

# AGRICULTURAL SHOWS HANDBOOK



**AGRICULTURAL SOCIETIES COUNCIL OF NSW LTD.**

**FOR THE USE OF**

**AGRICULTURAL SOCIETIES IN NSW**

**[www.agshowsnsw.org.au](http://www.agshowsnsw.org.au)**

August 2017 edition

# TABLE OF CONTENTS

Map of Affiliated Societies.....	3
Affiliated Societies (Groups).....	4
Checklist for Show Secretaries to meet ASC Requirements .....	6
Forms & What to Do With Them .....	7
ASC Products .....	8
ASC Services.....	9
Show Timeline .....	10
The Ringmaster .....	15
Diary of Events Prior to Show .....	16
The Ring Steward .....	19
Hints for Stewards.....	21
Insurance Summary for Shows .....	22
GST Overview .....	23
Exemption from Stamp Duty on Insurance.....	24
Financial Reporting for Incorporated Associations .....	25
The Land Sydney Royal Showgirl Competition .....	26
Judging Competitions—Rules & Regulations.....	29
Beef Cattle Paraders—F002 Rules & Regulations .....	31
Parader Competition—Notes for Guidance .....	33
Guild Shows.....	36
Sample Amusements/Sideshow Licences Contract .....	37

## APPENDICES

Sample Group Constitution .....	41
Sample Show Society Constitution .....	41
Executive Information Form .....	75
Results & Statistical Information required by the ASC.....	76
Trade Space Holders form .....	77
Horse Results Form .....	79
Waiver Forms .....	84
NLIS Forms.....	94
OH & S Checklist .....	96
Rich Fruit Cake Competition .....	105
Wool Article/Garment Competition .....	106
Ute Competitions—Time Trials/Circle Work .....	107
Young Farmer Challenge .....	108
Demolition Derby Rules & Regulations .....	109
Model Horse Section Regulations .....	110
Harness Racing—Requirements for Show Racing .....	113



# ***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, Aria 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 <b><u>promptly</u></b> 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 maintain at your show office.   |
| h) | Showgirl Zone Final Application :- | Complete and return to ASC <b>before the May/ June ASC meeting</b> 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.<br>Read and file for future reference.              |
| l) | Newsletters :-                     |  |

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](http://www.agshowsnsw.org.au).

## **SHOW TIMELINE – GUIDE FOR SECRETARIES**

### **7<sup>TH</sup> 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.

### **6<sup>TH</sup> 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.

### **5<sup>TH</sup> 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.

### **4<sup>TH</sup> 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.

### **3<sup>RD</sup> 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.

### **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 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, 21<sup>st</sup> 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 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:**

	<b><u>GST</u></b>	<b><u>NON GST</u></b>
	<b>Registered Shows</b>	<b>Registered Shows</b>
<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

**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 competition 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](http://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](http://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. 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 in 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 and Beef Cattle, and First, Second or Third in Dairy Cattle, Fruit and Vegetables and Grain. In Beef Cattle Paraders, "qualified" means gaining one of the placings which the particular Group Final is entitled to award based on the scale of entries. The Stud Merino Breeders Association competitions in Merino Sheep Judging at Armidale, Canberra and Dubbo are classed as Group Finals.)

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 1<sup>st</sup> 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 the .....Show 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 the .....Show 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)

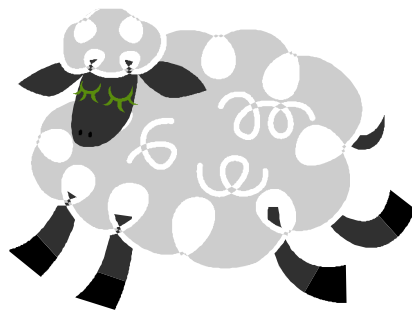
Date.....

## 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*





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 Constitutions.

This Constitution is written in conformity with the NSW Associations Incorporation Act 2009 and the Associations Incorporation Regulation 2016.

