17 (a) and (b) may be given power to deal with matters of urgency between meetings of the Group, and shall have a duty to report to and seek confirmation of its actions by the Group except in cases where the Group has given authority for action to be taken.

22. OFFICE BEARERS AND COMMITTEE - CASUAL VACANCY

- (a) All office bearers of the Group elected at an Annual General Meeting or at the February General Meeting shall hold office until the next Annual General Meeting or the next February General Meeting, as appropriate, but if an office bearer resigns, dies, is removed in terms of Clause 23, is unwilling or unable to act or ceases to be a Member's Delegate, the office becomes a casual vacancy.
- (b) Any casual vacancy occurring in the officers or committees shall be filled by decision of the remaining office bearers. Any person so appointed shall hold office until the next Annual General Meeting or the next General Meeting, as appropriate.

23. EXECUTIVE COMMITTEE - REMOVAL OF MEMBER

- (a) The Group in general meeting (of which proper notice has been given) may by resolution remove any officer of the Group from his/her office before the expiration of the term of office and may by resolution appoint another person to hold office until the next annual election of officers.

- (b) Where an officer of the Group to whom a proposed resolution referred to in Clause 23(a) relates makes representations in writing to the Secretary or the President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Group, the Secretary or President may send a copy of the representations to each member of the Group, or if they are not so sent, the committee member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

24. EXECUTIVE COMMITTEE - QUORUM

- (a) The quorum of the Executive Committee shall be a majority of those persons who comprise it.
- (b) In the event of a quorum not being obtainable, the Executive Committee shall not act.

25. DELEGATION BY GROUP TO SUB-COMMITTEES

- (a) The Group may, by instrument in writing, delegate to one or more sub-committees (consisting of such delegates or other persons appointed by the Group) the exercise of such of the functions of the sub-committee as may be specified other than:
 - (i) this power of delegation; and
 - (ii) a function which is a duty imposed on the Group by any law.
- (b) A function, the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (c) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (d) Notwithstanding any delegation under this clause, the Group may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Group.
- (f) A delegation to a sub-committee may be withdrawn by the Group at any time by simple resolution.
- (g) A sub-committee may meet and adjourn as it thinks proper.

PART 4 – MEETINGS

26. MEETINGS - HOLDING OF

- (a) The Group shall conduct at least one (1) general meeting and one (1) Annual General Meeting in each period of twelve (12) months at such place and time as the Group may determine.
- (b) Additional meetings of the Group may be convened by decision of the Executive Committee.

27. ORDINARY GENERAL MEETINGS – NOTICE OF

- (a) Written notice of an ordinary general meeting shall be given by the Secretary to each member of the Group fourteen (14) days (or such other period as the Group may

determine) before the time appointed for the holding of the meeting.

- (b) Notice of the meeting given under Clause 26(a) shall specify the general nature of the business to be transacted at the meeting but the meeting shall have the power to deal with such other matters as may be introduced with the leave of the chairperson.

28. ANNUAL GENERAL MEETING - HOLDING OF

The Group shall, at least once in each calendar year and within the period of six (6) months after the expiration of each financial year of the Group, convene an Annual General Meeting of its members.

29. ANNUAL GENERAL MEETING - BUSINESS OF

In addition to any other business which may be transacted at an Annual General Meeting, the business of an annual meeting shall be:-

- (a) to confirm the minutes of the last preceding Annual General Meeting;
- (b) to receive from the Group reports upon the activities of the Group during the last preceding financial year;
- (c) to receive and consider the Annual Statement of Income and Expenditure and the Balance Sheet;
- (d) to elect office bearers of the Group and, if appropriate, Group Delegates to the ASC;
- (e) to consider motions of which due notice has been given in accordance with this Constitution; and
- (f) to consider general business which may only be introduced with the leave of the chairperson.

30. SPECIAL GENERAL MEETINGS - HOLDING OF

- (a) The Group may, whenever it thinks fit, convene a Special General Meeting of the Group.
- (b) The Group shall, on the requisition in writing of not less than five (5) members, convene a Special General Meeting of the Group.
- (c) A requisition by members for a Special General Meeting:-
 - (i) shall state the purpose of the meeting;
 - (ii) shall be signed by the delegates of the members, making the requisition;
 - (iii) shall be lodged with the Secretary; and
 - (iv) may consist of several documents in a similar form, each signed by one (1) or more of the delegates of the members making the requisition.
- (d) If the Group fails to convene a Special General Meeting to be held within forty two (42) days after the date on which a requisition by members for the meeting is lodged with the Secretary, any one (1) or more of the members which made the requisition may convene a Special General Meeting to be held not later than three (3) months after that date.
- (e) A Special General Meeting convened by members as referred to in Clause 30(d) shall

be convened as nearly as practicable in the same manner as general meetings are convened by the Group.

31. ANNUAL GENERAL AND SPECIAL GENERAL MEETINGS – NOTICE OF

- (a) The Secretary shall cause to be sent by pre-paid post to each member at the member's address appearing in the register of members or by such other means of written communication as may be approved by the Group in a General Meeting, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) At least fourteen (14) days notice shall be given for all Annual General and Special General Meetings, except that where a special resolution is to be dealt with, the notice shall be at least forty two (42) days.
- (c) An Annual Meeting shall be specified as such in the notice convening it.
- (d) A Special General Meeting shall be specified as such in the notice convening it.
- (e) No business other than that specified in the notice convening a Special General Meeting shall be transacted at such meeting.
- (f) A member desiring to bring any business before an Annual General Meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling an Annual General Meeting after receipt of the notice from the member.

32. ANNUAL GENERAL AND SPECIAL GENERAL MEETINGS - SPECIAL RESOLUTION

A resolution of the Group is a special resolution if it is passed by a majority which comprises not less than three-quarters of Members' Delegates and Honorary Delegates who exercise their right and being entitled under this Constitution so to do, vote at an Annual General or Special General Meeting of which not less than forty two (42) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with the Constitution.

33. ALL MEETINGS - QUORUM

- (a) With the exception of any meetings of the Executive Committee or sub-committees, eight (8) delegates representing not less than seven (7) member societies shall constitute a quorum for the transaction of the business of any meeting of the Group.
- (b) No business shall be transacted by the meeting unless a quorum is present and if within one (1) hour of the time appointed for the meeting quorum is not present, the meeting stands adjourned and shall be recalled as provided under Clause 36. At this adjourned meeting delegates representing not less than five (5) member societies shall constitute a quorum.
- (c) If at the adjourned meeting a quorum is not present within one (1) hour of the time appointed for the meeting, the meeting shall be dissolved.

34. ALL MEETINGS - PRESIDING PERSON

- (a) The President or, in the President's absence, a Vice-President shall preside; or
- (b) If the President and the Vice Presidents are absent or unwilling to act, such one of the remaining delegates present may be chosen to preside.

35. ALL MEETINGS - VOTING AND DECISIONS

- (a) With the exception of a special resolution as referred to in Clause 32, resolutions arising at any meeting of the Group or of any sub-committee appointed by the Group shall be determined by a majority of the votes of eligible persons present at the meeting. NO PROXY OR POSTAL VOTES WILL BE PERMITTED EXCEPT AS PROVIDED IN CLAUSE 16.
- (b) Each eligible person present at a meeting of the Group or of any sub- committee appointed by the Group (including the person presiding at the meeting) is entitled to one (1) vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (c) A resolution arising at any meeting of the Group or sub-committee shall be determined on a show of hands and, unless before or on the declaration of a show of hands a poll is demanded, a declaration by the chairperson that a resolution, on a show of hands has been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Group, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (d) At any meeting of the Group or sub-committee, a poll may be demanded by the chairperson or by not less than three (3) eligible persons.
- (e) Where a poll is demanded at any meeting, the poll shall be taken:-
 - (i) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (ii) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.
- (f) Subject to the specified quorum being present, the Group or sub- committee may act notwithstanding any vacancy on the Group or sub- committee.
- (g) Any act or thing done or suffered, or purported to have been done or suffered by the Group, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Group or sub- committee.

36. ALL MEETINGS - ADJOURNMENT

- (a) The chairperson of any meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where any meeting is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Group stating the place, date and time of the meeting and the nature of the business to be transacted.

PART 5 – MISCELLANEOUS

37. INSURANCE

The Group may effect and maintain such insurance as it deems appropriate from time to time.

38. FUNDS - SOURCE

- (a) The funds of the Group shall be derived from annual subscriptions, affiliation fees and levies upon members, from donations and, subject to any resolution passed by the Group in general meeting, such other sources as the Group determines.
- (b) All money received by the Group shall be deposited as soon as practicable and without deduction to the credit of the Group's bank account.
- (c) The Group shall, as soon as practicable after receiving any money, issue an appropriate receipt.

39. FUNDS - MANAGEMENT

- (a) Subject to any resolution passed by the Group in general meeting, the funds of the Group shall be used in pursuance of the objects of the Group in such manner as the Group determines.
- (b) All cheques, drafts, bill of exchange, promissory notes and other negotiable instruments shall be signed by such officer or officers as authorised to do so by the Group, provided that each document shall be signed by two (2) authorised officers.

40. ALTERATION TO CONSTITUTION

This Constitution may be altered, rescinded or added to only by a special resolution of the Group.

41. CUSTODY OF BOOKS ETC.

Except as otherwise provided by this Constitution, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Group.

42. REGISTER OF MEMBERS

- (a) The Secretary of the Group shall establish and maintain a register of members of the Group specifying the name and address of each member together with the date on which the membership came into effect.
- (b) The register of members shall be open for inspection, free of charge, by a delegate of a member of the Group at any reasonable hour.

43. INSPECTION OF BOOKS ETC.

The records, books and other documents of the Group shall be open for inspection, free of charge, by a delegate of a member of the Group at any reasonable hour.

44. MINUTES - CONFIRMATION OF

Upon a resolution of Members' Delegates so to do, the minutes of proceedings at a meeting shall be signed by the chairperson of the next succeeding meeting.

