

# AGRICULTURAL SHOWS THE SECRETARY'S HANDBOOK



FOR THE USE OF  
**AGRICULTURAL SOCIETIES IN NSW**

Updated August 2022

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## Affiliated Societies

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### **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

### **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, Camden, Dapto, Kangaroo Valley, Kiama, Milton, Moss Vale, Nowra, Picton, Robertson

### **Group 6 - FAR SOUTH COAST & SNOWY MANARO**

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, Junee, Lockhart, The Rock, Wagga Wagga, Walbundrie

### **Group 9 - SOUTH WESTERN**

Ardlethan, Aria Park, Barellan, Barham, 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, Warialda, Wee Waa

### **Group 15 – NEXT GENERATION**

**Outside of a Group – Norfolk Island**

## For a Show Society to be a member of the ASC?

It must have as one of its principal purposes the conducting of an annual Agricultural Show, and, at that Show, at least five (5) different types of sections shall be exhibited for competition, one of which shall be a horse section, and there will be a pavilion in which Arts and Crafts and similar competitions will be conducted.

The other condition of being an Agricultural Show is it must be run by an organisation that the public may be a member of.

## Who do you need on your Show Committee?

Agricultural Shows are run by virtue of the commitment of volunteers.

The size and complexity of the Show plays a large part in determining how many people are on a Show Committee. Nevertheless, the ASC recommends that each Show, as a minimum, elects a Show President, Show Treasurer and Show Secretary. Best practice would suggest that these roles should be held by different individuals and no one person takes on two roles. However, some shows may not be able to source enough volunteers. Therefore, in some cases, the Secretary may also be Treasurer.

Each Show has its own individual requirements, so the following role descriptions are guidelines only.

### **PRESIDENT**

The President's role is to provide leadership and overall responsibility for the organisation and the Committee.

#### *The President would ideally be:*

- well informed on the Show's activities and be able to provide oversight
- able to develop good working relationships with internal and external stakeholders
- forward thinking and committed to meeting the overall goals of the Show
- have a good working knowledge of the duties of office bearers
- able to work collaboratively with Committee Members of all ages
- a good listener and attuned to the interests of Members and other interest groups
- a good role model and positive representative for the Show
- someone with good leadership skills
- knowledgeable in not-for-profit governance procedures

#### *Specific duties include but are not limited to:*

- chair Committee Meetings ensuring that they are run efficiently and effectively
  - act as a signatory for the Show in all legal and financial matters
  - regularly focus the Committee's attention on matters of Show governance that relate to its own structure, role, and relationship to any paid employees
  - periodically consult with Committee Members on their role, to see how they are going and help them to optimize their contribution
- work with the Committee to ensure:

1. the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee Members when required
  2. goals and relevant strategic and business plans are developed to achieve the goals of the Show.
- serve as a spokesperson for the Show when required
  - assist in the development of partnerships with sponsors and funding agencies, as well as organisations that are relevant to the goals of the Show.

## TREASURER

The role of the Treasurer is to be responsible for the financial supervision of the Show to allow the Committee to provide good governance. The Treasurer is responsible for reporting regularly on the Show's financial status to Committee and Members.

### The Treasurer would ideally:

- have good organisational skills
- have financial expertise
- can maintain accurate financial records
- have computer skills
- have good communication skills
- be honest and trustworthy
- have knowledge of not-for-profit governance

### Specific duties include but are not limited to:

- provide advice to the Committee in their management of the Show finances
- administer all financial affairs of the Show
- lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- monitor income and expenditure against the budget to ensure sound financial management
- ensure development and Committee review of financial policies and procedures
- support any required auditing processes
- receipt of all incoming monies
- bank all monies received
- pay all accounts
- maintain accurate records of all income and expenditure
- ensure that all receipts and payments concur with bank deposits and withdrawals
- regular financial reports – presented at each committee meeting
- arrange and despatch invoices for periodical payment
- issue yearly or ½ yearly membership fees
- keep accurate record of all membership payments
- be a signatory on the Show account
- provide Profit and Loss for each section of the Show
- help write a treasurers handbook/list of what each job entails to be able to hand to new members in this role.

**SECRETARY***The Secretary would ideally be:*

- organised with some office skills
- computer literate with knowledge of word processing, spreadsheets, email, and website management
- a good communicator and able to delegate when necessary
- diplomatic
- able to manage confidential information

If a full paid position, the Secretary can be a Show Member but not a voting member.