**This Sample requires careful attention to customizing it to meet the requirements of the Show Society which is using it as the basis for a revised or updated Constitution.**

**(The above should be deleted once drafting is completed.)**

# **Constitution of: SAMPLE SHOW SOCIETY**

**Member of the AGRICULTURAL SOCIETIES COUNCIL of NSW**

**SAMPLE NSW.**

**Adopted by the Society:**

**Accepted by the Office of Fair Trading:**

\*\*\*\*\*

**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)

Where are the Society's headquarters and where are its meetings held? (Clause 2)

How many Ordinary Committee Members are elected to your Committee? (Clause 19 (2))

How many, including Office-Bearers, are on your Committee? (Clause 19)

Is the Secretary a member of your Committee? (Clause 19 (6))

Do you wish to prescribe a limit to the number of consecutive terms an Office-Bearer or an Ordinary Committee Member can serve? (Clause 19 (5))

Are nominations for Office-Bearers and Committee in writing or verbal? (Clause 20)

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

How many for a quorum for a general meeting? (Clause 33 (2))

Do you wish members to be able to vote by proxy? (Clause 39)

Do you wish members to be able to vote by post or electronically? (Clause 40)

When does your Financial Year begin and end? (Clause 50)

**(The above should be deleted once drafting is completed leaving only the title and dates section above \*\*\*\*\*.)**

## Table of Contents

<b>Part 1 – Preliminary</b> .....	3
1. Definitions .....	3
2. Title/Headquarters .....	3
3. Objects.....	3
4. Powers and Privileges .....	3
<b>Part 2 – Membership</b> .....	4
5. Membership - Qualifications .....	4
6. Membership – Application .....	4
7. Cessation of membership .....	4
8. Membership entitlements not transferable.....	5
9. Resignation of membership .....	5
10. Register of Members .....	5
11. Privileges of membership .....	6
12. Fees and subscriptions.....	6
13. Members’ liabilities .....	6
14. Resolution of disputes .....	6
15. Disciplining of members.....	6
16. Right of appeal of disciplined member.....	7
17. Life membership .....	7
<b>Part 3 – The Committee</b> .....	7
18. Powers of the Committee .....	7
19. Composition and membership of Committee.....	8
20. Election of Committee members.....	8
21. Secretary .....	8
22. Treasurer .....	9
23. Casual vacancies.....	9
24. Removal of Committee members .....	9
25. Committee meetings and quorum.....	9
26. Use of Technology at Committee Meetings .....	10
27. Delegation by Committee to sub-committee.....	10
28. Voting and decisions.....	11
<b>Part 4 – General meetings</b> .....	11
29. Annual General Meetings – holding of.....	11
30. Annual General Meetings – calling of and business at.....	11
31. Special General Meetings – calling of .....	11
32. Notice.....	12
33. Quorum for general meetings .....	12
34. Presiding member.....	12
35. Making of decisions .....	12
36. Adjournment .....	13
37. Special Resolutions .....	13
38. Voting.....	13
39. Proxy votes not permitted .....	13
40. Postal and Electronic ballots.....	13
41. Use of technology at general meetings.....	14
<b>Part 5 – Miscellaneous</b> .....	14
42. Insurance .....	14
43. Funds – source .....	14
44. Funds – management.....	14
45. Association is Not-for-profit.....	14
45. Change of name, Objects and Constitution .....	14
46. Custody of books etc .....	14
47. Inspection of books etc.....	15
48. Service of notices .....	15
49. Financial year .....	15
48. Dissolution .....	15
Appendix 1      Application for membership of association .....	16

## 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 2016*.

(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 (1) 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 a form similar to that 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 Secretary 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. The Register may be kept electronically, but a hard copy must be maintained for inspection in accordance with (3) below.
- (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.
- (7) If the Register of Members is kept in electronic form:
  - (a) it must be convertible into hard copy, and
  - (b) the requirements of Subclauses (2) and (3) apply as if a reference to the Register of Members is a reference to a current hard copy of the Register.

