

NOTE: The following document provides some guidelines for A&P Show Stewards. It is a collaboration of information from a number of shows – so you may need to customize it a little so that it covers how things are done at YOUR show.

GUIDELINES FOR A&P SHOW STEWARDS

INTRODUCTION

Stewards are vital and much valued members of any A&P Show. Their work is greatly appreciated, and the Show Committee wishes to thank you for your time and effort to make the Show successful.

As well as being fun and an opportunity to meet people, it can also be a hugely educational learning experience.

Working alongside a Judge offers a first-hand insight into assessing horses, ponies or livestock that you simply do not get from any other perspective.

You may even enjoy it so much that you want to make the next leap into becoming a Judge. If that is the case, talk with your Show about how to start on that journey.

STEWARDS ROLE

The role of the Steward is to assist the Judge by making sure the competitors are ushered into the ring in an orderly and timely manner so the ring runs smoothly and without delays. The Steward records the results and makes sure the Judges have the right ribbons and prize money to give out.

The Steward makes sure competitors know when to enter and leave the ring and any special instructions from the Judge. If something goes wrong, the Steward's manner should be friendly but firm.

TOP TIPS

Observe the dress code of each host Show – dress appropriately, wear sensible footwear for being on your feet, outside, all day.

Remember a suitable hat, sun block and wet-weather gear – you never know what the day will bring.

Wear the Stewards identification provided by the host Show.

It is not appropriate to bring friends, family members or pets with you to any competition when you are serving as a Steward.

Most Shows are smoke-free. Please do not smoke on the showgrounds.

COMPETITOR NUMBERS

Competitors are allocated a number which they provide themselves. They wear the number on an armband or bib and that is how the Steward knows who the competitor is. Results etc are recorded using this number which makes it easy – you don't have to record names.

SAFETY

As safety is paramount, the Steward has the authority to ask a competitor to remove their animal/horse for the safety of others. Likewise, the Steward has the authority to remove a competitor for unsportsmanlike conduct.

If a competitor disputes any of the Show conditions the Steward should refer them to the Chief Steward.

LOOSE ANIMALS

If a loose horse situation occurs within the Show Ring, immediately YELL loose animal/horse, notify Chief steward via walkie talkie and all Stewards should immediately secure all entry and exit points to the ring to contain the animal.

BEFORE THE SHOW

1. Read the schedules and become familiar with the section including the rules and order of classes.
2. Wear your Stewards ribbon/identification.
3. Collect your basket/box from the Show Office. Check that it contains a schedule, prize money, ribbons, Judging Sheets, pens and paper. Read any notes or additional instructions.
4. Got to your Ring and get everything set up – at least half an hour before the scheduled start time.
5. Test your walkie talkie.
6. Check the Ring for any hazards – check the Ring fencing, signage and any other equipment or gear is secure and safe. Sign the check list.

WHEN THE JUDGE ARRIVES

- Introduce yourself to the Judge.
- Check the Judge has the Judges ribbon/identification.
- Upon arrival at the Ring, check the Judge is happy with the setup.
- Discuss any procedures for the Ring that the Judge may require – especially with regards to championships and reserve awards.

WALKIE TALKIE

The walkie talkie is used to send results to the announcer. Other uses include emergencies, getting hold of the steward in another ring, the Show Office or the Chief Steward. If you need help don't be afraid to use it. *Remember other people can hear what you are saying!*

Use the following format for relaying results to the announcer:

Ring number
Class number
First place
Second place
Third place

THE IDEA OF ORDER

1. Have all competitors in a class assembled before you allow judging to commence. Then have competitors parade (come into the ring) in Judging Sheet order.
2. If no announcer is available, call out the name of the class, followed by the competitor numbers. Remember to mention any sponsors also (if applicable.)
3. Make sure the competitors line up where the Judge wants them and continue checking competitors in.
4. During the class, prepare the ribbons that the Judge will need to award to the class.
5. Led exhibits should usually be paraded twice around the perimeter of the Ring, clockwise, with the leader on the outside, and the Judge working from the centre. Keep a fair distance between each competitor.
6. The Judge may then wish to have the Ring stopped to inspect each competitor closely, and/or have them walk away or towards them etc. The Steward's job at this stage is to ensure that every competitor has a fair chance for the Judge to select their entry. The Judge may request the Steward to move and place horses in the line-up as the Judge advises.
7. When decisions have been reached, the Judge will tell you the order the competitors have been placed.
8. Line either all or just the winning competitors in a straight line facing the majority of the spectators – usually first place on the right, in descending order. This should be done in the same way for each class.
9. Have relevant ribbons ready.