*Specific duties include but are not limited to:*

- maintain records of the Committee and ensure effective management of Show's records
- write Minutes of Committee Meetings, and distribute to members shortly after each meeting
- development of the agenda in consultation with other Committee Members and distribution prior to the meeting
- ensure effective communication with Show Secretary's within your Group and neighbouring Groups when Show Dates are being considered/moved to avoid clashing with Shows in proximity
- ensure that accurate and sufficient documentation exists to meet legal requirements
- enable and authorise people to help with the Committee's business
- ensure that the records of the Show are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee Members, Committee Meeting Minutes, financial reports, and other official records
- ensure that official records are maintained of Members of the Show and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- ensure that proper notification is given of Committee Meetings
- manage the general correspondence of the Committee except for such correspondence assigned to others
- help and lead the Committee in providing systematic communication from the Committee to Show Members and other relevant stakeholders
- may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation
- may also be the Public Officer.

## Glossary of Agricultural Shows Terminology

**Allocated Area** means an area allocated to an Exhibit by the show society.

**Applicant** means the Person in whose name an Application for Entry is lodged with the show society, whether or not the Application for Entry was signed by that Person and includes the representatives and agents of an Applicant.

**Application for Entry** means the form of application for entry of an Exhibit at the Show and includes entry forms.

**Attendant** means the Person in charge of and any handler of an Exhibit in the Showground and may include an Exhibitor.

**Award** means an item awarded by the show society in recognition of achieving a certain standard in a Competition and includes a certificate, prize, cash prize, trophy, medal, ribbon, and rosette.

**Book** includes a Stud Book, a Herd Book, or a Flock Book.

**Chief Steward** means the Steward appointed by the show society to act as Chief Steward in respect of any Class and includes the Steward-in-Chief and any assistant Stewards-in-Chief of a section.

**Class** includes an Exhibition in respect of which an Award is scheduled. Committee means the committee responsible for the section, event, or activity in question. Competition means a contest between like Exhibits or Competitors.

**Commercial Space**- Space allocated for Commercial Exhibitors (excludes amusement operators) that attracts rent paid to the Show Society. Space can be allocated to Local and Community organisations free of charge (e.g. Police, Fire brigades, Scouts etc)

**Committee** means the group of people that run the show society

**Competitor** means a Person competing in a Class whether or not such Person is also the Exhibitor.

**Contractor** will generally:

1. be paid for hours worked, or for results achieved, or for a combination of both;
2. provide materials, tools, and equipment necessary to complete the work
3. have their own public and product liability insurance certificate of currency;
4. be free to delegate work to other entities;
5. have substantial freedom in the way the work is done;
6. provide similar services to the general public, including other businesses;
7. be free to accept or refuse the work offered;
8. make a profit or loss;
9. incur significant costs of running a business; and
10. bear the entrepreneurial risks associated with running a business.

Examples of a contractor may include an amusement operator, food van and market stalls.



**Day of Exhibition** means the day upon which an Exhibit competes before a Judge.

**Exhibit**, when used as a verb, includes a parade, contest, and display.

**Exhibition** includes a parade, contest, competition, and display.

**Exhibition Pass** means a pass issued by the show society to an Exhibitor enabling entry to the Showground.

**Exhibitor** means the Person on whose behalf an Application for Entry is lodged with and accepted by the show society and includes the representatives and agents of an Exhibitor.

**Groom-** Attendants that prepares livestock exhibits for judging.

**Group Class** means a Class where each Exhibit comprises two or more animals or items.

**Honorary Life Member-** A privilege bestowed on worthy recipients by the Society, in accordance with the constitution. Usually provides free entry to the show for life.

**Judge** means a Person appointed by the show society to adjudicate on a Class.

**Judging Competition** means a Competition where a prospective Judge is judged.

**Life Member-** By paying a fee as determined by the show society in accordance with their constitution the applicant becomes a member for life.

**Member-** A person who pays an annual fee to belong to the show society in accordance with their constitution, for benefits including entry to the annual Show. Can be in the form of Single, Family, Junior or any other category defined in the constitution.

**Non-Competitive Exhibit** means an Exhibit for Exhibition which is not eligible to receive any Award.

**Owner**, in relation to an Exhibit, means the Person:

(a) who is registered as the Owner of the animal in a Book; or

(b) in whom the Ownership of the Exhibit is beneficially vested to the exclusion of any equitable interest or contractual right on the Day of Entry. A stock mortgage is not of itself sufficient to have transferred any legal Ownership or to have created any equitable interest.

**Person** includes a natural person, firm, partnership, company, or corporation.

**Staff Member** includes all employees of the show society.

**Show** means the annual event.

**Single Class** means a Class where each Exhibit comprises only one item.

**Steward** means a Person appointed as such by the show society.

**Volunteer** – works for the show society without being paid

## Shows Changing Dates

The following is advice to Show Societies wishing to change their Show date.

There are good reasons why a Show may wish to change their date, but also negative consequences that can arise as a result.