## **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:
  - (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 2010* 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):
  - (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 of the Society for valued services to the Society. The person so recognised shall have all the privileges of membership without payment of fees or subscriptions.

## **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 5 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 **XX**.
- (3) The Office-Bearers of the association are as follows:
  - (a) the President,
  - (b) the Vice-president, or Vice-Presidents,
  - (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) The Society shall have the power to elect the Secretary or any other Office-Bearer for a period up to five (5) years.
- (6) If the Secretary's position attracts payment other than re-imbursement of demonstrable expenses, the Secretary cannot be a voting member of the Society.

## **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 and the individuals elected shall hold office until the election at the next Annual General Meeting.
- (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 may include responsibility for official records and submitting the annual return (Form 12) to the Office of Fair Trading.
- (2) 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.
- (3) The office-bearers shall be elected first and then the required number of ordinary Committee positions shall be filled.
- (4) There is no maximum number of consecutive terms an Office-Bearer or an Ordinary Committee Member may serve on the Committee.

**Note:** Schedule 1 of the Act provides that an association's constitution is to address the question of whether there is to be a limit on the number of consecutive terms a person is permitted to serve.
- (5) 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 (whether in written or electronic form) 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, received and deposited in the association's bank account and that all payments are presented to the Committee for authorisation and such payments 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 5 (five) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee, but if the Committee finds itself permanently below the quorum the remaining Committee members shall have the power to elect a member or members to complete the quorum and then to proceed to elect members to fill the remaining vacancies as set out in Rule 23.
- (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. Use of technology at Committee meetings***

- (1) The Committee may determine that Committee meetings can be held at two or more venues using any technology approved by the Committee which gives each Committee Member a reasonable opportunity to participate.
- (2) A Committee Member who participates in a Committee meeting using the technology referred to in (1) above is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

## ***27. 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 but must submit complete minutes of all its meetings for the consideration of the Committee.
- (8) Unless otherwise determined in the delegation, the President and the Treasurer shall be, ex-officio, members of all sub-committees.
- (9) A sub-committee may not maintain separate show banking accounts and may not expend show society funds, issue invoices or officially receive funds (except entry-on-the-day money) on behalf of the show society unless authorised by the Committee to do so.

## **28. 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**

### **29. 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.

### **30. Annual General Meetings - calling of and business at**

- (1) The Annual General Meeting of the association is, subject to the Act and to Clause 29, 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.
  - (f) to elect two delegates to represent the Society at meetings of the Group of societies.
- (3) An Annual General Meeting must be specified as such in the notice convening it.

### **31. 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.

### **32. 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.

### **33. 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) 10 (Ten) 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 5) are to constitute a quorum.

### **34. 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.

### **35. 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.

### **36. 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.

### **37. 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.

### **38. 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.

### **39. 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.*

### **40. Postal or Electronic ballots**

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

#### **41. Use of technology at general meetings**

- (1) The Committee may determine that general meetings may be held at 2 or more venues using any technology approved by the Committee which gives each of the association's members a reasonable opportunity to participate.
- (2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **Part 5 – Miscellaneous**

#### **42. 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.

#### **43. 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.

#### **44. Funds – management**

- (1) The assets and income of the organisation shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.
- (2) 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.
- (3) 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.

#### **45. Association is not-for-profit**

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

**Note:** Section 5 of the Act defines **pecuniary gain** for the purpose of this Clause.

#### **46. 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.

#### **47. Custody of books etc.**

Except as otherwise provided by this Constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the Committee determines), or
- (b) If the association has no premises, at the association's official address, in the custody of the public officer.

#### **48. 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.

#### **49. 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.

#### **50. 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.

#### **51. 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 65 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 .....

[*residential address*]

.....

[*e-mail 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

\*\*\*\*\*



## 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

\*\*\*\*\*

## **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](http://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 Show office is to keep a copy of the names and addresses of each Trade Space Holder. The ASC do not require a copy.

### **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 of .....dollars being for

**TRADE SPACE PUBLIC LIABILITY COVER**

at ..... Showground Date.....

