VICTORIAN AGRICULTURAL SHOWS LTD

JUDGES, STEWARDS AND COMPETITORS

RULES & GUIDELINES

INTRODUCTION

The Rules & Guidelines herein are the basis of all activities conducted by Victorian Agricultural Shows Ltd (hereinafter referred to as VAS Ltd).

Members and affiliated organisations of VAS Ltd are urged to adopt similar rules & guidelines for their own use to uphold the high standards VAS Ltd expects of its Members. Should any conflict arise in the application of the rules & guidelines of VAS Ltd and those of a Member or affiliated organisation, the rules & guidelines applicable to the organisation hosting the particular show will prevail.

These Rules & Guidelines cannot be reproduced in whole, or part, without the permission of VAS Ltd.

These Rules & Guidelines cannot be used, in whole, or in part, for the judging of agricultural type competitions unless the organising committee or body is a Member of VAS Ltd.

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JUDGES AND COMPETITION RULES
INTRODUCTION

This section contains the VAS Ltd rules for judges, stewards, competitors, exhibitors and owners. The basis of a "good day" at a Show is all about competitors, judges, stewards and administrators working together from a fair and clear set of rules that are applied equally to everyone. When showing, we all have similar expectations.

We expect competitors to compete from a level base of honesty and fair play and to observe the Rules and Guidelines at all times.
We expect Judges to judge positively and to show no breed or exhibitor prejudice or favouritism.
We expect the best Exhibit on the day, regardless of breeding and ownership, to be declared the winner.
We expect Judges to judge based upon observance of the overall work of the competitor or conformation of the exhibit, and consequently select the winning competitor, animal or exhibit as presented on the day.
We expect Stewards to act knowledgeably and professionally in their role and to treat competitors politely when managing the events for which they are responsible.
We expect Stewards, both before and during events to refrain from any discussion with their Judge/s regarding the competitors, animals or exhibits being judged.
We expect Stewards and show officials to refrain from influencing or attempting to influence Judges in any way, regarding the outcome of any event/s.
We expect all involved to be good sportspersons – this means such things as fairness, courteous relations to others and graceful acceptance of results.

With co-operation from all those involved, we can ensure everyone has a 'good day' at the Show!

Members, Competitors, Judges and Stewards Please Note:

All Members of VAS Ltd, members of the Member and affiliated organisations, other organisations holding events and functions sanctioned by VAS Ltd, and competitors at Shows and events are expected to abide by the Rules and Guidelines. As Members, they are bound by the Constitution, Rules and Guidelines of VAS Ltd and those of the host Member or host affiliated Member.

Attention is drawn to the disciplinary provisions of VAS Ltd herein, whereby VAS Ltd has wide powers to discipline Members, competitors, exhibitors, stand-holders, stewards, judges, voluntary helpers and other persons involved in Shows in the event of failure to observe any provision of these Rules and Guidelines and/or any other Rules and Regulations of VAS Ltd. Any confirmed breach of these Rules & Guidelines may be subject to a penalty.

Exhibitors, Competitors, Stewards and Judges are asked to read these Rules and Guidelines carefully and to ensure that they are upheld.

DEFINITION OF TERMS

The following definitions apply unless the context requires otherwise.

Business Partner
A person who is a party to contractual and/or verbal agreement between two or more persons carrying on a business or hobby venture.

Class
This is a particular competition advertised on an organisation/Member's program or schedule for the exhibition of animals or exhibits or the performance of competitors. This may be an individual event or a team event or any other combination.

Competitor
Includes an exhibitor, a person and a person riding/leading an animal in competition, at an official or non-official event, run specifically for the presentation of exhibits or the performance of individuals under a Judge for the purpose of competition.

Constitution
Constitution means the Constitution of VAS Ltd.

District
District Group as defined by VAS Ltd.'s Constitution.

Employer
A person employing/hiring another in a business.

Exhibit
Includes an exhibit and the combination of animal and competitor. The competitor may be the owner, lessee, or the representative of the said owner. Both animal and competitor must be eligible to compete in the particular class.

Exhibitor
The person or persons owning the animal or exhibit which may include a lessee or representative of the said owner.

Family
Brother, sister, child, aunt, uncle, nephew, niece, parents, grandparents, grandchildren. (Including in-law, step and defacto relationships.)

Knowingly
Acquainted with and/or aware of the truth and/or having been informed of the facts. Where this situation exists, it shall be presumed that any breach is intentional.

Lessee
Where in possession of an animal or exhibit, but the ownership is not transferred to another person. Only leases registered with a Breed Society and/or Equestrian Organisation are recognized or, in the case of breed classes, leases registered with a Breed Society and copied to VAS Ltd.

Member
Member means a body admitted to membership under the VAS Ltd Constitution.

Minutes
Minutes are the documented and approved true and correct record of all meetings of any Board of Management, Executive, Council, Committee, Sub-Committee, Show or Affiliated Organisation.