Therefore, we strongly urge any Shows considering a change to think about the following:

- The current sequence is in place for a reason. In some cases, the sequence has been in place for more than 100 years – because it works.
- The date
  - With over 190 Shows in NSW, it is unlikely that any new date chosen will be free of other events. A date clash can have significant impact on your attendance, your sponsorship, your competitors, and your financial situation.
  - A change in date **should not** clash with other Shows in your Group or Shows in other Groups that are in close geographical proximity.
    - Look at the dates of the other Shows in your Group
    - Look at neighbouring Groups for Shows that are traditionally held around that time
    - Look at other major events (Field Days, Music Festivals, Community events)
    - Look at the date in relation to Shows in other States, particularly Shows close to borders
    - Look into the availability of the ground
- Weather. Is your Show traditionally dry, and you are moving to a wet season or a very hot or windy time of year? Will you need to take out rain protection, incurring an extra cost?
- If the Show moves out of the 'circuit', you risk losing Showmen's Guild support.

Therefore, all Shows should adhere to the following procedure when considering making a change to their dates:

1. A minimum of two (2) years notice must be given on any date change (unless there is unanimous agreement from the Group and the Showmen's Guild).
2. To change dates, Shows **must have** the approval of their Group. Date changes should be raised and voted on in Group meetings.
3. Every effort should be made to work with the Showmen's Guild. Date changes should be discussed with the Showmen's Guild Delegate, whilst they are working at your Show, to make sure they can and will still support the Show on the proposed new Show date.
4. If the Show date change is essential, but the Showmen's Guild advise the Show that they cannot support them on those dates, then the Show Society may need to seek out the services of local ride operators.

## Show Secretary Checklist of ASC Requirements

- Notify the ASC immediately if there is a change of Secretary, President or Treasurer.  
Executive Information Forms [click here](#) or visit <https://www.agshowsnsw.org.au/resources/asc-forms2>
- Pay insurance premiums and advise ASC of any alterations or additional cover required (e.g., new events such as Wife Carrying Competition). For more information see ASC website <https://www.agshowsnsw.org.au/>
- During the week following the Show:
  - Complete and return the **Statistical Information Form** – [https://www.agshowsnsw.org.au/files/Show%20Executives%20Page/2021\\_Forms/2.\\_FILLABLE\\_2021\\_Statistical\\_Information\\_Form.pdf](https://www.agshowsnsw.org.au/files/Show%20Executives%20Page/2021_Forms/2._FILLABLE_2021_Statistical_Information_Form.pdf)
  - Advise ASC immediately of any incidents that may lead to an insurance claim. **Incident Report Forms** (note you need to login to the website for this form) <https://www.agshowsnsw.org.au/members/insurance-documents>
- c) Return all **Open Horse Results** - on the appropriate form. <https://www.agshowsnsw.org.au/downloads/horse-forms>
- d) Complete the **NLIS** spreadsheet for all cattle, sheep, goats and pigs exhibited at your Show and return it to the ASC within two (2) days of the Show or scan all cattle devices and upload this information on the NLIS database. <https://www.agshowsnsw.org.au/downloads/animal-health-bio-security>
- Keep on file:
  - a) The Secretary's Handbook (keep updated)
  - b) All ASC Newsletters and Hot Topics, making sure relevant subjects are communicated to Members. <https://www.agshowsnsw.org.au/members/asc-newsletters-updates>
- 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 (A12–T1 or T2) to the Department of Fair Trading.

## ASC Forms and Documents–What to do with them?

|                                    |   |
|------------------------------------|---|
| Invoices                           | Please pay to ASC.  |
| Executive Information              | Complete and return to ASC immediately after AGM or when a change of positions occurs.  |
| Membership                         | Pay amount shown and keep invoice for your records. For ASC and Group memberships.  |
| Insurance                          | Keep for your records - pay accompanying invoice to the ASC.  |
| Insurance Declaration              | Complete and return to ASC by due date.   |
| Insurance Updates                  | Sent every 6-12 months. Read and file for future reference.   |
| Trade Space Receipt                | Photocopy and give one to each Trade Space holder when they make payment.   |
| Young Woman Zone Final Application | Complete and return to ASC before the May/June ASC meeting if your Show Society would like to host a Zone Final.  |
| Young Woman Forms & photo          | Complete and return to the ASC Young Woman/Showgirl Coordinator following your local Competition. Form B and a photo of your Young Woman also needs to be sent to your Young Woman Zone Final Coordinator.  |
| Statistical Information            | Complete and return to ASC after your Show.   |
| Horse Results                      | Return to all open Horse events to the ASC. These are forwarded onto the RAS. The RAS performance guidelines require Hacks and Showhunters a minimum of six (6) open wins during the official performance period. This requires at least five (5) open wins from Agricultural Shows, and no more than one (1) open win from a non-agricultural (Breed or Hack) Show. While Breeds require 3 open wins.  |
| NLIS                               | Complete and return to ASC within two days of your Show.  |
| Newsletters & Insurance Updates    | Read and file for future reference.   |
| Waivers                            | <p>Please refer to the Activities List for waiver requirements.</p> <p><a href="https://agshowsnsw.org.au/resources/waivers">https://agshowsnsw.org.au/resources/waivers</a></p> <p>There is a single waiver that covers all these activities. You can either use the individual version of this waiver or a bulk entrant version is also available.</p> <p><a href="https://www.agshowsnsw.org.au/resources/waivers">https://www.agshowsnsw.org.au/resources/waivers</a></p> <p>Please refer to the ASC website <a href="http://www.agshowsnsw.org.au">www.agshowsnsw.org.au</a> for sample forms.</p> |