45. SERVICE OF NOTICES – ON MEMBERS

- (a) For the purpose of this Constitution, a notice may be served by or on behalf of the Group upon any member either personally to the President, Secretary or Member's Delegate, or by sending it by post to the member at the member's address shown in

the register of members.

- (b) Where a document is sent to a member by properly addressing, prepaying and posting to the member a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of this Constitution to have been served on the member at the time at which the letter would have been delivered in the ordinary course of post.

46. FINANCIAL YEAR

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

47. SURPLUS PROPERTY

In the event of the winding up of the Group, the assets and funds on hand shall, after payment of all expenses and liabilities, be vested in such association as may be determined by special resolution of the Members' Delegates present at a general meeting.

* * * * *

Appendix 1- Application for Membership of Group

(Clause 6 (b))

APPLICATION FOR MEMBERSHIP OF THE SAMPLE GROUP OF SHOW SOCIETIES INCORPORATED

(Incorporated under the Associations Incorporation Act 2009)

I,

[full name of applicant]

of

[address]

being a duly appointed delegate of

.....

[Name of Show Society]

hereby apply for the Show Society to become a member of the abovenamed incorporated association. In the event of the Society's admission as a member, I agree, on its behalf, to be bound by the Constitution of the association for the time being in force.

.....

Signature of applicant

Date

This document is a version of the Model Constitution provided by the Office of Fair Trading NSW. It has been modified the better to meet the needs of Show Societies embarking on the process of updating their Rules or Constitution.

Constitution of
SAMPLE SHOW SOCIETY INC.
Sample NSW

(Member of the Agricultural Societies Council of NSW Ltd)

Some questions that need to be answered in order to prepare for customizing this

Constitution:

What is the full name of your Society? (Clause 2)

What ground do you use for your show?

How many including office-bearers are on your Committee? (Clause 19)

Is the Secretary a member of your Committee?

Are nominations for office-bearers and Committee in writing or verbally? (Clause 20)

Are office bearers elected at the AGM or by the Committee?

Do you wish members to be able to vote by proxy? (Clause 38)

When does your Financial Year begin and end? (Clause 47)

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Part 1 - Preliminary

1. Definitions

(1) In this Constitution:

Committee means the General Committee of the association;

Director-General means the Director-General of the Department of Services, Technology and Administration;

member means a financial member of the association;

ordinary Committee member means a member of the Committee who is not an office-bearer of the association;

Secretary means:

- (a) the person holding office under this Constitution as Secretary of the association, or
- (b) if no such person holds that office - the Public Officer of the association;

Society means the specific association to which this constitution applies;

Special General Meeting means a general meeting of the association other than an Annual General Meeting;

the Act means the *Associations Incorporation Act 2009*;

the Regulation means the *Associations Incorporation Regulation 2010*.

(2) In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

2. Title

The title of the association shall be "The Sample Show Society Incorporated" and the headquarters shall be at the Sample Showground, Alpha Street, Sample, NSW, where all meetings shall be held unless otherwise ordered by the Committee.

3. Objects

The Objects of the Society shall be:

- (1) To encourage the development of pastoral, agricultural, horticultural and cultural pursuits by holding periodical exhibitions and competitions and by such other means as may be found desirable.
- (2) To encourage an awareness in the community of the pursuits mentioned in (a) by attracting the widest possible audience to the Society's exhibitions and competitions.

4. Powers and Privileges

Subject to the provisions of, and to any prohibition or restriction contained in this Constitution, the Society shall have the same rights, powers and privileges as a natural person and without

limiting the generality of the foregoing, the power to do any act that it is authorised to do by law.

Part 2 – Membership

5. Membership - Qualifications

- (1) A person is eligible to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person has applied and been approved for membership of the association in accordance with Clause 6.
- (2) A person is taken to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person was:
 - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
 - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
 - (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under Section 6 (1) (a) of the Act was made.

6. Membership - Application

- (1) An application of a person for membership of the association:
 - (a) must be made in writing in the form set out in Appendix 1 to this Constitution, provided that when any subscription shall be paid in the name of any firm or Company, the firm or Company shall, at the time of paying such subscription, nominate one of the members of the firm or Company who shall be entitled to and exercise the rights and privileges attached to such membership, and may be elected to any office.
 - (b) must be lodged with the Secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the Secretary must refer the application to the Committee which is to determine whether to approve or to reject the application.
- (3) Any person disqualified by a kindred Society shall not be allowed to become a member, or be eligible to exhibit at the Society's exhibitions, until such disqualification is removed.
- (4) As soon as practicable after the Committee makes that determination, the Secretary must:
 - (a) notify the applicant, in writing, that the Committee approved or rejected the nomination (whichever is applicable), and,
 - (b) if the Committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this Constitution by a member as entrance fee and annual subscription.

- (5) The Secretary must, on payment by the applicant of the amounts referred to in Subclause (4) (b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the Register of Members and, on the name being so entered, the applicant becomes a member of the association and, together with other members who are listed on the Register as "current", shall have all the rights of membership until the day following the Annual Meeting next ensuing.

7. Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee under Clause 12 (2) within 3 months after the fee is due.

8. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

9. Resignation of membership

- (1) A member of the association may resign from membership of the association by first giving to the Secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under Subclause (1), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the Register of Members recording the date on which the member ceased to be a member.

10. Register of Members

- (1) The Public Officer of the association must establish and maintain a Register of Members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- (2) The Register of Members must be kept in New South Wales:
 - (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address.
- (3) The Register of Members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the Register on payment of a fee of not more than \$1 for each page copied.

- (5) If a member requests that any information contained on the Register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the Register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

11. Privileges of membership

The following are the privileges of membership:

- (1) The right to receive a Member's Ticket and such other admission passes in such form as the Committee shall determine from time to time.
- (2) The right to attend and vote at any meetings of members of the association.

12. Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the Committee, that other amount.
- (2) In addition to any amount payable by the member under Subclause (1), a member of the association must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the Committee, that other amount:
- (3) (a) except as provided by paragraph (b), before 1 July in each calendar year, or
 - (b) if the member becomes a member on or after 1 July in any calendar year - on becoming a member and before 1 July in each succeeding calendar year.

13. Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by Clause 12.

14. Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

15. Disciplining of members

- (1) A complaint may be made to the Committee by any person that a member of the association:

- (a) has refused or neglected to comply with a provision or provisions of this Constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the Committee decides to deal with the complaint, the Committee:
- (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The Committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's right of appeal under Clause 16.
- (6) The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under Clause 16, whichever is the later.

16. Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the Committee under Clause 15, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under Subclause (1), the Secretary must notify the Committee which is to convene a general meeting of the association to be held within 28 days after the date on which the Secretary received the notice.
- (4) At a general meeting of the association convened under Subclause (3):
- (5) (a) no business other than the question of the appeal is to be transacted, and
 - (b) the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

17. Life membership

Provided that in each case a 75% majority of those voting in a secret ballot open to all members of Committee support such a move, the Committee shall have the power to confer on a person a Life Honorary Membership for valued services to the Society.

Part 3 - The Committee

18. Powers of the Committee

Subject to the Act, the Regulation and this Constitution and to any resolution passed by the association in general meeting, the Committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the association.

19. Composition and membership of Committee

- (1) The Committee is to consist of:
 - (a) the office-bearers of the association, and
 - (b) at least 3 ordinary Committee members, each of whom is to be elected at the Annual General Meeting of the association under Clause 20.
- (2) The total number of Committee members is to be 7.
- (3) The office-bearers of the association are as follows:
 - (a) the President
 - (b) the Vice-president
 - (c) the Treasurer
 - (d) the Secretary.
- (4) A Committee member may hold up to 2 offices (other than both the President and Vice-president offices).
- (5) Each member of the Committee is, subject to this Constitution, to hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.

20. Election of Committee members

- (1) The election as office-bearers of the association or as ordinary Committee members shall take place at the Annual General Meeting in such usual and proper manner as the Committee shall direct.
- (2) At this time it is necessary to ensure effective occupancy of the statutory position of Public Officer which is not necessarily a Committee position, is not necessarily elected annually and need not even be a member of the Society but has duties which include responsibility for official records and submitting the annual return (Form 12) to the Office of Fair Trading.

- (3) A person nominated as a candidate for election as an office-bearer or as an ordinary Committee member of the association must be a member of the association.
- (4) The office-bearers shall be elected first and then the required number of ordinary Committee positions shall be filled.
- (5) The office-bearers and ordinary Committee members elected at an Annual General Meeting Shall hold office until the conclusion of the Annual General Meeting next ensuing.
- (6) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.

21. Secretary

- (1) The Secretary of the association must, as soon as practicable after being appointed as Secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the Secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the Committee, and
 - (b) the names of members of the Committee present at a Committee meeting or a general meeting, and
 - (c) all proceedings at Committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

22. Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

23. Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this Constitution, until the conclusion of the Annual General Meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the Committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or
 - (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - (d) resigns office by notice in writing given to the Secretary, or
 - (e) is removed from office under Clause 24, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the Committee from 3 consecutive meetings of the Committee, or

- (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

24. Removal of Committee members

- (1) The association in general meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the Committee to whom a proposed resolution referred to in Subclause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the Secretary or the President may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

25. Committee meetings and quorum

- (1) The Committee must meet at least 5 (five) times in each period of 12 months at such place and time as the Committee may determine.
- (2) Additional meetings of the Committee may be convened by the President or by any member of the Committee.
- (3) Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under Subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 4 (four) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (6) No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the Committee:
 - (a) the President or, in the President's absence, the Vice-president is to preside, or
 - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

26. Delegation by Committee to sub-committee

- (1) The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the Committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the Committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Committee.
- (6) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.
- (8) Unless otherwise determined in the delegation, the President and the Treasurer shall be, ex-officio, members of all sub-committees.

27. Voting and decisions

- (1) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to Clause 25 (5), the Committee may act despite any vacancy on the Committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

Part 4 - General meetings

28. Annual General Meetings - holding of

- (1) The association must hold its first Annual General Meeting within 18 months after its registration under the Act.