Owner
Owner/s are the person/s named as the owner on Royal Agricultural Society of Victoria Limited height or performance certificates and/or registration papers issued by a recognised Breed Society.

Representative
A person not being the owner or lessee, showing the animal or exhibit on behalf of the owner or lessee.

Rules and Guidelines
Rules and Guidelines means rules and guidelines made by the VAS Ltd Board of Management as amended from time to time.

Sale
An exhibit shall be deemed to have been sold or leased when the appropriate transfer of the registration papers has been processed by the appropriate registration authority or recognized Breed Society or when, after delivery of the exhibit to new owners, a receipt for payment in full has been issued. A sale is only recognized as fully complete when all the necessary paper work has been completed.

Show
An event held by VAS Ltd, a Member or affiliated organisation involving traditional agricultural and/or horticultural type activities.

Steward
A person assisting VAS Ltd, a Member or affiliated organisation to manage exhibits or exhibitors at a Show.

Time Allotment
Months are calendar months.

Trainer/Instructor/Tutor
A person who trains and/or prepares animals and/or riders and/or handlers. A trainer may not necessarily receive reward for training and training may take place anywhere including Showground facilities.

Tuition
Instruction of animals and/or a rider and/or a handler as an individual in a group of two (2) or more persons in a clinic situation. The rider and/or animal and/or handler cannot compete under competition conditions under that instructor within three (3) months from the date of the last tuition or vice versa.

VAS Ltd
Victorian Agricultural Shows Ltd.

RULES

Note:

a) **Rule changes. All Members of VAS Ltd will be notified in writing of any rule changes from time to time. Public notification will be undertaken through Show schedules and the media where necessary.**

b) **These Rules & Guidelines are to be considered in conjunction with the rules for showing of any affiliated organisation or Breed Society as they may affect the management of and competition within classes and sections of Agricultural, Horticultural and/or Pastoral Shows.**

c) **It is the responsibility of exhibitors, competitors, Judges, Stewards and Officials to make themselves familiar with the rules. Ignorance of the rules is no excuse.**

1. Method of Implementation

It is envisaged that the policing of these Rules & Guidelines will be self-regulatory. Members, exhibitors, competitors, judges, stewards and show officials have the right to lodge a protest alleging infringement of the rules. See Show schedules for any local requirements in regard to the procedure of a particular Show on Show day.

a) Any protest should be in writing and lodged with the organising body within fourteen (14) days of the date of the event giving rise to the protest;
PLUS, where possible,
A separate letter, in writing, should be provided to the organising body from an unrelated member of a different family attesting to the validity of the protest within fourteen (14) days of the date of the event giving rise to the same protest.

b) The 'Disputes or Protest' committee will decide in accordance with the rules if there is a case to answer.

c) Once the organising body has been notified of a protest, the competitor/exhibitor is asked not to transfer ownership under VAS Ltd.'s rules of any animal owned or leased by that person until determination of the protest, or completing of any suspension, whichever is the later. In any event, the purchaser of an animal must be notified of any pending action.

d) Any penalties resulting from a protest lodged with VAS Ltd or any other organising body, apply to the competitor, exhibitor and animal. This is irrespective of who owns the animal or exhibit during the period of the penalty.

e) On hearing a case the 'Disputes or Protest' committee's decision will be final; no appeal will be entered into.

2. Disputes or Protests Committee

a) Every Show shall have a Disputes or Protest Committee, which shall be appointed prior to the Show, made up of people who will be available on the day. Reserve Members should be named so that in the event of absence the process is able to continue.

b) Only members of the Board of VAS Ltd or in the case of a dispute arising at a local Show the Office Bearers of that local Show and where necessary, independent advisors selected for their expertise in the particular area of concern, may hear and adjudicate on disputes concerning judges, stewards and show officials. No matter the make-up of the Hearing Committee, the rules of VAS Ltd shall be the base of any decision.

The Board of VAS Ltd may make such inquiry as it considers appropriate in the circumstances and may in exercise of its judgment either reprimand such person or inflict upon such person such fine or penalty as the Board may think proper in the circumstances or may require such person to tender their resignation from the Member or any affiliated organisation provided always that upon such inquiry, the person shall be informed in writing by registered post of an alleged breach and shall be given at least twenty-one (21) days to answer any charge that may be laid against them and to provide any explanation or evidence that they may consider desirable and an opportunity shall be afforded them of appearing before the Board to answer any charge and to furnish such evidence or explanation as the circumstances may warrant.

3 Penalties

Member, Owner, Lessee, Competitor and/or Exhibitor

a) Every person who commits a breach of these Rules & Guidelines shall be liable to the following penalties:
b) A first offence may incur a fine not exceeding $500 or disqualification for a period of up to one year for the animal and/or owner;
c) A second offence may incur a disqualification for a period for a maximum of two (2) years with a minimum of one (1) year;
d) Third Offence - suspension for a period from two (2) years to ten (10) years; and
e) The Disputes or Protest Committee may impose costs against the defendant.