## ASC Products

### **YOUNG WOMAN ZONE FINAL RIBBONS AND CERTIFICATES OF PARTICIPATION FOR ZONE FINALISTS**

Will be sent to Zone Hosts by ASC Young Woman/Showgirl Coordinator.

### **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. There are two types of wristbands available.

- 1) Have the ASC logo printed on them. Available in gold, silver, or cranberry.
- 2) Have the ASC logo + signed waiver to compete printed on them. Assorted neon colours available (purple, blue, yellow, orange, green, pink).

For an order form go to [ASC Forms - Agshows NSW - Your Country Show Movement](#)

### **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 for \$6.00.

Patrons Badges are \$8.00.

For an order form go to [ASC Forms - Agshows NSW - Your Country Show Movement](#)

### **PLAQUES**

Plaques for long serving members (50 years or more) or Secretary's serving 10, 15 or 25 years, can also be obtained from the ASC.

### **ASC COOKBOOKS**

The ASC has released 4 cookbooks which can be purchased at cost price: The Country Show Cookbook—Award Winning Recipes from Country Shows; Home cooking; My Grandmother's Favourite Recipes— From the Country Shows and The Best of Country Show Cookbook. Contact the ASC Office.

## ASC Services

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### **AGRICULTURAL SHOWS JOURNAL**

The official Journal of the Agricultural Societies Council of NSW is printed and distributed before Easter each year.

The Journal covers the activities undertaken by the Council 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 and photos 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. If your Show would like to submit an article, please contact the ASC office.

### **SHOWTIMES 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 to them.

### **SHOW DATE LIST BOOK**

The Show Date List Book is printed twice a year (July & Dec) 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. If change of show dates is required, then this request must go to a group meeting. See "Policy on shows changing dates"

[https://www.agshowsnsw.org.au/files/Shows\\_Changing\\_Dates.pdf](https://www.agshowsnsw.org.au/files/Shows_Changing_Dates.pdf)

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. Group Secretaries should send dates to the ASC when they are confirmed each year.

### **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](http://www.agshowsnsw.org.au). If you are not sure how to access your page, please contact either Katie Stanley [katie.stanley@ascfnsw.org.au](mailto:katie.stanley@ascfnsw.org.au) or Nicky Seeto at the Office on 02 9879 6777.

### **POLICIES**

*Currently the following recommended Policy and Guideline Documents are available on the website* <https://www.agshowsnsw.org.au/resources/asc-forms2>

1. Sample Show Constitution adapted for Show Societies
2. How to make changes to your Show Society Constitution
3. Sample Show Constitution adapted for Groups
4. Constitutional requirements for Australian Charities and Not for Profit
5. Policy on Shows changing dates
6. Show Society Committee Members' Code of Conduct

## Show Time Guide-Secretary's to complete or ensure these tasks have been completed

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### **AGRICULTURAL SHOWS JOURNAL**

#### **10<sup>th</sup> MONTH PRIOR TO SHOW**

Contact all advertisers in previous schedule to confirm advertising for the next show schedule.

Contact previous sponsors to confirm sponsorship support for the next show.

Approach alternative businesses for additional sponsorship. All this information must be generated prior to the schedule going to print.

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

AGM sets charges for admission, subscriptions, trade space, horse stalls etc.

#### **8-7<sup>th</sup> MONTH PRIOR TO SHOW**

Judges for all sections must be nominated.

Judges for the cattle and sheep section are usually nominated by breed societies or head stewards. All Judges nominated must be written to. Judges in the local area can be invited to officiate.

It is courteous to ask their availability, travel, and accommodation requirements. If the following monthly meeting approves their charges, they are officially confirmed to judge and sent an invitation and form to fill in and sign.

Arrange ring entertainment, special attractions, fireworks etc.

Arrange ring program.

#### **6-5<sup>th</sup> MONTH PRIOR TO SHOW**

Invite announcer, cattle inspectors, and stewards.

Send early advice letters to Council and Police.