- (2) The association must hold its Annual General Meetings:
- (a) within 6 months after the close of the association's financial year, or
 - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

29. Annual General Meetings - calling of and business at

- (1) The Annual General Meeting of the association is, subject to the Act and to Clause 28, to be convened on such date and at such place and time as the Committee thinks fit.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
- (a) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
 - (b) to receive from the Committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary Committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act and to provide a copy to the Public Officer for the annual return to the Office of Fair Trading.
 - (e) to elect, if required under the Act, an independent, qualified Auditor.
- (3) An Annual General Meeting must be specified as such in the notice convening it.

30. Special General Meetings - calling of

- (1) The Committee may, whenever it thinks fit, convene a Special General Meeting of the association.
- (2) The Committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a Special General Meeting of the association.
- (3) A requisition of members for a Special General Meeting:
- (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the Secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the Committee fails to convene a Special General Meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General meeting convened by a member or members as referred to in Subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee.

31. Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of the association, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the

place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (2) If the nature of the business proposed to be dealt with at a general meeting requires a Special Resolution of the association, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under Subclause (1), the intention to propose the resolution as a Special Resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under Clause 29 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

32. Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
- (2) Five members present (being members entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

33. Presiding member

- (1) The President or, in the President's absence, the Vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the President and the Vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

34. Making of decisions

- (1) A question arising at a general meeting of the association is to be determined by either:
 - (a) a show of hands, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that

a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

35. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in Subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

36. Special Resolutions

A Special Resolution may only be passed by the association in accordance with Section 39 of the Act which specifies that decisions of potentially great significance to the future of the association, such as winding up the association or altering its Constitution must only be dealt with by means of motions of which appropriate notice (21 days) must be given to all members and the Special Resolution must be supported by a 75% majority of those present and voting at the general meeting in order to be put into effect.

37. Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

38. Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

Note: Schedule 1 of the Act provides that an association's Constitution is to address whether members of the association are entitled to vote by proxy at general meetings.

39. Postal ballots

- (1) The association may hold a postal ballot to determine any issue or proposal (other than an appeal under Clause 16).
- (2) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

Part 5 – Miscellaneous

40. Insurance

- (1) The Society shall effect and maintain liability insurance.
- (2) In addition to the insurance required under Subclause (1), the Society may effect and maintain other forms of insurance.

41. Funds - source

- (1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the Committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

42. Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the Committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee or employees of the association, being members or employees authorised to do so by the Committee.

43. Change of name, Objects and Constitution

- (1) Any proposed change in the name, Objects or Constitution must be presented as a Notice of Motion and would require a Special Resolution.
- (2) An application to the Director-General for registration of a change in the association's name, Objects or Constitution in accordance with Section 10 of the Act is to be made by the Public Officer or a Committee member.

44. Custody of books etc

Except as otherwise provided by this Constitution, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

45. Inspection of books etc.

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) records, books and other financial documents of the association,
 - (b) this Constitution,
 - (c) minutes of all Committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in Subclause (1) on payment of a fee not more than \$1 for each page copied.

46. Service of notices

- (1) For the purpose of this Constitution, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this Constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

47. Financial year

The financial year of the association is the period beginning on 1 July and ending on the following 30 June. *Note: Schedule 1 of the Act provides that an association's Constitution is to address the association's financial year.*

48. Dissolution

- (1) If, at a Special General Meeting of the Society, a Special Resolution passed by a three quarter majority of the members present and entitled to vote, determines that the Society be duly wound up or dissolved, the activities of the Society shall be terminated forthwith.
- (2) In the event of the winding up or the cancellation of the incorporation of the Society the assets and funds on hand shall, after payment of all expenses and liabilities, be vested in such registered or exempted charity or incorporated association as the members present at a general meeting may decide by a Special Resolution provided that any incorporated association so nominated fulfils the requirements specified in Section 53(2) (a)-(c) of the Act. *****

Appendix 1 *Application for membership of association*
(Clause 6 (1))

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

.....

[*name of association*]

Incorporated (incorporated under the *Associations Incorporation Act 2009*)

I,

[*full name of applicant*]

of

[*address*]

.....

[*occupation*]

hereby apply to become a member of the abovenamed incorporated association. In the event of my admission as a member, I agree to be bound by the Constitution of the association for the time being in force.

.....

Signature of applicant

Date

ATTENTION SECRETARIES - EXECUTIVE INFORMATION FORM - 2015/2016

- ❖ THIS FORM IS USED FOR SHOW DATE BOOK AND THE WEBSITE. NOT SUBMITTING REVISED DATA CAN RESULT IN PREVIOUS ENCUMBANTS RECEIVING PHONE CALLS AND EMAILS THROUGHOUT THE YEAR
- ❖ Ticking the NFP (not for publication) box under a contact information item will result in it not being shown on the website or in any publications.

SOCIETY (**name in full)	INC. NO.....	GROUP NO
Website:	Newsletter Preference (please circle):	Email or Post
DATE OF ANNUAL SHOW FOR	2015	
	2016	
	2017	
	2018	
SUPPLEMENTARY SHOWS 2015- 2017 (Horse Shows, Campdrafts etc) <i>Horse shows need to be approved at Group level before notifying the ASC in order for them to gain performance points for the Sydney Royal.</i>		
.....		
.....		
DATE OF 2015 AGM	YEAR OF FIRST SHOW	
CURRENT SECRETARY'S NAME <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		
ADDRESS FOR CORRESPONDENCE		
..... POST CODE		
Phone	Mobile	Fax
NFP <input type="checkbox"/>	NFP <input type="checkbox"/>	NFP <input type="checkbox"/>
Email	NFP <input type="checkbox"/>	
CURRENT PRESIDENT'S NAME <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		
ADDRESS FOR CORRESPONDENCE		
..... POST CODE		
Phone	Mobile	Fax
NFP <input type="checkbox"/>	NFP <input type="checkbox"/>	NFP <input type="checkbox"/>
Email	NFP <input type="checkbox"/>	
CURRENT TREASURER'S NAME <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		
ADDRESS FOR CORRESPONDENCE		
..... POST CODE		
Phone	Mobile	Fax
NFP <input type="checkbox"/>	NFP <input type="checkbox"/>	NFP <input type="checkbox"/>
Email	NFP <input type="checkbox"/>	
PUBLIC OFFICER'S NAME	Phone	
Address.....		
		Date last Form 12 sent to Fair Trading
SHOW SUB-COMMITTEES		
Please list all Show Sub-Committees		
.....		

Please return to:

Agricultural Societies Council of NSW Ltd
PO Box 1047, HUNTERS HILL NSW 2110 Em: admin@agshowsnsw.org.au or fax to 02 9879 6043

Date Secretary

RESULTS & STATISTICAL INFORMATION **REQUIRED BY THE ASC**

Horse Entry Form

Photocopy and cut up. To be filled in by each entrant in Showjumping classes and given to stewards, who then use this information to complete result forms. These can also be used for hack events.

Horse Results

Please record horse results on the form provided. The form is also available on the ASC website www.agshowsnsw.org.au under the heading downloads, forms. Please send to the ASC all other led and stockhorse results.

The ASC has provided a horse waiver form to assist organisers' keep a record of horses attending your Show at the request of the Department of Primary Industries.

Statistical Information Form

To be completed and returned to the ASC as soon as possible after your Show.

Trade Space Holders List

Insurance for your Trade Space Holders will be included in your Public Liability Insurance, so you do not need to send a separate payment to the ASC.

However, you should still collect money from those who cannot show evidence of their own Public Liability cover of \$20 million, and keep this amount as it will help to offset your own insurance costs. Please note that any local business owners would have their own Public Liability insurance which covers them Australia wide and which can be endorsed to cover their attendance at Shows. This insurance should be sighted by the Show Society.

The insurers require the names and addresses of each Trade Space Holder, so the form must still be completed and returned to the ASC.

Amusement & Commercial Providers Information

This form is to be kept and filed by the Show. The ASC do not require a copy.

Checklists

To be used as an OH & S checklist before your Show. The ASC do not require a copy.

PUBLIC/PRODUCTS LIABILITY

TRADE SPACE

INSURER: SLE Worldwide Australia Pty Ltd

This policy extension indemnifies the owner or persons responsible for their legal liability for bodily injury or damage to property as a result of an occurrence caused by the NEGLIGENCE of the Exhibitor or as a result of the Exhibitor's products.

PUBLIC LIABILITY

Section 1 \$50,000,000 in respect of personal injury or property damage for any one occurrence or series of occurrences arising out of one event.

PRODUCTS LIABILITY

Section 2 \$50,000,000 in respect of claims for goods sold or supplied by the insured for any one occurrence or series of occurrences arising out of one event, and in the aggregate during the period of this insurance.

N.B. THE COVER EXCLUDES ALL MECHANICAL AMUSEMENT DEVICES AND RIDES AND LOCAL BUSINESS OWNERS WHO SHOULD HAVE THEIR OWN INSURANCE.

Received from:

Name

Address

The sum ofdollars being for

TRADE SPACE PUBLIC LIABILITY COVER

at Showground Date.....

for the period..... to.....