Champion and Reserve Champion Judging

The Steward calls in first and second place getters to the Ring. The first place winners should be in one line and the second place winners in another.

PAPERWORK

In addition to the management of the Ring, the Steward has charge of the Judging Sheets, ribbons and prize money.

PRIZE MONEY

Our show pays Equestrian prize money into competitors bank account after the Show.

Check with your host Show. Many only pay out full prize money if there are four or more entries. If there are three entries or less, prize money is scaled and an example follows:

1 entry	1st	\$10
2 entries	1st, 2nd	\$15, \$10
3 entries	1st, 2nd, 3rd	\$15, \$10, \$5
4 entries	1st, 2nd, 3rd	\$30, \$20, \$10

If there are three entries or less listed in a class on the judging sheets the prize money for the classes that this applies to have been adjusted already.

DURING THE SHOW – STEWARD RING CRAFT

- A good Steward makes the work of the Judge much easier by relieving the Judge of details.
- The Steward has charge of the activity in the Ring. They act as go-between the Judge and the competitors. (Basically the judge tells you what they want the competitors to do, and you tell the competitors.)
- The Steward checks that each competitor is properly entered; properly and safely attired and in the right class.
- The Steward indicates to the Judge when all competitors are present and eligible before Judging may begin. It's a good idea to tick them off on the judging/results sheet. Any absent competitors should be noted/recorded.
- Inform the Judge what each class is prior to the judging.
- If the class is too large, the Steward will work with the Judge to make an even split of the competitors to ensure that each has a fair opportunity in the Ring. The maximum number of horses in a single heat is 15. If a class is too large a Judge may ask you to split the classes into heats.
- Be friendly with everyone and treat everyone with courtesy. However, do not be overly familiar with judges or competitors, even if you know them. Never call them by name during the class.
- Stand behind the judge, a few metres away, so the Judge knows you are there but you are not in the way of their view of the competitors.
- Stewards must not allow the competitors to crowd the Ring and should, at all times, endeavour to keep the possibility of accidents to a minimum.

Late Entries

- Unless specified, late entries are not taken on the day.
- Under no circumstances are late entries to be taken at the Ring.
- Entry of competitors to the Ring must be as per the judging sheets held by the Steward. If a competitor does not appear on the judging sheets they to be allowed to enter the Ring.

Judging Sheets

- Each Steward will be issued with result sheets for their section. The results sheets list all of the classes, the competitors and animals in that class.
- The result sheets to come back to the office for recording are COLOURED GREEN PAPER.
- When judging commences you simply write 1, 2 or 3 for first, second or third in the placings box on the judging sheet.
- There is also a space for the name of competitor and exhibit in the championship classes - please complete these.
- Keep the judging sheet in the Ring until it is collected by a runner, or the classes are finished. All completed results must come to the Show Office.
- Please list the time that the awards are made as we require this if a protest is made.

Please get the Judge to sign each page before they are handed to the office. Results are all loaded into a database and it is vital that they are complete and correct.

For those who have an announcer, the announcer will have their own copy. You simply walkie talkie the results through and they can write them onto their copy. Please write carefully, it is imperative that results are recorded accurately. They are ultimately loaded into a computer programme, then onto a results website and placings are used to categorise and qualify competitors for future events.

AFTER THE SHOW

At the end of the day, please return your basket to the Show Office with:

- Judges' and Stewards' rosettes
- Judging sheets if not already returned.
- Any leftover prize money and ribbons safely inside.

It would be appreciated if you could do this as soon as you have finished your official duties, as the secretary and staff cannot go home until all the boxes are returned and accounted for.

OTHER MATTERS

Be aware of the time. You must point out to the Judge if you are getting behind. Check with the host Show what they do. Usually it will be something like this:

Morning Tea – *will be brought to the ring*

Lunch – your stewards and judges rosettes allow entry to the Presidents Tent for lunch.