Obtain a quotation for printing of schedule and tickets. Investigate using a ticketing system.

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

#### **4<sup>th</sup> MONTH PRIOR TO SHOW**

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

Launch Showgirl Competition (if applicable). Approach regular sponsors early to be recognized in the schedule for prizes, invite judges and arrange a suitable venue.

Place ribbon order with ribbon supplier (contact details in ASC Date List booklet). Check and order stationery and prize cards. Prize cards are also available from the ASC.

Order wristbands. Can be purchased through the ASC office.

Check ribbons against order when they arrive and sort into sections.

Organise a Stewards workshop day. This is an ideal opportunity for all Stewards to meet each other and gain insights into how to be a Steward for any section.

### **3<sup>RD</sup> MONTH PRIOR TO SHOW**

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

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.

Place schedule on show website, all sections. Place horse schedule on Emma's website.

<http://www.emmaswebsite.com.au/esh/>

Arrange amplification for the Show.

Cleaners are asked to tender.

Notify local motels of approximate number of rooms required for Judges' accommodation. Book motel rooms as letters come back from judges or book a block number early.

Get the local press involved in the Showgirl competition to generate interest. Use social media if able.

Official opening should be finalized, and official guests invited.

Apply for liquor license through the local licensing sergeant (often the Police Station) no later than six (6) weeks prior to the Show. Send a copy of the license application to the council. Do online.

### **2<sup>ND</sup> MONTH PRIOR TO SHOW**

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

Print/type up prize cards.

Arrange working bees to prepare the grounds. Can also be done before now.

Additional staff need to be engaged if required. Arrange for gate keepers, parking attendants, security, bar staff, marshals.

Forward exhibitor tickets, passes and maps etc. Post schedules and tickets to members, ASC representatives and other Show Societies in your group.

Close entries if applicable.



Send complimentary tickets to local press, radio, and television.

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

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

Compile gate roster sheets or volunteer organization does this.

Organise qualified first aid attendant e.g. St Johns Ambulance, Volunteer Rescue Association (VRA) or State Emergency Services (SES).

Send invites for official opening to VIPs and life members, patrons etc.

### **1 MONTH PRIOR TO SHOW**

Organise for advertising to begin on local radio, TV (needs to be booked in 3 months ahead) and in local newspapers. Display posters in prominent places around town. Advertise on your Show's Facebook page if applicable.

Finalise Grand Parade, Showgirl parade and arrange memento gifts for girls and judges.

Print ring program.

Order liquor.

Keep a list of stable bookings. Have a stable booking book.

Organise the steward of each section to help 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, scissors, sticky tape, pins, and clips etc.

There is information under the members section on the website on how to manage risk at your Show.

Complete OH&S inductions for all volunteers for each section.

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

Photocopy Trade Space receipt form, Horse entry forms, jumping sheets and Horse result sheets received from the ASC.

Order sand or sawdust for livestock stalls.

Organise office assistance particularly for the time when entries close. During the show someone always needs to be available for relief. Someone must be responsible for providing refreshments to the Judges.

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

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

Organise Rain Protection. Please note that Rain Insurance is not automatically updated each year. You must take out Rain Insurance each year if you wish.

<https://www.agshowsnsw.org.au/members/insurance-documents>

Members must give no less than fourteen (14) days' notice prior to their show to request cover or rain protection contribution will not be accepted. Cancellation cannot occur within fourteen (14) days of the show.

Organise Life Member badges to be presented at the Show. ASC staff can organize them for you.

### **WEEK OF SHOW**

Assistance will be required on conclusion of the Show for pavilion payout.

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.

Meet sideshow representative.

Trade space - NO payment prior to Show then NO set up. Please obtain copy of insurance certificate from all commercial Trade Space holders noting \$20 million public liability. Non commercial Trade Space holders (no ABN and earning less than \$20k p.a. from stall activity) is covered under the Show Society's public liability insurance – please refer to ASC for further advice on this.

Display liquor licence in bar area plus any other signs sent to you.

Display plan of allocated horse stalls put names on stable doors/gates.

Prepare gate keeper's instructions.

The ASC recommends displaying the Entrance Banners (sent to each Show) at each gate. They are designed to alert anyone entering the show of the Conditions of Entry. This is not just favoured by the insurance company; it alerts the public to the expectations the Show Society has of them while they are on the Showground.

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

### **SHOW DAY**

Handle all enquiries and problems.

President receives official guests.

Liaise with stewards as needed.

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. Can use bank night deposit but get security to go with you.

### **POST SHOW**

Necessary to open the office for a couple of days to a week after the Show to allow exhibitors to collect entries and any prizes. It is a good idea to advertise these times. Progressively clean up.

Perishable exhibits not collected by a certain date (in schedule) go in the bin.

Return mail or freight as per instructions by exhibitor.