NAME OF SHOW:		DATE HELD:			
SECRETARY/HORSE SECRETARY NAME:					
CONTACT NUMBER:					
* Please complete for OPEN classes only. IF MORE THAN ONE RING PLEASE COPY AND COMPLETE A FORM FOR EACH RING					
* Modify heights if these do not correspond with your show					
JUDGE:					
PONIES	# PER CLASS	FIRST PLACE NAME OF EXHIBIT	EXHIBITOR	SECOND PLACE NAME OF EXHIBIT	EXHIBITOR
n/e 11.2					
Over 11.2 & n/e 12					
Over 12 & n/e 12.2					
Childs Pony					
		CHAMPION PONY NOT EXCEEDING 12.2H		RESERVE CHAMPION PONY NOTE XCEEDING 12.2H	
Over 12.2 & n/e 13					
Over 13 & n/e 13.2					
Over 13.2 & n/e 14					
Childs Pony					
		CHAMPION PONY OVER 12.2 & NOT EXCEEDING 14HH		RESERVE CHAMPION PONY OVER 12.2 & NOT EXCEEDING 14HH	

JUDGE:					
GALLOWAY	# PER CLASS	FIRST PLACE NAME OF EXHIBIT	EXHIBITOR	SECOND PLACE NAME OF EXHIBIT	EXHIBITOR
Over 14 & n/e 14.2					
Over 14.2 & n/e 15					
Lightweight Galloway					
Over 14 & n/e 14.2					
Lightweight Galloway					
Over 14 & n/e 15					
Heavyweight Galloway					
Over 14 & n/e 14.2					
Heavyweight Galloway					
Over 14 & n/e 15					
Gentleman's Galloway					
Lady's Galloway					
Child's Galloway					
CHAMPION GALLOWAY				RESERVE CHAMPION GALLOWAY	
JUDGE:					
HACKS	# PER CLASS	FIRST PLACE NAME OF EXHIBIT	EXHIBITOR	SECOND PLACE NAME OF EXHIBIT	EXHIBITOR
Over 15 & n/e 15.2					
Over 15.2 & n/e 16					
Over 16 & n/e 16.2					
Over 16.2					
Lady's Hack					
Gentleman's Hack					
Child's Hack					
CHAMPION HACK				RESERVE CHAMPION HACK	

JUDGE:						
SHOW HUNTER PONIES	# PER CLASS	FIRST PLACE NAME OF EXHIBIT	EXHIBITOR	SECOND PLACE NAME OF EXHIBIT	EXHIBITOR	EXHIBITOR
Not exceeding 12th						
Over 12 & n/e 13						
Over 13 & n/e 14						
		CHAMPION SHOW HUNTER PONY		RESERVE CHAMPION SHOW HUNTER PONY		
JUDGE:						
SHOW HUNTER GALLOWAY	# PER CLASS	FIRST PLACE NAME OF EXHIBIT	EXHIBITOR	SECOND PLACE NAME OF EXHIBIT	EXHIBITOR	EXHIBITOR
Over 14 & n/e 14.2						
Over 14.2 & n/e 15						
		CHAMPION SHOW HUNTER GALLOWAY		RESERVE CHAMPION SHOW HUNTER GALLOWAY		
JUDGE:						
SHOW HUNTER HACK	# PER CLASS	FIRST PLACE NAME OF EXHIBIT	EXHIBITOR	SECOND PLACE NAME OF EXHIBIT	EXHIBITOR	EXHIBITOR
Over 15th n/e 15.2th						
Over 15.2th n/e 16th						
Over 16th						
		CHAMPION SHOW HUNTER HACK		RESERVE CHAMPION SHOW HUNTER HACK		

* Ensure RIDERS FULL NAME is supplied for Riding Classes			
JUDGE:			
LADY SENIOR RIDER	# PER CLASS	FIRST PLACE	SECOND PLACE
Open 17yrs & under 21			
Open 21yrs & under 40			
Open 40yrs & over			
		CHAMPION LADY SENIOR RIDER	RESERVE CHAMPION LADY SENIOR RIDER
GENT SENIOR RIDER	# PER CLASS	FIRST PLACE	SECOND PLACE
Open 17yrs & under 21			
Open 21yrs & under 40			
Open 40yrs & over			
		CHAMPION GENTLEMAN SENIOR RIDER	RESERVE CHAMPION GENTLEMAN SENIOR RIDER

JUDGE:			
JUNIOR RIDER - BOY	# PER CLASS	FIRST PLACE	SECOND PLACE
Boy Rider 6-under 9 yrs			
Boy Rider 9-under 12 yrs			
Boy Rider 12-under 15 yrs			
Boy Rider 15-under 17 yrs			
		CHAMPION JUNIOR BOY RIDER	RESERVE CHAMPION JUNIOR BOY RIDER
		CHAMPION SENIOR BOY RIDER	RESERVE CHAMPION SENIOR BOY RIDER
JUDGE:			
JUNIOR RIDER - GIRL	# PER CLASS	FIRST PLACE	SECOND PLACE
Girl Rider 6-under 9 yrs			
Girl Rider 9-under 12 yrs			
Girl Rider 12-under 15 yrs			
Girl Rider 15-under 17 yrs			
		CHAMPION JUNIOR GIRL RIDER	RESERVE CHAMPION JUNIOR GIRL RIDER
		CHAMPION SENIOR GIRL RIDER	RESERVE CHAMPION SENIOR GIRL RIDER

AGRICULTURAL SOCIETIES COUNCIL OF NEW SOUTH WALES LIMITED

Name of Show

HORSE HANDLING PARTICIPANT RISK ACKNOWLEDGMENT & WAIVER

Name of participant:.....

Contact Number of Participant:

Agricultural Societies Council Of New South Wales Limited and *Name of Show*..... (together the **Suppliers**) advise that participation (including passive participation) in animal handling at an agricultural show contains elements of risk, both obvious and inherent. The handling of animals is a dangerous recreational activity as animals can act in a sudden and unpredictable way, especially when frightened or hurt.

1. By signing this waiver I acknowledged that:
 - 1.1 participation in animal handling is a recreational service for the purposes of section 139A of the **Australian Competition and Consumer Act (Cth) 2010**, and also a recreational activity for the purposes of section 5K of the **Civil Liability Act (NSW) 2002**;
 - 1.2 participation in animal handling is a hazardous activity and may result in injury, loss, damage or death to me;
 - 1.3 participation in animal handling requires certain skills and experience. I declare that I have sufficient skills and experience to be able to safely and properly participate in the events;
 - 1.4 animals can act in a sudden and unpredictable ways, especially if frightened or hurt, or if exposed to loud or unfamiliar noises;
 - 1.5 animal showing events will be held in close proximity to rides and large groups of people, and that there may be loud and unfamiliar noises which can frighten animals;
 - 1.6 if the event is held outdoors, there are risks to me as a result of the weather conditions, including either extreme hot or cold weather, rain or wind;
 - 1.7 insects or other animals may cause animals to become frightened and act in an unpredictable way;
 - 1.8 there is inherent in events involving the handling of animals the risk of suffering injury including injuries caused by animals; and
 - 1.9 I use the facilities of [name of show society] entirely at my own risk, as I find them and with the prior acceptance of the risk of possible danger to me.
- 2 If I suffer injury, loss or damage (**Loss**) while participating in an animal handling event, I will not hold the Suppliers, their employees or agents legally responsible for any Loss I suffer. I will not sue the Suppliers, their employees or agents for any claims, costs, damages or liability. I agree to release the Suppliers and their employees from legal responsibility for the services I have been provided and/or activity I have participated in.
- 3 I acknowledge and agree that my participation in the event and associated activities is dangerous and may have inherent risks as a result of which personal injury (and sometimes death) may occur. I acknowledge that the event and associated activities carry with them a significant risk of physical harm. I accept and assume all such risks of personal injury or death in anyway whatsoever arising from these activities and hereby waive my individual right to sue the Suppliers for all claims I or my representatives may have for such personal injury or death against the Suppliers in any way whatsoever arising from or in connection with these activities.
- 4 At the time of participating in the event, I have not been to any degree under the influence of alcohol or illicit drugs.
- 5 I will not consume any alcohol or illicit drugs while participating in the Event and agree that such use may result in me being excluded from the Event or other events with no entitlement to any refund of money paid for entry to the Suppliers.

6 I agree to be bound by the rules and guidelines of the Agricultural Societies Council of New South Wales Incorporated as varied from time to time.

<u>Name of Horse</u>	<u>Owner of Horse</u>	<u>Microchip No. or Reg. No or Description (sex.colour.brand)</u>	<u>Pic No</u>	<u>Last Event</u>
.....
.....
.....
.....
.....

I, the owner/rider/exhibitor of the above horse/s declare to the best of my knowledge that they are fit and healthy or they will not be allowed to compete at this event.

Signature Date

Where the participant is over 18 years of age:

I agree that I have read and understood this waiver prior to signing it and agree that this waiver will be binding on my heirs, next of kin, executors and administrators.

I acknowledge that the Suppliers have permitted me to participate in the activity the subject of this document in reliance upon the matters acknowledged by me and the representations I have made herein.

I agree that this waiver shall be governed in all respects by and interpreted in accordance with the laws of New South Wales.

Signature: Dated:

Where participant is under 18 years of age (to be completed by a parent or guardian):

I, being a parent or legal guardian of the above named participant hereby consent to my child participating in the following animal handling event

..... Date of Birth.....

I confirm that I have read and understood and explained to the participant, this waiver prior to signing it and agree that this agreement will be binding on my (and their) heirs, next of kin, executors and administrators.

I acknowledge that the Suppliers have permitted me to participate in the activity the subject of this document in reliance upon the matters acknowledged by me and my real guardian and the representations that I have made together with my legal guardian herein.

I agree that this waiver shall be governed in all respects by and interpreted in accordance with the laws of New South Wales.

Signature: Dated:

AGRICULTURAL SOCIETIES COUNCIL OF NEW SOUTH WALES LIMITED

Name of Show

PARTICIPANT RISK ACKNOWLEDGMENT & WAIVER

Name of participant:.....

Contact Number of Participant:

Agricultural Societies Council of New South Wales Limited and *Name of Show*
(together **the Suppliers**) advise that participation (including passive participation) in a competition or event at an agricultural show contains elements of risk, both obvious and inherent. Competitions, activities and events of all types are dangerous recreational activities.