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

<b>NAME OF SHOW:</b>			<b>DATE HELD:</b>		
<b>SECRETARY/HORSE SECRETARY NAME:</b>					
<b>CONTACT NUMBER:</b>					
* 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:					
<b>PONIES</b>	<b># PER CLASS</b>	<b>FIRST PLACE NAME OF EXHIBIT</b>	<b>EXHIBITOR</b>	<b>SECOND PLACE NAME OF EXHIBIT</b>	<b>EXHIBITOR</b>
n/e 11.2					
Over 11.2 & n/e 12					
Over 12 & n/e 12.2					
Childs Pony					
Adults pony n/e 12.2					
		<b>CHAMPION PONY NOT EXCEEDING 12.2H</b>		<b>RESERVE CHAMPION PONY NOT EXCEEDING 12.2H</b>	
Over 12.2 & n/e 13					
Over 13 & n/e 13.2					
Over 13.2 & n/e 14					
Childs Pony					
Adults pony over 12.2 & n/e 14					
		<b>CHAMPION PONY OVER 12.2 &amp; NOT EXCEEDING 14HH</b>		<b>RESERVE CHAMPION PONY OVER 12.2 &amp; NOT EXCEEDING 14HH</b>	

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					
Childs 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
Not exceeding 12hh					
Over 12 & n/e 13					
Over 13 & n/e 14					
Child's Show Hunter					
Adults Show Hunter					

		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
Over 14 & n/e 14.2					
Over 14.2 & n/e 15					
Child's Show Hunter					
Adults Show Hunter					

		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
Over 15hh n/e 15.2hh					
Over 15.2hh n/e 16hh					
Over 16hh					
Child's Show Hunter					

Adults Show Hunter					
	<b>CHAMPION SHOW HUNTER HACK</b>			<b>RESERVE CHAMPION SHOW HUNTER HACK</b>	



\* Ensure RIDERS FULL NAME is supplied for Riding Classes

JUDGE:

<b>LADY SENIOR RIDER</b>	<b># PER CLASS</b>	<b>FIRST PLACE</b>	<b>SECOND PLACE</b>
Open 17yrs & under 21			
Open 21yrs & under 40			
Open 40yrs & over			
		<b>CHAMPION LADY SENIOR RIDER</b>	<b>RESERVE CHAMPION LADY SENIOR RIDER</b>
<b>GENT SENIOR RIDER</b>	<b># PER CLASS</b>	<b>FIRST PLACE</b>	<b>SECOND PLACE</b>
Open 17yrs & under 21			
Open 21yrs & under 40			
Open 40yrs & over			
		<b>CHAMPION GENTLEMAN SENIOR RIDER</b>	<b>RESERVE CHAMPION GENTLEMAN SENIOR RIDER</b>

--	--	--	--

JUDGE:

<b>JUNIOR RIDER - BOY</b>	<b># PER CLASS</b>	<b>FIRST PLACE</b>	<b>SECOND PLACE</b>
Boy Rider 6-under 9 yrs			
Boy Rider 9-under 12 yrs			
Boy Rider 12-under 15 yrs			
Boy Rider 15-under 17 yrs			
		<b>CHAMPION JUNIOR BOY RIDER</b>	<b>RESERVE CHAMPION JUNIOR BOY RIDER</b>
		<b>CHAMPION SENIOR BOY RIDER</b>	<b>RESERVE CHAMPION SENIOR BOY RIDER</b>

--	--	--	--

JUDGE:

<b>JUNIOR RIDER - GIRL</b>	<b># PER CLASS</b>	<b>FIRST PLACE</b>	<b>SECOND PLACE</b>
Girl Rider 6-under 9 yrs			
Girl Rider 9-under 12 yrs			
Girl Rider 12-under 15 yrs			
Girl Rider 15-under 17 yrs			
		<b>CHAMPION JUNIOR GIRL RIDER</b>	<b>RESERVE CHAMPION JUNIOR GIRL RIDER</b>
		<b>CHAMPION SENIOR GIRL RIDER</b>	<b>RESERVE CHAMPION SENIOR GIRL RIDER</b>

**AGRICULTURAL SOCIETIES COUNCIL OF NEW SOUTH WALES LIMITED**

*Name and Date of Event* .....