Do a ribbon count and store unused ribbons.

Check place cards and wristbands remaining.

Pay Show accounts. Before the end of the financial year, bank unclaimed prize money. Send accounts for any outstanding.

Send thank you letters to all Judges, Stewards and volunteers who helped in various ways with the Show.

Send to the ASC Office either via email, fax, or post:

- 1) The Statistical Information form
- 2) The Horse Results. Points accrued at local Shows are a determining factor in riders and horses competing at Sydney Royal. These points accrued for horse or rider cut off at the end of November. It is therefore important that Shows send their results as soon as possible after their Show.
- 3) NLIS movements for cattle, sheep, and goats to and from the show. The DPI requires these 2 days after the show.

After the Show hold a meeting for the Stewards to discuss the Show and all the sections and to schedule any necessary changes while fresh in everyone's mind. Stewards keep a copy of changes and give a copy to Secretaries.

Trade space expression of interest forms can be given out, if they were not during the Show, for the next year's Show.

Sub-committees to submit changes for schedule and requests for funding to finance committee. Start on schedule changes while fresh in the minds of the Stewards.

## First Aid

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The provision of adequate first aid facilities is a requirement at Agricultural Shows. Many Shows choose St John Ambulance to provide them with first aid services.

### **St John Ambulance**

Phone: 1300 360 455

#### As a guide:

1,000 crowd = 2-3 first aid officers

5,000 crowd = 4-5 first aid officers

10,000 crowd = 6-10 first aid officers

Occasionally, some Shows have difficulty in securing St John's participation. In those instances, you can also try:

### **Paramedical Services**

Email: [admin@paramedical.com.au](mailto:admin@paramedical.com.au)

Phone: 02 9608 0222

### **Acute Health**

Email: [info@acutehealth.com.au](mailto:info@acutehealth.com.au)

Phone: 3100 222 883

### **Event Medical Services**

Web enquiry: <http://emsevents.webs.com/>

### **Pink First Aid**

Email: [pink@pinkfirstaid.com](mailto:pink@pinkfirstaid.com)

Phone: 0418 223 392

### **Complete Response Solutions**

Phone: 1300 277 247

When hiring first aid providers, please confirm that all first aid officers in attendance are fully trained and certified.

## Risk Management

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Risk management and compliance with the rules and obligations of our insurers is an increasingly important area for Shows to address.

The following information is available for download on the ASC website:

- Checklists

Checklists are available on the website <https://www.agshowsnsw.org.au/members/insurance-documents> to help with identifying and managing risk at your show.

- Risk Assessments

Risk assessment tools are available on the website in the members section.

## Service of Liquor

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<http://www.liquorandgaming.nsw.gov.au/Pages/liquor/factsheets-checklists-guidelines.aspx#Liquorlicencefactsheets>

The above link will assist you in applying for a liquor licence, understanding what signs you require for your venue and complying with the liquor laws in NSW.

All persons who serve liquor must have completed an approved responsible service of alcohol (RSA) course. This requirement applies to those serving liquor in a voluntary capacity as well as any security officers undertaking crowd control duties. Details of approved RSA courses are available from the Office of Liquor, Gaming and Racing at <https://www.liquorandgaming.nsw.gov.au>

## Conditional Registration

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For vehicles that are used on your Showground you may need to obtain conditional registration. Please check with your local Transport for NSW services or call (02) 8202 2200. Once conditional registration is obtained you need to continue to register with TfNSW.

## Competition Guidelines

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If you are holding a camp draft, wood chop, demolition derby, hay stacking, young farmers challenge, chainsaw, tractor pull, trail-ride, wife carrying, horse events, stockman's challenge, lawn mower racing or any high-risk event, and you want insurance under the ASC program, your insurer expects that you are using either pre-approved ASC rules and regulations OR the rules and regulations of the peak body association for that activity.

Shows should notify the insurer either on their Insurance Declaration or via [asc.admin@ascfnsw.org.au](mailto:asc.admin@ascfnsw.org.au) if they are holding any high-risk event and state the rules and regulations they are following. You can make modifications to those rules and regulations, but they need to be reviewed and approved by your insurer to make sure your insurance will protect you against any claims.

For more information, please contact the Office.

*Competition Rules and Regulations for:*

- **Camp draft** – please follow the rules and regulations of a peak body association for this activity and advise your insurer.
- **Rodeo** – please follow the rules and regulations of either ABCRA, APRA, NRA or an officially recognised rodeo peak body association.