1. By signing this waiver I acknowledged that:
 - 1.1 participation in(the **Event**) is a recreational service for the purpose of section 139A of the **Australian Competition and Consumer Act (Cth) 2010** and also a recreational activity for the purposes of section 5K of the **Civil Liability Act (NSW) 2002**;
 - 1.2 participation in the Event involves a significant risk of physical harm and may result in injury, loss, damage or death to me;
 - 1.3 participation in the Event requires certain skills and experience. I declare that I have sufficient skills and experience to be able to safely and properly participate in the Event;
 - 1.4 if the Event is held outdoors, there are risks to me as a result of the weather conditions, including either extreme hot or cold weather, rain or wind;
 - 1.5 I am responsible for ensuring that I have and will wear equipment suitable for safely and properly participating in the Event;
 - 1.6 I am responsible for the condition of any tools and equipment and ensuring that they are appropriate for the Event; and
 - 1.7 I use the facilities of (name of show society) entirely at my own risk, as I find them and with the prior acceptance of the risk of possible danger to me.
- 2 If I suffer injury, loss or damage (**Loss**) while participating in the Event, I will not hold the Suppliers, their employees or agents legally responsible for any Loss I suffer. I will not sue the Suppliers, their employees or agents for any claims, costs, damages or liability. I agree to release the Suppliers and their employees from legal responsibility for the services I have been provided and/or activity I have participated in.
- 3 I acknowledge and agree that my participation in the Event and associated activities is a danger and may have inherent risks as a result of which personal injury (and sometimes death) may occur and I accept and assume all such risks of personal injury or death in anyway whatsoever arising from these activities and hereby waive my individual right to sue the Suppliers for all claims I or my representatives may have for such personal injury or death against the Suppliers in any way whatsoever arising from or in connection with these activities.

- 4 At the time of participating in the event, I have not been to any degree under the influence of alcohol or illicit drugs.
- 5 I will not consume any alcohol or illicit drugs while participating in the Event and agree that such use may result in me being excluded from the Event or other events with no entitlement to any refund of money paid for entry to the Suppliers.
- 6 I agree to be bound by the rules and guidelines of the Agricultural Societies Council of New South Wales Incorporated as varied from time to time.

Where the participant is over 18 years of age:

I agree that I have read and understood this waiver prior to signing it and agree that this waiver will be binding on my heirs, next of kin, executors and administrators.

I acknowledge that the Suppliers have permitted me to participate in the activity the subject of this document in reliance upon the matters acknowledged by me and the representations I have made herein.

I agree that this waiver shall be governed in all respects by and interpreted in accordance with the laws of New South Wales.

Signature: Dated:

Where participant is under 18 years of age (to be completed by a parent or guardian):

I, being a parent or legal guardian of the above named participant hereby consent to my child participating in the following event

..... Date of Birth.....

I confirm that I have read and understood and explained to the participant, this waiver prior to signing it and agree that this agreement will be binding on my (and their) heirs, next of kin, executors and administrators.

I acknowledge that the Suppliers have permitted me to participate in the activity the subject of this document in reliance upon the matters acknowledged by me and the representations I have made herein.

I agree that this waiver shall be governed in all respects by and interpreted in accordance with the laws of New South Wales.

Signature: Dated:

AGRICULTURAL SOCIETIES COUNCIL OF NEW SOUTH WALES LIMITED

Name of Show

ANIMAL HANDLING PARTICIPANT RISK ACKNOWLEDGMENT & WAIVER

Name of participant:.....

Contact Number of Participant:

Agricultural Societies Council Of New South Wales Limited and [*Name of Show*] (together **the Suppliers**) advise that participation (including passive participation) in animal handling at an agricultural show contains elements of risk, both obvious and inherent. The handling of animals is a dangerous recreational activity as animals can act in a sudden and unpredictable way, especially when frightened or hurt.

1. By signing this waiver I acknowledged that:
 - 1.1 participation in animal handling is a recreational service for the purposes of section 139A of the **Australian Competition and Consumer Act (Cth) 2010**, and also a recreational activity for the purposes of section 5K of the **Civil Liability Act (NSW) 2002**;
 - 1.2 participation in animal handling is a hazardous activity and may result in injury, loss, damage or death to me;
 - 1.3 participation in animal handling requires certain skills and experience. I declare that I have sufficient skills and experience to be able to safely and properly participate in the events;
 - 1.4 animals can act in a sudden and unpredictable ways, especially if frightened or hurt, or if exposed to loud or unfamiliar noises;
 - 1.5 animal showing events will be held in close proximity to rides and large groups of people, and that there may be loud and unfamiliar noises which can frighten animals;
 - 1.6 if the event is held outdoors, there are risks to me as a result of the weather conditions, including either extreme hot or cold weather, rain or wind;
 - 1.7 insects or other animals may cause animals to become frightened and act in an unpredictable way;
 - 1.8 there is inherent in events involving the handling of animals the risk of suffering injury including injuries caused by animals; and
 - 1.9 I use the facilities of [name of show society] entirely at my own risk, as I find them and with the prior acceptance of the risk of possible danger to me.
- 2 If I suffer injury, loss or damage (**Loss**) while participating in an animal handling event, I will not hold the Suppliers, their employees or agents legally responsible for any Loss I suffer. I will not sue the Suppliers, their employees or agents for any claims, costs, damages or liability. I agree to release the Suppliers and their employees from legal responsibility for the services I have been provided and/or activity I have participated in.

- 3 I acknowledge and agree that my participation in the event and associated activities is dangerous and may have inherent risks as a result of which personal injury (and sometimes death) may occur. I acknowledge that the event and associated activities carry with them a significant risk of physical harm. I accept and assume all such risks of personal injury or death in anyway whatsoever arising from these activities and hereby waive my individual right to sue the Suppliers for all claims I or my representatives may have for such personal injury or death against the Suppliers in any way whatsoever arising from or in connection with these activities.
- 4 At the time of participating in the event, I have not been to any degree under the influence of alcohol or illicit drugs.
- 5 I will not consume any alcohol or illicit drugs while participating in the Event and agree that such use may result in me being excluded from the Event or other events with no entitlement to any refund of money paid for entry to the Suppliers.
- 6 I agree to be bound by the rules and guidelines of the Agricultural Societies Council of New South Wales Incorporated as varied from time to time.

Where the participant is over 18 years of age:

I agree that I have read and understood this waiver prior to signing it and agree that this waiver will be binding on my heirs, next of kin, executors and administrators.

I acknowledge that the Suppliers have permitted me to participate in the activity the subject of this document in reliance upon the matters acknowledged by me and the representations I have made herein.

I agree that this waiver shall be governed in all respects by and interpreted in accordance with the laws of New South Wales.

Signature: Dated:

Where participant is under 18 years of age (to be completed by a parent or guardian):

I, being a parent or legal guardian of the above named participant hereby consent to my child participating in the following event

..... Date of Birth.....

I confirm that I have read and understood and explained to the participant, this waiver prior to signing it and agree that this agreement will be binding on my (and their) heirs, next of kin, executors and administrators.

I acknowledge that the Suppliers have permitted me to participate in the activity the subject of this document in reliance upon the matters acknowledged by me and the representations I have made herein.

I agree that this waiver shall be governed in all respects by and interpreted in accordance with the laws of New South Wales.

Signature: Dated:

AGRICULTURAL SOCIETIES COUNCIL OF NEW SOUTH WALES LIMITED

Agricultural Societies Council Of New South Wales Limited and *[Name of Show*]
(together the **Suppliers**) advise that participation (including passive participation) in animal handling at an agricultural show contains elements of risk, both obvious and inherent. The handling of animals is a dangerous recreational activity as animals can act in a sudden and unpredictable way, especially when frightened or hurt.

1. By signing this waiver I acknowledged that:
 - 1.1 participation in animal handling is a recreational service for the purposes of section 139A of the **Australian Competition and Consumer Act (Cth) 2010**, and also a recreational activity for the purposes of section 5K of the **Civil Liability Act (NSW) 2002**;
 - 1.2 participation in animal handling is a hazardous activity and may result in injury, loss, damage or death to me;
 - 1.3 participation in animal handling requires certain skills and experience. I declare that I have sufficient skills and experience to be able to safely and properly participate in the events;
 - 1.4 animals can act in a sudden and unpredictable ways, especially if frightened or hurt, or if exposed to loud or unfamiliar noises;
 - 1.5 animal showing events will be held in close proximity to rides and large groups of people, and that there may be loud and unfamiliar noises which can frighten animals;
 - 1.6 if the event is held outdoors, there are risks to me as a result of the weather conditions, including either extreme hot or cold weather, rain or wind;
 - 1.7 insects or other animals may cause animals to become frightened and act in an unpredictable way;
 - 1.8 there is inherent in events involving the handling of animals the risk of suffering injury including injuries caused by animals; and
 - 1.9 I use the facilities of [name of show society] entirely at my own risk, as I find them and with the prior acceptance of the risk of possible danger to me.
- 2 If I suffer injury, loss or damage (**Loss**) while participating in an animal handling event, I will not hold the Suppliers, their employees or agents legally responsible for any Loss I suffer. I will not sue the Suppliers, their employees or agents for any claims, costs, damages or liability. I agree to release the Suppliers and their employees from legal responsibility for the services I have been provided and/or activity I have participated in.

		I HAVE READ AND UNDERSTOOD THE STATEMENT	
		I HAVE READ AND UNDERSTOOD THE STATEMENT	
		I HAVE READ AND UNDERSTOOD THE STATEMENT	
		I HAVE READ AND UNDERSTOOD THE STATEMENT	
		I HAVE READ AND UNDERSTOOD THE STATEMENT	

I, have observed the sighting and signing of this document by the participants listed above.