**HORSE HANDLING PARTICIPANT RISK ACKNOWLEDGEMENT & WAIVER**

Name of participant: .....

Participant Address: .....

Contact Number of Participant: .....

Email: .....

Agricultural Societies Council of New South Wales Limited and ..... (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 acknowledge 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 supplied for the event 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 my 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 Limited 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 &amp; Date</u>

**I, the owner/rider/exhibitor of the above horse/s, declare that, to the best of my knowledge, it is/they are fit and healthy and I agree that if found to be otherwise it/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):**

Participant's Date of Birth.....

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

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 his/her) heirs, next of kin, executors and administrators.

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

**PARTICIPANT RISK ACKNOWLEDGEMENT & WAIVER (Individual)**

**(For physical competitions and events other than those involving horses and other livestock.)**

Name of Participant: .....

Participant Address: .....

Contact Number of Participant: .....

Email : .....

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

1. By signing this waiver I acknowledge 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 supplied for the event 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 my 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 Limited 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 the participant is under 18 years of age (to be completed by a parent or guardian):**

Participant's Date of Birth: .....

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

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 his/her) 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 and Date of Event .....

### ANIMAL HANDLING (Individual) PARTICIPANT RISK ACKNOWLEDGEMENT & WAIVER

Name of participant: .....

Participant Address: .....

Contact Number of Participant: .....

Email .....

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 acknowledge 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 supplied for the event 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 my 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 Limited 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):**

Participant's Date of Birth.....

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

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 his/her) heirs, next of kin, executors and administrators.

I acknowledge that the Suppliers have permitted the participant 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 and Date of Event.....*

### **ANIMAL HANDLING (Bulk Individuals & School Groups) RISK ACKNOWLEDGEMENT & WAIVER**

#### **(not applicable to Horse Events)**

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 acknowledge 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 supplied for the event 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 Limited as varied from time to time.

**(This form to be used by individual adults signing the same waiver)**

- **I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE DOCUMENT WARNING ME OF THE RISKS OF PARTICIPATION IN THE ACTIVITY.**
- **I HAVE MADE ANY FURTHER ENQUIRIES WHICH I FEEL ARE NECESSARY OR DESIRABLE AND FULLY UNDERSTAND THE RISKS INVOLVED IN THIS ACTIVITY.**
- **I SIGN THE DOCUMENT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT MADE TO ME.**

<b>PARTICIPANT'S NAME (Please Print)</b>	<b>PARTICIPANT'S SIGNATURE</b>	<b>ADDRESS</b>	<b>CONTACT NUMBER</b>

I, ..... Have observed the sighting and signing of this document by the participants listed  
 ( PLEASE PRINT) above.

..... <b>Signature of Responsible Official/Witness</b>	<b>Date: .....</b>
---	--------------------







## 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: .....45



## FIRE PREVENTION SAFETY CHECKLIST

### FIRE PREVENTION

Fire Prevention is a necessary fact of life in conduction 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			
<b>Electrical</b>			
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"/>
<b>Housekeeping</b>			
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"/>
<b>Smokers</b>			
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"/>
<b>Extinguisher Checklist</b>			
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			
<b>Fire Emergency Checklist</b>			
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
<b>Please tick where appropriate</b>			
<b>Power</b>			
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"/>
<b>Slip and Trip Hazards</b>			
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"/>
<b>Public areas</b>			
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"/>
<b>Staff</b>			
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"/>
<b>Incident Procedure</b>			
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"/>
<b>Commercial</b>			
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"/>
<b>Special Equipment</b>			
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
<b>Please tick where appropriate</b>			
<b>Power</b>			
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"/>
<b>Slip and Trip Hazards</b>			
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"/>
<b>Work Areas</b>			
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"/>
<b>Displays</b>			
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"/>
<b>Staff</b>			
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"/>
<b>Incident Procedure</b>			
Procedures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response learn 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"/>
<b>Commercial</b>			
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: .....  
*Print name*

Date:.....