- Auto Soccer
- Barrel Racing Motor Bikes
- Chainsaw Racing
- Demolition Derby
- Hay Stacking
- Harness Racing Exhibition
- Lawn Mower Racing
- Ute Barrel
- Sheaf Toss
- Vintage Tractor Pull
- Young Farmer Challenge
- Esky Racing
- Tug-O-War
- Wife Carrying

Can be found at <https://www.agshowsnsw.org.au/members/competition-guidelines>

## Insurance Summary for Agricultural Show Societies

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### **Industrial Special Risks**

This policy provides cover for losses that occur to all real and personal property belonging to the Insured or for which the Insured is responsible or has assumed responsibility to insure (this should include borrowed livestock / equipment which must be declared as part of the values within the Show declaration) prior to the occurrence of any loss or destruction or damage, including all such property in which the Insured may acquire an insurable interest during the period of insurance. Losses may result from fire and other natural perils including storm, but it also protects the insured against 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 hailstorm that damages a roof 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 approved Show Activities. For example, there is a large hole in the ground and a patron breaks their ankle and then sues the Show Society for damages etc. Another example is a marquee that is not erected properly and hits a patron/exhibitor vehicle causing damage and then requests the Show pay for the repairs. For a legal liability to arise, the Show must firstly owe a duty of care, has breached that duty of care resulting in either personal injury or property damage.

### **Association Liability**

Provides cover for the entity including directors and office bearers 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, breaches of duties/contracts, wrongful dismissal of a Society member etc.

### **Voluntary Workers**

This policy covers volunteers for 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 up to \$1,000 while they are injured and cannot work. Volunteers who are not currently earning an income are not entitled to weekly benefits however the policy may assist with any out of pocket medical expenses associated with the injury. This cover applies to all volunteers of all ages, with the appropriate step downs in weekly and capital benefits depending on the age of the injured volunteer.

### **Goods in Transit**

Subject to declared values, 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 camp draft and are 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 a private individual who wants to hire your buildings/grounds for a private event e.g., wedding, family reunion, etc. The cover is not required for commercial companies or businesses that are using the grounds as they already have their own insurance. Their Certificate of Currency should be sighted for good measure. If Hall Hire insurance is required, please contact the Office. The cover is arranged prior to the event and we require details of the hiring party, date and type of event and expected number of guests.

# Biosecurity

## **Handbook**

The Biosecurity Handbook can be downloaded from [https://agshowsnsw.org.au/files/Biosecurity/15\\_May\\_2017\\_UPDATED\\_AGRICULTURAL SOCIETIES COUNCIL BIOSECURITY HANDBOOK.pdf](https://agshowsnsw.org.au/files/Biosecurity/15_May_2017_UPDATED_AGRICULTURAL_SOCIALS_COUNCIL_BIOSECURITY_HANDBOOK.pdf).

## **Hendra Virus**

There are no exclusions or conditions in the ASC insurance policy for the outbreak of Hendra virus, so your liability policy responds. Your insurer does not require horses to be vaccinated at this stage, so vaccination is at the Show's discretion. Competition entry forms should have a disclaimer for the horse owner to sign that states that the horse is healthy to the best of his/her knowledge and that the animal does not need to be vaccinated against the virus. However, if a government authority releases an official warning this advice would change.

## **National Livestock Identification System (NLIS) at shows**

All cattle, sheep, pigs, and goats exhibited at shows must be recorded in the NLIS database. This ensures that exhibitors and shows comply with the Biosecurity (NLIS) Regulation 2017 and that animals which have been to a show or sporting event are traceable.

Shows are a biosecurity risk because animals from different properties come together and then disperse again.

*You must comply with the NLIS by:*

- scanning all cattle devices and uploading this information using the '*Sighted livestock*', or the '*Livestock moved onto my property*' and '*Livestock moved off my property*' functions available on a 'Sporting event' NLIS account, or
- *recording* movements of cattle, sheep, and goats to and from the show as mobs using the '*Mob-based movement onto PIC*' and '*Mob-based movement off PIC*' functions, or
- recording all pig movements to and from the show as mobs on the PigPass database, or
- completing a spreadsheet of all exhibited livestock and send it to the ASC within two days of the show.

The DPI will assist you in learning how to upload this data to the NLIS as movements of *mobs* of cattle, sheep, and goats to and from the show.

Remember, all cattle, sheep and goats have to be identified with an NLIS tag (except for dairy goats) and must be accompanied by a National Vendor Declaration (NVD) or a Transported Stock Statement (TSS) for the movement to the show and back 'home', to an abattoir or other property. Pigs over 25 kg must either be branded (preferred) or have an NLIS ear tag attached. Small pigs (<25 kg) must have an NLIS ear tag. All pigs must have a PigPass NVD with them.



## GST Overview

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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 may be 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 |
| <b><u>RECEIPTS</u></b>                    |                  |                  |
| 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               |
| <b><u>PAYMENTS</u></b>                    |                  |                  |
| 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               |
| Prize money                               | No               | No               |

## Stamp Duty Exemption Reminder

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Stamp duty is 9% and is payable by registered insurers on general insurance.