PLEASE PRINT

Signature of Responsible Official / Witness

Date

 / /

Data entry form for shows - CATTLE

Show Location: _____

Show PIC: _____

_____ remove Yes or No below

Sheep: Yes/No

Goats: Yes/No

Property identification code format in NSW eg 86474162

Character position	1	2	3	4	5	6	7	8
State (N = NSW)	Character (1001-5100)	Former RLP District (01-1999-01)						
Missing					Property number			

		For cattle entering the show				For cattle leaving the show			
Date of arrival	No. head	From PIC	NVD/TSS number	Exhibitor's Name	Date of departure	No. head	To PIC	NVD/TSS number	Exhibitor's Name

Data entry form for shows - SHEEP/GOATS

Show Location: _____

Show PIC: _____

Did other livestock attend the show? Yes/ No

remove Yes or No below:
Cattle: Yes/ No
Sheep: Yes/ No
Goats: Yes/ No

Property identification code format in NSW eg HICP-HEG

Character position	1	2	3	4	5	6	7	8
Meaning	State N = NSW	Check character (from A to V)	Former MUP District eg Hunter-01		Property number			

Sheep or goats	Date of arrival	From PIC	Exhibitor's Name	No. head	MVD/ISS No.	Other PICs on tags/MVD	Vendor bred (Y/N)?	Time owned?	Date of departure	MVD/ISS No.	To PIC	Comment

PRE-OPENING GENERAL INSPECTION CHECKLIST

Site Manager/Safety Officer:

Inspected by: Date:

OK	NOT OK	N/A	
Please tick where appropriate			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Prevention Safety Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fireworks/Stunt Act Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food and Catering Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grandstanding and seating Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Management

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Ample supply of 'incident report' forms and waivers distributed to relevant staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection of all critical support and load bearing members in temporary structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting for night operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standby lighting in event of power failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement of Warning signage – Caution – Directional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"No Smoking" – posted/enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"No Eating/Drinking" – posted/enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height limit signage – posted/enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobility Impaired access and facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Slip, Trip and Fall Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets and other facilities clean and open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable Toilets in place and ready	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved Rubbish containers placed in high traffic/use areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have contractors advised that no hazardous chemicals are being used without following approved procedures (Cleaning, Pest Control etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets for Hazchems supplied and held on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemical containers clearly marked (Solvents, cleaners etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If equipment such as cars, boats or machinery is displayed review environmental impact and protection from oil and fuel leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If generators are used review environmental impact and protection from refuelling spillages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fuel and chemical storage restricted from Public access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all rigging, light fixtures, speaker mounting and overhead attachments of any kind been inspected to confirm proper mounting and is equipment safety cabled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does planned audience participation in any event require review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If construction or maintenance is required to continue while events are in progress, has area been barricaded off and signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If welding is required on site are panels available to screen the workplace from public view. (Flash protection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the event is licenced, have bar areas been defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If event is a limited ticket entry event is security required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If security is used is firm experienced and licenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has security been briefed on items and areas to protect including goods in care etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have rosters been completed and relief staff rostered to allow breaks for company staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sub-contractors been advised of Award or Agreement conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect walkways from Parking area. If a night event is planned inspect under lights also	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect areas where public will gather. Areas around Ticket boxes, Food Outlets, displays etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect seating areas. Chairs, Grandstands, benches on delivery and after delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check footings and structure are suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that structures are not overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have security review all Cash Control areas and Income areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Inspections of all water areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect recreational areas; playground equipment, dance areas, beach or pool areas, picnic areas, rides etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate shelter from sun or rain available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first Aid facilities sufficient for expected attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect Emergency equipment and emergency areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect specific event areas (helipads, sky-diving landing, race courses expensive delays etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check during event to ensure staff and contractors comply with safety rules and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality control measures for Food. Carts and trolleys using pre-set routes on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food area cleanliness. Spillages to be cleaned regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise pass Consumer Product Safety standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check schedule of events so that public are not forced to run between events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crowd Control - marshals required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- trained personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety announcements of PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle parking controls in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks review and controls in place and established with contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site vehicles confirmed as Insured (Third Party)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport (Bus) parking or drop-off/pick-up zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lost children procedures and facility established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation services (including hand signing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Employee Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Employee Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illness/Injury Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Press/Media reception and hosts/hostesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ticketing and coupons sales staff and outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Communication (Inc Mobile Phones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Inspected: Date:

FIRE PREVENTION SAFETY CHECKLIST

FIRE PREVENTION

Fire Prevention is a necessary fact of life in conducting any Agricultural Show. At all Agricultural Shows the Committee's Safety Officer shall be in charge of inspection. A warden or wardens shall be appointed for fire, crowd and emergency control at all events. Site access for Emergency Services should be unimpeded.

In the period during the set up process the Committee's Safety Officers for the event should liaise with the local emergency services (Police, Fire and Ambulance). A representative of the local Fire Brigade may choose to accompany personnel carrying out the inspection below.

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Electrical			
Earth leakage System Installed and tested OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuses/circuit breakers suited to cable load capacity in leads and boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public access to power boxes restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public access to generators restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads, cables and plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor overload cutouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light globes clear of flammable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping			
Rubbish bins emptied regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aisles and accessways clear of obstructions and litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free access by staff to electrical switches and controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit and entry ways clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise, stock and other goods stored neatly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel and Oil supplies stored away from public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smokers			
NO SMOKING signs on proper locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMOKING PROHIBITED signs on proper locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashtrays and receptacles of sufficient size in smoking areas (20l drums filled with sand are acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguisher Checklist			
Extinguisher in readily accessible, known locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers tagged in last 3 months by authorised tester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers in good order and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel trained in use of extinguisher types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of Fire Blanket for cooking areas			
Fire Emergency Checklist			
Personnel trained in and understands his/her emergency duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plan current and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any fixed systems on site usable (eg Fire Hoses etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the area/arena is fenced are gate keys freely available to Emergency services/event organisers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

Inspected by: Signed:

Date: Observer: Organisation:

FIREWORKS & STUNT ACTS CHECKLIST

SITING

The siting of Firework displays shall take into account the requirement of the display, allow for wind direction and changes, public viewing and the requirements of the relevant authorities.

For Stunt acts including car stunts, aerialist performances, fly pasts etc the requirements of the Stunt coordinator or technical director of the group shall be supplied in writing at the time of booking.

A marshal or marshals shall be appointed for fire, crowd or emergency control. Site access for Emergency Services should be unimpeded.

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Power			
Earth leakage System installed and tested OK.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead and connection to supply complies to accepted standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply Board/Generator access restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting Operator briefed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slip and Trip Hazards			
Approach and exit areas free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public area observed and spillages cleaned as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public areas			
First Aid kit or facility in area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound system operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exits marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Suitably attired for task performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aware of safe areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructed in safe operation of stunt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aware of rules for handling fireworks and licences where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Procedure			
Procedures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response team on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff aware of procedural requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan briefing to local Fire/Police/Ambulance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Crew on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial			
Lease/Rental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste removal/recycling bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Equipment			
Stunt/performance rigging under artist supervision/approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crane or Machinery operator/s licenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by: on:

Print name

Date

Outlet approved for use: YES/NO

Signed:

FOOD AND CATERING CHECKLIST

SITING OF OUTLETS

The siting of food outlet shall take into account the requirements for power, water and sullage. (Some mobile operations are complete with separate water and sullage tanks and can be located at will.) The guiding parameter for this requirement shall be the Health regulations of the Local Government Authority in whose locality the event is to be held. Where possible the food outlets shall be sited on level ground adjacent to areas where food consumption is invited. Access should be unimpeded by slip or trip hazards and be clearly lit at night. The following points should be checked on all food outlets, including truck mounted units such as icecream trucks. No outlet shall open until the checklist is completed and all approvals are in place.

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Power			
Earth leakage System installed and tested OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead and connection to supply complies to accepted standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slip and Trip Hazards			
Approach and exit areas free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area observed and spillages cleaned as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Areas			
Floors are smooth, free of spillages and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sharp edges or screws to catch or tear clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Government Health Inspection carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freezer temperature below -4 C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration temperature below +5 C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kit suitable for treating burns and cuts (especially staff).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage and preparation areas clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays			
All food behind glass or plastic screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utensils clean and used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot food held at greater than 60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Clean and in light coloured uniforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hair covered/hat or cap worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons preparing or handling food using gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food handlers not handling money or coupons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in food techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Procedure			
Procedures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response team on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff aware of procedural requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial			
Lease/Rental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance - assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste removal/recycling bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by:

Date:.....

Print name

Outlet approved for use: YES/NO

Signed:

GRANDSTANDS & SEATING CHECKLIST

SITING

The siting of Grandstands shall take into account the requirements for power, load bearing capabilities of the site and the slope of the site. Access should be unimpeded by slip or trip hazards, suitable for vehicles and be clearly lit during night operation.

Items such as overhead restrictions, proximity of trees and structures and wind speed should be considered. The siting is dictated by the location of the stage or event site.

The following points should be checked on all Grandstands and seats.

Until the checklist is completed and all approvals are in place the stands/seats should not be used.

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Structure			
Erected and located to handle and safely support load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure designed to remain stable and unaffected by wind or uneven distribution of load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets local building requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slip and Trip Hazards			
Fire escapes in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approach and exit areas free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area observed and spillages cleaned as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public areas			
Seats clean and free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sharp edges or screws to catch or tear clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety rails and steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre Operation Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit or facility in area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Areas			
Toilets sign posted or visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear of debris in high winds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearing of tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Procedure			
Procedures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response team on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff aware of procedural requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial			
Lease/Rental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste removal/recycling bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by: on:
Print name Date

Outlet approved for use: YES/NO Signed:

PARKING AREAS CHECKLIST

Parking areas should be controlled. Admission may be free, charged, by pass or by a combination of these. Signage should clearly indicate any restrictions prior to vehicles entering. Signs, prior to entry, should also advise NO RESPONSIBILITY waiver.

The following points should be checked.

