

STEWARDS GUIDE

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1. The Association

Bathurst Agricultural, Horticultural and Pastoral Association (BAH&PA) is an association incorporated in NSW and amongst the oldest non-profit, charitable, community organisations in the region. Its origins date from 1858 with a ploughing match held at Georges Plains and shows held at O'Connell from 1860. Agricultural Shows have been held under the BAH&PA name (or periodic variants) since 1862. The move to the current site was made in 1878.

The association is a member based community organisation operated under a constitution, rules & regulations (see below). Elected members of the BAH&P form the **Show Council**, the general committee of management of the association which meets at least 4 times a year.

At other times the association is managed by the **Executive Committee** through the **President** and the **Executive Secretary**. The Executive Secretary is responsible for the day to day management of the association, is the Senior Steward and Public Officer.

The association is dedicated to the development and improvement, competition, education and awareness of the agricultural, horticultural, livestock and pastoral industries. The conduct of the annual show is but one, though the most significant, method used to achieve its' objectives.

2. The Show

The 2018 show will be the 150th Agricultural Show conducted by the association & the 25th Royal Bathurst Show.

In 1992, the association was granted the right to use the 'Royal' title by order of HM Queen Elizabeth II.

The Royal Bathurst Show is one of a small group of regional non-capital city 'Royal' shows (Toowoomba & Geelong are other examples) that are in principle no different to any other country agricultural show in NSW. It is an agricultural show affiliated with the Agricultural Societies Council of NSW & the Western Group of Shows. All agricultural shows in NSW are independent entities, with their own rules. The capital city shows such as the Sydney Royal Easter Show are often not only seen as the best practice examples but also generally conduct competitions that act as State level finals for particular disciplines. The state Showgirl competition, Rich Fruit Cake, Woollen Garments, Junior Judging, Paraders etc are all examples. In the Horse section for example, a competitor must 'earn' performances based on placing at country ag shows or breed shows in order to nominate for competition at Sydney.

3. Constitution, General Rules, General Regulations & Supplementary Regulations

A Steward must be aware of the existence of the governing rules of the association and how they relate to each other.

The BAH&PA **Constitution** provides a framework for the management of the association and together with State & Federal Law take precedence over all subsequent rules and regulations. It is a stand-alone document.

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The General Rules, General Regulations & Supplementary Regulations are found in the section competitive schedules.

The **General Rules** provide a broad framework for the conduct of an exhibition including outlining the hierarchy of rules & regulations, notification of risk, the right of the association to make changes to an exhibition, denial of liability for error, location, abandonment & postponement of the exhibition. They take precedence over the General Regulations & Supplementary Regulations

The **General Regulations** provide a framework for the management of an exhibition, covering regulations for exhibits & exhibitors, Stewards, Judges & Judging, Awards & Prizes & other miscellaneous regulations relevant to the entire exhibition. They apply to all sections of the exhibition.

The **Supplementary Regulations** provide a framework for the conduct of specific Sections or disciplines of the exhibition and should be read in conjunction with the schedule of competitive classes in the Section. They apply only to the section to which they specifically relate.

Any exemption to these General Rules, General Regulations & Supplementary Regulations must be noted in the schedule of classes for the section at the head of the section, sub-section or with the individual class they apply to.

4. Exhibits, Exhibitors, Sections, Sub-Sections & Classes

An **Exhibit** is an item/object/animal entered in a competitive class as part of the Show (Exhibition).

An **Exhibitor** is the person entering an exhibit, or a person entered into a competition (**Competitor**).

All competitive disciplines are organised into a 3 (or sometimes 4) tiered hierarchy made up of **Section** (eg. L05 - Cattle), **Sub-Section** (eg. L513 - Angus), **Class** (eg. #251 - Junior Bull Under 12 Months)

A **Class** may be a **competitive** class into which an exhibit/exhibitor/competitor may be entered or a **champion** class which does not have entries placed into it.

5. Awards & Prizes

In general all awards/prizes should be awarded as published and in sequence. This means a Judge can't skip a first to award a second. **Multiple equal placings are not permitted in our association.**

In most cases **places to Third** may be awarded, though there are some sections where places up to **Sixth** are awarded. There is an established hierarchy of coloured ribbons corresponding to the places.

Place	Colour	Place	Colour	Place	Colour
FIRST	BLUE	SECOND	RED	THIRD	WHITE
FOURTH	GREEN	FIFTH	YELLOW	SIXTH	BROWN

In the Horse section ribbons to Fifth may be awarded based on the number of exhibits in a class. Eg.

Ribbons to 3rd place only for up to 12 exhibits, ribbons to 5th place for 12 or more.