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
<b>Please tick where appropriate</b>			
<b>Structure</b>			
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"/>
<b>Slip and Trip Hazards</b>			
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"/>
<b>Public areas</b>			
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"/>
<b>Public Areas</b>			
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"/>
<b>Incident Procedure</b>			
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"/>
<b>Commercial</b>			
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.

ITEM/S 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 effecting 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"/>
<b>Commercial</b>			
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			
<b>Lost Children</b>			
If there a properly 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-aider?	<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"/>
<b>First Aid and Medical Emergency</b>			
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"/>
<b>Communication and crowd control</b>			
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"/>
<b>Showground security</b>			
• 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
<b>Please tick where appropriate</b>			
<b>Power</b>			
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"/>
<b>Gas</b>			
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
<b>Gas Appliances</b>			
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"/>
<b>External Equipment</b>			
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"/>
<b>External Equipment</b>			
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"/>
<b>Work Area</b>			
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"/>
<b>Health &amp; Safety</b>			
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.

## 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  
1/2 teaspoon lemon essence **OR**  
finely grated lemon rind  
1/2 teaspoon almond essence  
1/2 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 1/2 - 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 of \$20 and will be required to bake a second "Rich Fruit Cake" in order to compete in a Group Final to be conducted by each of the fourteen Groups of the Agricultural Societies Council of NSW.

The fourteen winners at Group level will each receive a cash prize of \$30, 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.

Attention Judges - All Fruit cakes are to be cut in half when being judged.



# **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.
  - c) **Three Different Types:** the 3 items in an entry must differ from each other in terms of their construction technique and/or their purpose eg.1 a knitted jumper, blanket and tea cosy OR eg.2 a knitted tea cosy, a crocheted tea cosy or a felted tea cosy OR eg.3 a knitted jumper, a knitted blanket and a crocheted blanket.
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 such as in the case of a hand spun or felted item, 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 exhibit 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.

## **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.



## DEMOLITION DERBY RULES & REGULATIONS

---

1. The demarcation (fencing) between the demolition derby ring and the showground boundary (spectators) to be a minimum distance of 20 metres.
2. Provide the insurer with details of the kind of safety fencing in place to protect the public.
3. Confirmation the performance area is flat ie no jumps or risers permitted.
4. All drivers must be 17 years or over and hold a current drivers licence – P Plate minimum.
5. All drivers enter at their own risk and must read, understand and sign the appropriate Show Waiver form. This is to be signed before the commencement of the race and witnessed by a member of the Show Committee. Drivers should present themselves to the Show office at least [**Show to insert**] hours to sign the documentation and get any updates about the event.
6. Cars will be scrutinised on the day of the event. Failure to comply with the rules and regulations of the event may result in disqualification.