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Driveway entry or curb ramp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting for night use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depressions/elevations in surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadways marked/indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of trees, flower beds, fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear pattern on surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine fumes/oil leaks affecting surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff comfort in hot/wet weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit or First Aid Post for exhaustion etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Lines and Exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff equipped with Torches and reflectorised vests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and parking for caterers, entertainers, VIP guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parking allotments sufficiently clear of pedestrian thoroughfares and animal areas, to avoid congestion and accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial			
Lease/Rental contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liability waiver checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by: on:
Print name *Date*

Outlet approved for use: YES/NO Signed:

EMERGENCY MANAGEMENT CHECKLIST

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Lost Children			
If there a property set up Child Minding Facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate fenced enclosure (or room) constantly attended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Person(s) In attendance a qualified youth worker or first-aidler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have amusements or playground equipment been inspected for safety? (Sharp edges, moving parts, heavy weights, slips and falls.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there any water/drowning hazard (unfenced pool)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there suitable protection against sunburn etc. for children in custody?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a properly equipped first-aid kit in the Child Minding Centre (or, is the centre adjacent to the ambulance post)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid and Medical Emergency			
Is there adequate provision to deal with injury and medical emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ambulance officers or certified first-aiders rostered for attendance at all times when the public are on the Showground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Designated first-aid post with rest room (eg caravan) and means of communication with local hospital or physician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a specialised lifting frame (stretcher) available for spinal injury cases (eg equestrian events)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the first-aid facility properly signposted and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication and crowd control			
Does public address system cover all portions of the Showground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has mobile telephone system been considered for communication between key officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a coded alert system for dealing with emergencies (to prevent panic)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showground security			
• Have adequate arrangements been made for cash and transfer to bank or armoured car service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the Cashier's office in a secure area, also well supervised by show officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

Inspected by: Signed:

Date: Observer:

Organisation:

SITE HOLDER SAFETY CHECKLIST

TO BE COMPLETED DURING SET UP TIME AT THE EVENT

Event: Date:

Vendor Name:

Location:

ITEM	OK	NOT OK	N/A
Please tick where appropriate			
Power			
All leads tagged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RCD's in good repair and operating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All leads off ground and fixed securely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas			
Gas cylinders in good condition and less than 10 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In use cylinders are outside the unit or structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spare cylinders, full or empty, are stored externally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are not blocking exits			
Cylinders are secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are on a level, non-combustible surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are in a well ventilated location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinder safety outlet faces away from structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are clear of ignition sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel and Oil supplies stored away from public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Appliances			
Appliances are away from the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply pipes/hoses in good condition (visual check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials clear of appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Equipment			
All signage in good repair and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tables, chairs and umbrellas in good repair (visual check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Equipment			
Umbrellas secured with stakes and pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage secured and not blocking traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoses in traffic areas covered with safety mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approach and exit areas free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screens in good repair and secured safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trailer draw bar and tow ball secure and not causing an obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Area			
Floors are smooth, free of spillage and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage and preparation areas clean and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste and areas clean and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety			
Staff aware of procedures and requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan on display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kit on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher and Fire Blanket current and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspected by: Signed:

Date:

THE AGRICULTURAL SOCIETIES COUNCIL OF NSW

RICH FRUIT CAKE COMPETITION

The following recipe is compulsory for all entrants and must be printed in your schedule.

RICH FRUIT CAKE

Here's what you need:

250g (8 oz) sultanas
250 g (8 oz) chopped raisins
250 g (8 oz) currants
125 g (4 oz) chopped mixed peel
90 g (3oz) chopped red glace cherries
90 g (3 oz) chopped blanched almonds
1/3 cup sherry or brandy
250 g (8 oz) plain flour
60 g (2 oz) self raising flour
1/4 teaspoon grated nutmeg
1/2 teaspoon ground ginger
1/2 teaspoon ground cloves
250g (8 oz) butter
250g (8 oz) soft brown sugar
½ teaspoon lemon essence **OR**
finely grated lemon rind
½ teaspoon almond essence
½ teaspoon vanilla essence
4 large eggs

Here's what you do:

Mix together all the fruits and nuts and sprinkle with the sherry or brandy. Cover and leave for at least 1 hour, but preferably overnight.

Sift together the flours and spices. Cream together the butter and sugar with the essences.

Add the eggs one at a time, beating well after, each addition, then alternately add the fruit and flour mixtures. Mix thoroughly. The mixture should be stiff enough to support a wooden spoon.

Place the mixture into a prepared tin no larger than 20cm (8") and bake in a slow oven for approximately 3 ½ - 4 hours. Allow the cake to cool in the tin.

Note: To ensure uniformity and depending upon the size it is suggested the raisins be snipped into 2 or 3 pieces, cherries into 4 – 6 pieces and almonds crosswise into 3 – 4 pieces.

Prize money is sponsored by the ASC. Show Societies and Groups should pay the prize money to their winners, then apply to the ASC for reimbursement.

Winners at country shows will each receive a cash prize and will be required to bake a second "Rich Fruit Cake" in order to compete in a semi-final to be conducted by each of the fourteen Groups of the Agricultural Societies Council of NSW.

The fourteen winners at Regional level will each receive a cash prize and ribbon, and are required to bake a third "Rich Fruit Cake" for the Final judging at the Royal Easter Show where the winner will receive a cash prize of \$100.00.

Note: Competitors may only represent one Show Society in a Group Final and only one Group in a State Final.

WOOL ARTICLE/GARMENT STATE COMPETITION

**Competition to be Conducted at
Society, Group & State Level**

**CLASS: THREE DIFFERENT TYPES OF
WOOL ARTICLES AND/OR GARMENTS**

CONDITIONS:

1. For the purpose of this competition the following definitions apply:
 - a) **Garment:** an item that can be worn e.g. dress, jacket, scarf, hat
 - b) **Article:** a utility item that is not worn but can be used in the home e.g. blanket; with an outfit eg. bag; for amusement eg. toy; as a decoration eg. picture etc.
2. The **whole** article and/or garment must be constructed of and contain a minimum of, **80% wool**.
3. Exhibits (articles/garments) may be knitted, crocheted, sewn, felted etc and must be hand crafted (use of sewing machine is permitted).
4. **A sample of the yarn, fabric or fibre with label must be attached to each item making up the exhibit.** If a label is not available as a handspun/felted, a handwritten label with relevant details and sample will suffice.
5. An exhibit in this competition may consist of the work of one individual or a group of individuals, or an organization.
6. All three article/garments must have been completed within the 12 months prior to the local show and made by the exhibitor/s.
7. An exhibit having won at a local show may be exhibited (the same three article/garments) at the Group Final. The winning exhibit at the Group Final is then eligible to compete in the State Final.
8. An exhibitor is only eligible to represent one Society at Group level and one Group at State level.
9. An exhibit (article/garment) that has previously competed at Group level is not eligible to compete again.
10. If this class is not scheduled or attracts no entries at a local show, the Chief Pavilion Steward in consultation with the appropriate Pavilion Section Judges, may select three suitable individual exhibits and, with the exhibitors permission, enter them in the Group judging as an exhibit representing the particular Society concerned.
11. It is the responsibility of the Group Secretary and winner to co-ordinate the transfer of the winning entry to the ASC Office in Sydney for the State judging.

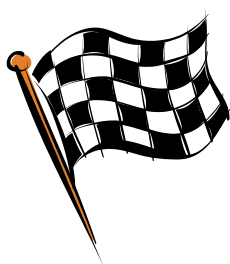
UTE COMPETITIONS – TIME TRIALS / CIRCLE WORK

Licensing from the Department of Sport and Recreation is required for the conduct of ute action classes such as time trials and circle work. Outlined below are the requirements for the processing and issuing of a motor vehicle racing ground licence under the Motor Vehicle Sports (Public Safety) Act 1985.

APPLICATION FOR INITIAL LICENCE

An application for a licence for a motor vehicle racing ground shall be accompanied by:

1. A certificate from the Local Council-
 - stating that the development consent of the Council is not necessary for the use of the ground for the purpose of motor vehicle racing; or
 - stating particulars of the development consent granted by the Council to use the ground for those purposes and of the conditions imposed on that consent;
2. Consent from the landowner that the applicant may use the property for the purpose of a motor vehicle racing ground;
3. Evidence that the applicant is entitled to apply for the licence ie. President, Secretary or Committee member of the Society;
4. A statement of the maximum number of vehicles for each type of event to be held on the ground;
5. 3 copies of the plans of , and specifications for the motor vehicle racing ground, drawn to scale and showing details of:-
 - the location of the ground, showing access to the ground from public streets
 - spectator areas and spectator fencing
 - the length, width, composition and location of the track
 - any safety fences and other safety devices, such as sand traps, embankments, cuttings and walls
 - car parks and toilets
 - any part of the ground suggested as a pit area or paddock or as unauthorised areas.



PUBLIC RISK LIABILITY

Before the ground is used for motor vehicle racing events, the Society is to provide the Director General with evidence satisfactory to the Director General that public risk insurance cover has been effected with an insurer approved by the Minister for a **minimum of \$30 million** in respect of all claims arising out of each meeting at the ground. A certificate of currency can be provided on request by the ASC. The State of NSW and the Department of Sport and Recreation will be noted on this certificate as an insured or interested party for their respective rights and interests.

Following the submission of the application form, accompanying documents and licence fee, the Department of Sport and Recreation will request a police report. Societies are advised to submit a set of detailed and stringent rules for the competition, for inclusion with their submission to Sport and Recreation, and similarly to the Police Officers, at the time of inspection.

Application must be made to the Department of Sport and Recreation **at least 6 weeks prior** to the commencement date of the event.