Lunch will be served between 12noon and 1.30pm. *If you are unable to make it during this time please notify the office to make other arrangements.*

Problem Solving

Rude and disorganised competitors sometimes happen. If someone starts complaining to you, let them know politely that the Chief Steward or the Show office would be happy to receive all constructive feedback following the Show! Please report any problems to the Show Office. We like to know if things go wrong or don't work. What we don't know about, we cannot fix.

NO NO'S

- If the Show doesn't accept late entries, under NO circumstances are late entries to be accepted.
- Never criticize the Judge or offer your opinion to the Judge. To both spectators and competitors, it must appear the Judge is in charge of the ring and that instructions are coming from them.
- Never say the name of the animal/horse, owners/competitors name or Stud name.
- Do not write on the Judges Book or notes –or even look like you are doing that.

THANK YOU

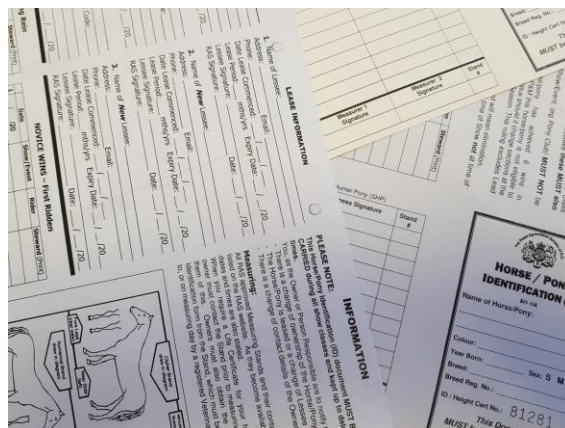
Knowledge and understanding of your section of the schedule is vital. You are the most important person on the day in your section. If you are properly prepared, your events will run like clockwork. Without YOU, the Steward, nothing will happen! We value your help and assistance and hope that you have a fun day at the Show. 😊

NOTES

Some Key Equestrian Rules

Height Certificates and Performance Cards

RAS Horse/Pony ID booklet (most commonly known as a Height Certificate) is usually in the rider's pocket or number holder. It states the horse's name, colour, year born, sex, bred and markings, a bit like a passport. It will also have the horse's height, date it was last measured, expiry date and any novice wins. Performance cards are found on the back of the certificate.



Stewards check height certificates and performance cards prior to judging and record wins on performance cards at the conclusion of each novice and open classes. In the relevant classes (indicated in the Schedule) the height certificate for every horse/pony entering the Ring must be checked by the Steward.

What do you look for?

1. Check the height certificate produced matches the horse entered in the class.
2. Check the horse's height is current (i.e. measured in the current show season August to July).
3. Check the horse's height is relevant to the class (e.g. if the class height is 148cm to 153cm and the measure on the card is 154cm, they can't compete in that class.)
4. If a novice class, check the cards for recorded wins. 6 wins in the particular class means they are no longer a novice and can't compete. Once they have 6 wins they move to Open. This is applicable in confirmation, paced & mannered, riding & jumping events.
5. Record any wins on the card at the conclusion of each novice class – the judge can help you with this. If a novice rider or horse wins their class, the performance card must be completed.

If a competitor is unable to supply the original height certificate or it is not the correct certificate for the horse/pony entered in that class, the competitor is NOT to be allowed to enter the Ring.

Some Advice for Running Equestrian Classes on the Day

When horses or ponies are entered in more than one class and the starting times clash, the competitor must elect which class they will start the horse or pony in. At NO time can a substitute rider compete that horse/pony due to the clash. (Unless the competitor has prior approval from the Head Equestrian Steward.)

The programme will not be held up for horses/ponies or riders competing in another ring. Horses or ponies arriving at the ring after the judging has commenced will not be allowed in the ring or be judged.

- No rider is permitted to leave the classing ring to compete in another ring until they have been dismissed by the Ring Steward or if they are placegetter.
- All placegetters must be presented by the rider who started in the class, until the completion of sashing unless there are extenuating circumstances and the Chief Steward has been notified.
- There will be no substitute riders after the section has started. (The only exception: Novice classes please see rule E7f) or if you have approval from the Chief Equestrian steward.)
- Novice pony exhibits (except Novice Pony Stallions) may be ridden by a rider of any age, in novice pony classes only.