### **Are you eligible to be stamp duty exempt?**

If your Show is a registered Not-For-Profit organisation, you can apply to the Office of State Revenue for an Exemption from Stamp Duty. You will need to provide a copy of your Constitution or Memorandum and Articles of Association. Where you use the Model Constitution, you will need to attach a copy of your Objects.

If you need an application form, please contact the Office of State Revenue, or click on the link below.

[http://www.osr.nsw.gov.au/sites/default/files/file\\_manager/oda006.pdf](http://www.osr.nsw.gov.au/sites/default/files/file_manager/oda006.pdf)

When you receive your Stamp duty Exemption document, please forward a copy to the ASC office for your insurer's records.

### **Renewing Your Stamp Duty Exemption**

Stamp Duty Exemptions expire every three years but can be easily renewed online.

If you have an Exemption Certificate or Renewal from the Office of State Revenue and have not forwarded a copy to the ASC office, please fax, email, or post it to us.

## Financial Reporting for Incorporated Associations

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*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 AgShows NSW Young Woman Competition

The Land Sydney Royal AgShows NSW Young Woman Competition – Conditions and Guidelines, entry forms and Zone final dates and locations are on the ASC website.

<https://www.agshowsnsw.org.au/competitions/youngwoman>

## R.M. Williams RAS Rural Achiever Competition

The Rules and Application form for the Rural Achiever competition are available on the RAS website <https://www.rasnsw.com.au/sydney-royal-competitions/competitions/rural-achiever/>

The R.M. Williams RAS Rural Achiever Award is a state-wide leadership program run by the Royal Agricultural Society of NSW to recognise future young leaders who are working hard to make a significant contribution to their local community and to rural Australia. The Award aims to acknowledge the achievements of young people (20–29 years of age) in primary industry and rural communities.

## ASC Judging Competitions

The Agricultural Societies Council of NSW conducts various Group Final judging competitions throughout the State. Currently these include Beef and Dairy Cattle, Merino and Meat Breed Sheep, Merino Fleece and Grain, Fruit and Vegetable, Beef Paraders, Woolen Article Garment Competition and Rich Fruit Cake Competitions.

ALL JUDGING COMPETITIONS - RULES AND REGULATIONS and group final dates and locations are on the ASC website.

<https://www.agshowsnsw.org.au/competitions/group-finals>

### ***IMPORTANT: Please note a change of regulation for all Group Finals:***

Once a competitor has qualified to represent a Group at Sydney Royal Show in any one of the Judging or Parading Competition State Finals, he/she may not enter another Group Final as a potential qualifier in that type of competition **WITHIN THAT COMPETITION YEAR**. 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 in which he/she has previously qualified 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. (“qualified” means First in Merino Sheep, First or Second in Meat Breeds Sheep, Merino Fleece, Beef Cattle and Grain, and First, Second or Third in Dairy Cattle, Fruit and Vegetables. The Stud Merino Breeders Association competitions in Merino Sheep Judging at Armidale, Canberra and Dubbo are classed as Group Finals. Beef Paraders as per scaling system.)

If you need a copy of the Judging Competition scoring sheet using excel (to replace the physical Hormel slide), email [katie.stanley@ascfnsw.org.au](mailto:katie.stanley@ascfnsw.org.au) and it can be emailed to you.

## Showmen's Guild of Australasia

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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 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.

You need to sight a copy of the Certificate of Currency and a copy of the amusement device's registration with SafeWork (if applicable). Cross check the serial number in the registration against that of the amusement device.

Show Guild members get free entry to your show (see a sample pass below).



Any issues or concerns that arise because of Showmen's attendees, we encourage you to contact the Guild Delegates onsite. If the problems are not resolved and are serious then please contact the ASC Showmen's Guild Liaison Officer Mr Brett Kenworthy (0419 238 611).

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

The current President of the Showmen's Guild is Aaron Pink who can be contacted on 0412 718 600.

## The Companion Card

The Companion Card has been developed:

- To promote the existing right of people with a disability to fair ticketing.
- As a tool to assist industry to comply with existing legislation.
- As a simple and consistent method of identifying people who legitimately require attendant care support to participate at venues and activities.

The Companion Card assists organisations that charge an admission or participation fee to comply with existing anti-discrimination legislation.

The Companion Card is issued to people with a significant, permanent disability, who can demonstrate that they are unable to access most community activities and venues without attendant care support.

The card contains a photograph of the cardholder and can be presented when booking or purchasing a ticket at events and venues, provided the cardholder requires attendant care support in order to participate at that particular activity. **Participating organisations will issue the cardholder with a second ticket for their companion at no charge.** Please share this information with anyone that is involved in selling your show tickets and with your gate personnel.