YOUNG FARMER CHALLENGE

Rules for Young Farmer Challenge can be found on the ASC website:

www.agshowsnsw.org.au →Downloads →Forms→Competition Guidelines →Farmer Challenge



DEMOLITION DERBY RULES & REGULATIONS

1. All drivers must be 17 years or over and hold a current drivers licence.
2. All cars must be of average sedan size. Station wagons are permitted to compete, however, utes, panel vans, four wheel drives and full chassis vehicles are not permitted in the competition.
3. The vehicle must be retained at its original height, ie. no alteration to the suspension.
4. No driver under the influence of alcohol will be allowed to compete.
5. No passengers will be permitted to travel in the vehicle.
6. No internal or external reinforcement or bar work allowed, except as stated.
7. A steel bar must be fastened to the floor and roof by bolts to allow a headrest to be fitted. A single brace across the driver's door is optional.
8. All glass and plastic must be removed from the vehicle, including dashboard glass, but an interior rear-vision mirror is permitted.
9. All doors must be strapped closed with strapping, welded using 1" x ¼" metal strapping. Reinforcement of the driver's door with concrete is optional.
10. All drivers must wear crash helmets, full cotton overalls and gloves.
11. All drivers are to wear a seat belt. Seat belts must be in good condition. The vehicle must not contain rust in either the seat or seat belt mountings.
12. A limit of four (4) litres of petrol is permitted, this being inspected and enforced by scrutineers.
13. A five (5) litre can with a screw top lid must be fastened to the centre rear of the vehicle.
14. The vehicle's petrol tank must be removed.
15. The original fuel line must be used.
16. Tow bar and tongue must be removed.
17. The radiator must be in its original position but the fan blades must be removed.
18. All vehicles must be fitted with an effective muffler.
19. The driver's name must be displayed on the right hand side of the roof (150mm).
20. The two front doors are to be reserved for the event sponsor's name.
21. Each vehicle is to be numbered. The number is to be displayed only on the roof, bonnet or doors. Numbers will be allocated to cars at the time of receipt of nomination.
22. The battery must have a rubber cover securely bolted over the top. It may be fitted to the cabin area and cable must have grommets where it passes through the firewall.
23. An area will be marked on the Arena to show the boundary. Any vehicles driving over the boundary shall be eliminated.
24. Any vehicle deliberately ramming the driver's side door of another vehicle will be disqualified.
25. No vehicle is permitted to hit a surrendered vehicle or a vehicle out of bounds.
26. Reverse gear must be used at all times, except when drivers need to dislodge from a competitor's vehicle. In this case, first gear may be used for two (2) car lengths.
27. If a vehicle stops, a maximum of two minutes will be permitted to restart the vehicle. If the vehicle does not restart within this time, the vehicle will be eliminated.
28. Brittle metal, such as grader blades, must not be used.
29. Steel mesh must be welded on the driver's side window and driver's half windscreen.
30. A surrender flag to be accessible to the driver. Once the flag is displayed, the vehicle will be deemed eliminated from the competition.
31. All drivers must remain in their vehicle until the event is completed.
32. The winner of the competition will be the last vehicle still being driven.
33. The Judge reserves the right to disqualify any driver at any time.
34. The Judge's decision is final and no correspondence will be entered into.
35. All cars must be trucked to and from the Showground. All vehicles must be removed from the Showground following the completion of the event or a fine will be imposed on the driver.

MODEL HORSE SECTION REGULATIONS

(For guidance to Show Societies)

These Regulations may be adopted in their entirety or adapted to meet local needs and printed at the beginning of the Horse Section schedule. It is strongly recommended, however, that the first two paragraphs be adopted and included unaltered.

HORSE SECTION – Regulations

All competition at this show is governed by these regulations and by the Agricultural Societies Council of NSW Rules for Discipline in Horse Sections at Shows which can be viewed at www.agshowsnsw.org.au. Should it become necessary for the ASC Disciplinary Committee to open an inquiry into any aspect of competition in this Horse Section, this Society will support any penalty imposed by that Committee as a result of the inquiry and will support penalties resulting from enquiries arising from Horse Sections at other NSW shows.

Indemnity & Waiver Forms

The Horse Committee will take all care in managing the Section, but competitors taking part in this Horse Section do so at their own risk. Each adult competitor must, before competing, complete and sign a form indemnifying the Xxxxxx Show Society and waiving any claims against the Society for any injury sustained in competition or for loss or damage to the competitor's property or damage caused by the competitor or his/her animal(s) at the Show. A similar form must also be completed and signed by a parent or guardian for each competitor who is under 18 years of age. ALSO, on each Waiver, each horse with which the competitor is involved in competition at the Show must be listed together with the Property Identification Code (PIC) of the property from which the horse came to the Show.

Refusal of Entry/Alteration of Schedule

The committee reserves the right to refuse an entry without assigning any reason for doing so and to alter the schedule to meet emerging circumstances.

Judge's Decision/Discretion

The judge is empowered to withhold any or all prizes in any class where the exhibits are, in his/her opinion, unworthy of the prize, and at all times the judge's decision will be final. A judge has the discretion to ask that a led or performance exhibit and handler / rider / driver be ordered to leave the ring if he/she considers the animal is unruly and/or likely to cause an accident.

District/Local Classes

Horses and/or riders must have been resident for at least three months prior to the show within a 50 kilometre radius of the Showground.

Novice Hack, Galloway, Pony

A Novice has not won a First Place at any Show.

Show Hunters

Horses in these classes may not also compete in Ridden Hack, Galloway or Pony classes.

Ridden Hack, Galloway, Pony

Horses in these classes may not also compete in Show Hunter classes.

Stallions

Stallions must be wearing a bit at all times when being led and must be under the control of a person 17 years of age or older. They must be supervised at all times and securely fastened when tied to the outside of a truck or float. They are not eligible to compete in ridden classes unless their eligibility is specifically stated in the schedule.

Ponies with Adult Riders

Ponies may be ridden by adults unless otherwise stated in the schedule.

Lateness to the Ring

Competitors must be ready when called. Once judging has commenced, a competing horse shall not be led, ridden or driven into or out of the judging ring without the permission of the judge and/or the Ringmaster or Chief Steward.

Leaving The Ring

If a led horse should drag or escape its handler or a ridden or driven horse take control of or unseat its rider and leave the ring, it is usually disqualified from the class.

Horse Measuring

No official measuring will take place at the show, but, if a question about height arises, proof of height may be required. In the absence of proof, a decision will be at the absolute discretion of the Ring Master or Chief Steward.

Breed Registration

Registration documents for horses in breed classes must be produced when required by a Steward.

Attire

Competitors must be appropriately attired for the competition in which they are competing.

Helmets

Every rider is encouraged to wear a safety helmet compliant with the current Australian Standard. Riders under 18 years must wear such a helmet.

Footwear

All competitors must wear appropriate footwear when leading or riding a horse. When riding, the footwear must enable removal of the foot from the stirrup.

Cruelty

Persons who are considered by the Ringmaster or Chief Steward to be abusive or cruel to a horse will be expelled from the ground. No horse will be permitted to compete if, in the opinion of the Ringmaster or Chief Steward, it is in poor health or condition.

Drugs

Drug testing may be carried out at this show.

Approaching Judges

No exhibitor or associate will initiate conversation with a judge on judging day, before, during or after judging except through the Ringmaster or Chief Steward.

Prohibited Relationship

No competitor will present for judging before a judge with whom he/she has a family relationship, has or has recently had a personal relationship or has had horse related business dealings during the past twelve months.

Coaching

Any person detected coaching a competitor while that competitor is being judged may be removed from the Showground.

Proper Conduct

Any exhibitor or associate who behaves offensively on the Showground will be expelled from the ground, may be banned from the show in future and may be banned by other Societies.

Protests

A protest or complaint against any exhibit or exhibitor may be lodged verbally with the Ringmaster or Chief Steward no later than ten minutes after the judging of the exhibit or exhibitor. The Ringmaster or Chief Steward must be provided with the exact nature of the complaint and act, if necessary, to maintain competitive fairness. The Ringmaster or Chief Steward may choose to refer the matter to the Protests Committee, which shall comprise the President of the Society, or a Vice President and two other members of the General Committee. A protest or complaint or an appeal against the decision of the Ringmaster or Chief Steward may be lodged in writing with the Secretary no later than 10 pm on the day of judging. Such protest, complaint or appeal shall be accompanied by a deposit of \$50 which shall be forfeited if the protest, complaint or appeal proves to be frivolous or vexatious. A matter lodged this way shall be dealt with by the Protests Committee within 24 hours of lodgment and the decision of the Protest Committee shall be final. NB: No protest or complaint will be considered if it refers simply to a judge's decision.



REQUIREMENTS FOR SHOW RACING

Clubs or agricultural show societies wishing to hold show racing must ensure that the following procedures are adhered to:

1. The track must be approved by HRNSW. In a lot of cases show races will be conducted at tracks at which normal harness races are held. In such instances the track will already be on the list of approved tracks on the HRNSW insurance policy.
2. Where a show ground wishes to conduct show races but the track is not currently licensed HRNSW stewards will need to inspect the track to ensure that it meets minimum racing and safety standards. It is advisable that show societies contact HRNSW well in advance to ensure that ample time is provided to enable stewards to slot in time to undertake the inspection. As a general rule, a secure outside fence and flexible inside marker pegs are necessary prior to a track being approved.
3. Once approved by HRNSW stewards HRNSW will advise OAMPS (Insurance broker) to add the track to the list of approved tracks for the policy.
4. As a general rule during show races there should be no activity in the centre of the track.
5. When the time for show racing occurs the following must be in place:
 - a) All activity in the centre of the track should cease;
 - b) Car movements in the centre of the track should cease;
 - c) Any rides etc in centre of track must be stopped;
 - d) Children and all but non essential race officials should be removed from centre of track;
 - e) If centre of track is used for horse activity (show jumping etc) that activity should also cease during the conduct of races.
6. Drivers are not permitted to carry whips during show races
7. Show races are to be started and supervised by approved officials.
8. The Show/Agricultural Society conducting the show must hold Public Liability Insurance that does not exclude harness racing activities.
9. No prize money is to be awarded for show races. Winners can be rewarded with trophies, produce, harness and gift vouchers only.
10. During the conduction of show racing, there must be;
 - a) A Clerk of the Course on the track
 - b) St John's Ambulance or NSW Ambulance personnel in attendance
 - c) A vet on call and available to attend the track
 - d) No bookmaker or totalisator betting on-course