There is also a hierarchy for **champion** classes from **Reserve Champion, Champion, Reserve Grand Champion, Grand Champion & Supreme Champion** with correspondingly unique ribbons.

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A **Champion** Class is adjudicated from the First placed exhibits in a group of at least 2 competitive classes. A **Reserve Champion** class is adjudicated from the remaining First placed exhibits and the Second placed exhibit from the class of the Champion.

Prize money will be paid to eligible exhibitors via the bank details they supplied on their entry form.

6. Roles and Responsibilities

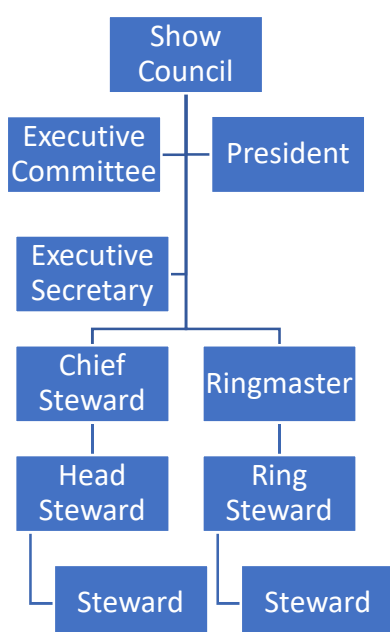
A **Steward's** role is to represent the association in the area of adjudication/ring, uphold its rules, ensure the exhibition/competition is conducted properly, record results in the Award Book (**Steward's Sheets**).

Specifically

- Shall be at their designated location on time to receive exhibits.
- Are responsible for the proper classification of exhibits.
- Control exhibitors and other people in the vicinity during judging.
- Assist the judge as required.
- Maintain the privacy of Judge's comments - these can only be shared with the Judge's permission and that of the Chief Steward or the Secretary.
- Report immediately to the Secretary any exhibit suspected of an infectious or contagious disease.
- Record the Judge's decisions in the Award Book (**Steward's Sheets**).
- Should the Judge disqualify an exhibit, record the reason in the Award Book.
- Have the Judge sign the Award Book (**Steward's Sheets**).

A **Judge's** role is to receive instruction from the Steward, be an independent & unbiased umpire and check the Award Book (**Steward's Sheets**) and sign it.

Most of the senior officers of the association are mentioned in the front of each schedule.



- The **Show Council** is the governing body of the association. The full committee.
- The **Executive Committee** manages the association between Show Council meetings.
- The **Show Secretary** manages the association secretariat and the everyday operations of the association and the entire exhibition. *On the advice of the Chief Stewards & Section Committees appoint Judges.*
- A **Chief Steward** (including Ringmaster) oversees a particular section/discipline
- A **Head Steward/Ring Steward** is responsible for the efficient conduct of a particular Sub-Section or Ring.
- A **Steward** is to organise exhibitors, guide & advise the Judge, organise ribbons & prizes and record results.

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7. Steward Behaviour

A Steward is representing the BAH&PA. Your behaviour needs to reflect well on you and the association and you must act with honesty and integrity at all times.

A Steward has a conflict of interest when their personal interest may influence their participation as a Steward. A Steward must notify the Association of any potential conflict of interest.

Stewards are to maintain the confidentiality of exhibitor, client, personal and association information.

Stewards are to show respect to others and not discriminate, harass or support such action by others on any grounds.

As a steward you are to carry out your role to the best of your ability and if you are concerned about any matter, refer the matter to your supervisor.

8. Dress Code

Stewards need to be appropriately dressed for the standard of the exhibit, section and the weather conditions. ***It is a requirement of our association for all Stewards below Chief Stewards to wear a white Stewards Coat. Chief Stewards must wear a Sports Coat or equivalent unless weather conditions require otherwise. At the Annual Show it is appropriate for Chief Stewards and above to wear jeans only on the last day of the Show.***

Stewards should also wear clearly displayed on their left chest a **Steward Ribbon** appropriate to their position and any **association badge of membership**. Eg. Annual membership shield, Life Membership Badges etc.

Gentlemen would be appropriately dressed wearing hat, trousers, collared shirt, tie and coat with enclosed shoes or boots.

Ladies should wear clothing of a similar standard. Dresses/Skirts may not be appropriate in Livestock and outdoor sections.