### THE VEHICLES

7. All cars must be of average sedan size. Station wagons, utes and panel vans are permitted to compete. Special dispensation to allow V8's should be sought from the insurer. However, four wheel drives and full chassis vehicles are **NOT** permitted in the competition. All-wheel drive vehicles should have the four-wheel drive disconnected to make the vehicle a two-wheel drive.
8. The vehicle must be retained at its original height, ie no alteration to the suspension.
9. Scrutineers have the authority to inspect all competing vehicles and enforce rules and regulations.
10. No driver under the influence of alcohol or drugs will be allowed to compete. Random Drug and alcohol testing may occur prior to commencement of the event.
11. No passengers will be permitted to travel in the vehicle.
12. No internal or external reinforcement or bar work allowed with the exception of a pillar bar. This should be either:
  - A vertical steel bar be fastened to the floor and roof by bolts in the centre of the car or behind the driver's seat in such a way as to allow the driver's headrest to be fitted. **OR**
  - Side to side pillar bar (minimum 10ml thick steel). **OR**
  - A-frame top to bottom pillar bar (minimum 10ml thick steel).
13. Bracing of the driver's door mandatory. Either:
  - A minimum of a single brace across the driver's door. Must extend past the A and B pillar by 200ml. **OR**
  - Reinforced skin on the inside driver's door. **OR**
  - Open door, weld across A – B pillar. Fully welded both sides. 300-400 ml apart. Mark inside skin of door. Door closes. Doors are fully welded.
14. Driver's door can also be filled with sand (NO concrete).
15. All glass and plastic must be removed from the vehicle including glove box lid and airbags removed. Dashboard (dashboard plastic) should remain in place as well as an interior rear-vision mirror are permitted.
16. All doors, bonnets and boots must be strapped or chained closed but accessible for scrutineering. Strapping to be welded using 1" x ¼" metal strapping or chains to be chained closed.
17. All drivers must wear crash helmets, full cotton overalls and steel capped footwear. Gloves are optional.
18. 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. Racing harness not permitted.
19. An approved boat fuel tank or Gerry can with breather must be fastened in the centre rear in a cradle, where the back seat was.
20. A maximum of ten (10) litres of petrol in the fuel tank is permitted.
21. The vehicle's petrol tank must be removed or punctured with a minimum ½" hole.

22. The original specification fuel line must be used or alternatively maintain original fuel line route as close as possible to fuel cell. The object of this rule is to use as much of the original fuel line as possible. Any adaptations made should use original specification grade fuel lines and clamps and grommets when it passes through the body. Rubber grommets should be used.
23. Tow bar and tongue must be removed.
24. Mud guards and wheel arches must not be cut away or bent. Subject to scrutineer's approval.
25. Front wheel drive cars must only have standard car tyres. Where possible, standard car tyres should be used. At the show's discretion whether winter tread or rally type tyres on rear wheel drive vehicles are permitted. Strictly NO tractor tyres permitted.
26. The battery must be in a cradle and be securely bolted or welded in place and have a rubber cover fitted. It may be fitted to the cabin area and cable must have grommets where it passes through the firewall.
27. The radiator should be in its original position but the fan blades may be removed (*optional rule at Show's discretion*).
28. Vehicles are NOT required to be fitted with a muffler (*optional rule at Show's discretion*).
29. The driver's name must be displayed on the right hand side of the roof (150mm) (*optional rule at Show's discretion*)
30. Driver's door should be white or red with the opposite colour painted in a cross on the door (*optional rule at Show's discretion*).
31. 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 (*optional rule at Show's discretion*)
32. No Tek screws are to be used in any part of the vehicle.
33. Brittle metal, such as grader blades, must not be used.
34. Steel mesh must be welded on the driver's half windscreen. No mesh to be welded on the driver's side window.

#### IN THE RING

35. An area will be marked on the Arena to show the boundary. Any vehicles driving over the boundary may be eliminated (Scrutineer's/Judges decision).
36. Any vehicle deliberately ramming the driver's side door of another vehicle will be disqualified.
37. 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 (*optional rule at Show's discretion*).
38. 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 (*optional rule at Show's discretion*).
39. Each driver shall have a white flag (30cm x 30cm) attached to a piece of dowel. A surrender flag is to be attached above the driver's door and be accessible to the driver. When a driver wishes to surrender, they should snap the flag off. Driver's doing this cannot re-enter the event.
40. No vehicle is permitted to hit a surrendered vehicle or a vehicle out of bounds.
41. All drivers must remain in their vehicle until the event is completed or as otherwise instructed by relevant safety crews.
42. The winner of the competition will be the last vehicle still being driven.
43. The Judge reserves the right to disqualify any driver at any time.
44. The Judge's decision is final and no correspondence will be entered into.

#### AFTER THE DERBY

45. All cars must be trucked into and out of the Showground. All vehicles must be removed from the Showground following the completion of the event unless otherwise arranged with the Show Committee. Failure to do so may result in a fine.
46. At the completion of the event a full sweep of the performance area needs to be done to clear any debris.

## **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](http://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