NOT ACCEPTABLE CLOTHING: *shorts, singlets, tracksuits, crude or rude pictures or motifs, thongs, open footwear, slippers and ugg boots.*

9. EXAMPLE - Horse Section - Steward Notes

General

- Report to the Horse Secretary's Office at least 30 minutes prior to the time you are to commence.
- Ensure you have all the required material to perform your task including the Schedule for your Ring, Award Book, pens, ribbons, radio. Take some time to familiarise yourself with the Schedule including any special conditions, timing of classes etc.
- Classes are not to commence prior to their scheduled time.
- Avoid conversing with the Judge during judging except at the direction of the Judge. ***A Steward should not voice an opinion about an exhibit to the Judge.***

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- Ensure that **proper decorum** is maintained in the Ring and that unauthorised persons do not enter, nor attempt to converse with the Judge during adjudication. If unauthorised persons enter the ring, judging must be halted until they leave.
- On completion of the Ring competition, immediately **return the results** and any unused ribbons and awards to the Horse Secretary's Office.
- At lunchtime and at the completion of judging, accompany the Judge to the area set aside for refreshments.

Questions of Eligibility

- Matters concerning an exhibits novice or intermediate classification, registration or local area eligibility will have been addressed at the time of entry. The steward should not get involved in discussions of these matters. Any disputes must be immediately notified to Head Steward or Chief Steward.
- The Schedule provides times when horses can be officially measured for events with specific height requirements. If there is any question about a horse's height, confirm that the breast plate has been stamped. If the breast plate has not been stamped, the exhibit must be excluded from the class.
- Grand National Qualifying Events - champion and reserve champion Pony, Galloway and Hack in Open and Show Hunter classes (521, 522, 538, 539, 574, 575, 582, 583, 599A, 600, 607A, 608, 627A, 628, 644A and 645) gain Grand National points.

Judging Procedure

- Display the Class number on the display provided. Ensure that this is maintained throughout the day and is visible to the announcer and competitors.
- Prior to presenting the exhibits to the Judge, have the relevant Class Sheet (in the Award Book) at hand and mark off each entrant. If a Class exceeds 12 entrants, break the Class into smaller groups unless directed otherwise by the Judge.
- Have the entrants parade as directed by the Judge.
- Prepare the ribbons for presentation (see below to determine the appropriate number of ribbons to be awarded). When requested, hand the ribbons to the Judge for distribution to the prize winners. A Judge can withhold the award of a first prize if in the opinion of the Judge the exhibits are not worthy of the prize.
- Record the prize winners accurately on the Stewards Sheet.
- Have the completed Stewards Sheet checked & signed by the Judge (suggest the Judge sign several Stewards Sheet at a time).
- HOLDING THE CLASS AND LATE ENTRIES: Discuss with the Judge postponing the commencement of a Class or the acceptance of late arriving exhibits due to commitments in other Rings etc.
- CHAMPION AND RESERVE CHAMPION: The Schedule identifies the winners of which Classes will be eligible to compete for a particular Champion award. The exhibit that ran 2nd to the Champion will be eligible to compete for the Reserve Champion award - there may be more than one exhibit fulfilling this criterion.

10. Other Useful Information

Incidents, Disputes and Emergencies

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Should any **incident** or **dispute** arise between the Judge and a Competitor relating to the judging of a Class, and/or results, or any incident/accident at all, separate the individual parties if necessary, advise the Chief Steward / Ringmaster and Show Secretary ASAP to gain support & immediately record the incident and list witnesses.

In any **emergency** (requiring Medical, Police or Fire Brigade assistance) **immediately evaluate and notify**. If medical assistance is required obtain assistance from **St John's** who are situated on the Arena fence adjacent to the northern end of the Beau Brown Pavilion. Immediately notify the Chief Steward of your section & the Show Secretary. If you are unable to contact them and in your estimation it is necessary to call emergency services, do so immediately and notify the officials ASAP.

Using the Radio

The radio is provided to enable you to communicate with the Head Steward, Announcer, other horse rings and the Show Office. If you need to speak with one of these:

1. Do NOT speak over anyone else. Listen to the transmission and wait until the channel is free.
2. Make sure the transmission button is pushed in before you speak.
3. Hold the radio about 5cm from your mouth. Make your message clear and concise.
4. Identify who you are trying to speak to, who you are. Slow down & speak normally, conclude by saying **"OVER"**.
5. When spelling out a word try and use the **Phonetic Alphabet** or Equivalent.
6. Check for a **"COPY"** at the receiving end. (As a rule avoid using the word "REPEAT"). There is no point sending a transmission if there is no one listening to it.
7. Do NOT hold the transmission button down. Let it out after you have finished your message.

	Word	*Spoken as		Word	*Spoken as
A	ALFA	AL FAH	O	OSCAR	OSS CAH
B	BRAVO	BRAH VOH	P	PAPA	PAH PAH
C	CHARLIE	CHAR LEE	Q	QUEBEC	KEH BECK
D	DELTA	DELL TAH	R	ROMEO	ROW ME OH
E	ECHO	ECH OH	S	SIERRA	SEE AIR RAH
F	FOXTROT	FOKS TROT	T	TANGO	TANG GO
G	GOLF	GOLF	U	UNIFORM	YOU NEE FORI
H	HOTEL	HOH TELL	V	VICTOR	VICK TAH
I	INDIA	IN DEE AH	W	WHISKY	WISS KEY
J	JULIET	JEW LEE ETT	X	X-RAY	ECKS RAY
K	KILO	KEY LOH	Y	YANKEE	YANG KEY
L	LIMA	LEE MAH	Z	ZULU	ZOO LOO
M	MIKE	MIKE			
N	NOVEMBER	NO VEM BER			

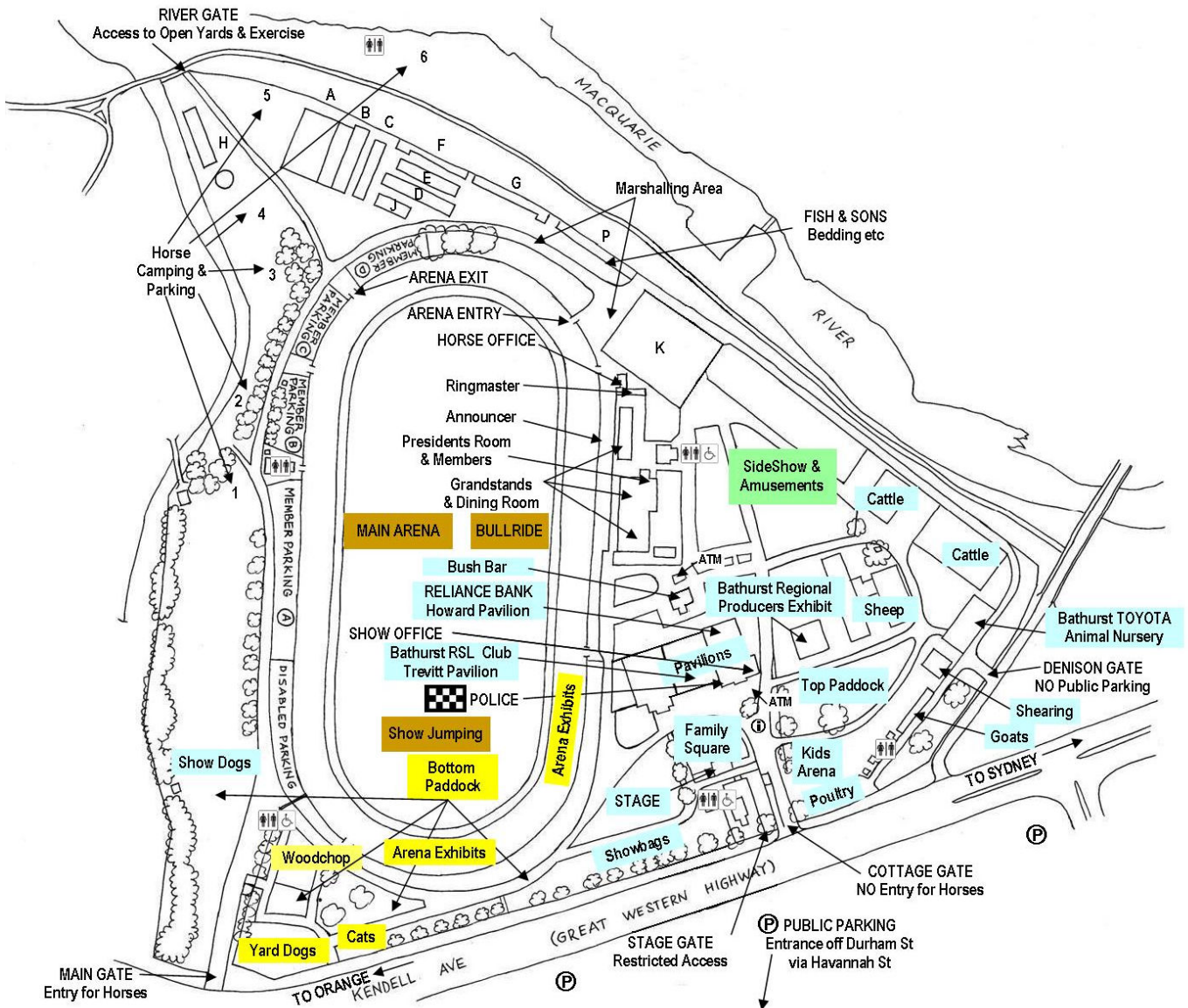
Your Contact and Supervisor

Name: _____

Contact Number: _____

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Map of Bathurst Showground (ROYAL BATHURST SHOW)



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SHOW OFFICE **6331 3175**

SECRETARY **0419 238 611**

CHIEF STEWARD

NOTES