Note: The action dates of these penalties are at the discretion of the Board of Management of VAS Ltd. Any removal or suspension is also applicable to an animal, exhibit or person involved in the offence.

Judges

a) First Offence - removal of name from Judges List for a maximum of one (1) year;
b) Second Offence - removal of name from Judges List for a maximum period of two (2) years with a minimum of (1) year; or
c) Third Offence - suspension for a period from two (2) years to ten (10) years.

Note: The action dates of these penalties are at the discretion of the Board of Management of VAS Ltd. Any removal or suspension is also applicable to an animal, exhibit or person involved in the offence.

Stewards

a) First Offence - all Member organisations advised that the person should not be allowed to Steward for a maximum period of one (1) year;
b) Second Offence - all Member organisations advised that the person should not be allowed to Steward for a maximum period of two (2) years with a minimum of one (1) year; or
c) Third Offence - all Member organisations advised that the person should be suspended from stewarding for a period from two (2) years to ten (10) years.

Note: The action dates of these penalties are at the discretion of the Board of Management of VAS Ltd. Any suspension is also applicable to any animal, exhibit or person involved in the offence.

Show Officials

a) First Offence - all Member organisations advised that the person should not be allowed to act in the capacity of a Show Official for a maximum period of one (1) year;
b) Second Offence - all Member organisations advised that the person should not be allowed to act in the capacity of a Show Official for a maximum period of two
(2) years with a minimum of one (1) year; or
c) Third Offence - all Member organisations advised that the person should not be allowed to act in the capacity of a Show Official for a period from two (2) years to ten (10) years.

Note: The action dates of these penalties are at the discretion of the Board of Management of VAS Ltd. Any suspension is also applicable to any animal involved in the offence.

4. Appeals

Any questions or dispute arising shall be open to appeal. An appeal may be submitted to a meeting of the Board of Management of VAS Ltd and the Board shall consider all reports, statements and information submitted to it by the parties to the question or dispute and shall be at liberty to make such further investigation and inquiry as it may think fit regardless of the ordinary rules of evidence and its determination shall be final and binding on all parties to or affected by the question or dispute and they shall have no recourse to law therefrom.

For the purpose of this clause the determination must be supported by at least a majority of members of the Board present and voting at the relative meeting.

Provided that:

i) If any person desires any such question or dispute to be submitted to the Board of VAS Ltd such person shall notify the Secretary in writing accordingly;

ii) Every notification shall be accompanied by a payment of one hundred dollars $100;

iii) Each party to any such question or dispute and every person affected thereby shall furnish to the Board in writing such information and such evidence as the Board by its Secretary shall require; and

iv) Upon determination of the question or dispute the Board may at its discretion direct the one hundred dollars ($100) payable as aforesaid to be refunded to the person paying the same or may declare the same to be forfeited where in the opinion of the Board the question or dispute submitted is trivial, frivolous or vexatious.

CONDUCT

GENERAL

1. Each Member, owner, lessee, competitor and/or exhibitor shall strictly observe and act in conformity with and not otherwise than in accordance with the Constitution and the Rules and Guidelines for the time being of VAS Ltd.

2. No Member, owner, lessee, competitor and/or exhibitor shall conduct themselves or be guilty of such conduct as to bring VAS Ltd or any Member or affiliated society into discredit or bring themselves as an exhibitor or breeder or as a member into discredit.

JUDGES

3. A Judge is ineligible to judge a competitor and/or an animal if:
   a) The Judge is a member of the competitor's family, competitor's business partner, competitor's employee or employee of the competitor.
   b) The competitor has leased an animal to that Judge's family, Judge's business partner or Judge's employer within the six (6) months period preceding the day of competition.
   c) The competitor and/or the animal have been accommodated by the Judge, Judge's family, Judge's business partner or Judge's employer two (2) weeks prior to the day of competition.
   d) The competitor has been a Representative under competition conditions for the Judge, Judge's family, Judge's business partner or Judge's employer and his animal or any part of the combination within the six (6) months period preceding the day of competition.

The animal may not necessarily have been owned by that Judge at the time of representation by the competitor.

e) The Judge has been employed by the competitor, competitor's family, competitor's business partner in the six (6) months period preceding the day of competition.

f) Either the animal being exhibited on that day or the competitor or the combination has been under tuition by the Judge, Judge's family, Judge's business partner or Judge's employer within the six (6) months period preceding the day of competition.

4. Judges may not adjudicate more than once within 100km and 30 days of a show.

5. A Judge may direct a Steward to order any person or animal from the ring and the competition for bad conduct of one or both.

6. When an exhibitor or a competitor makes a request through a Show Official for the Judge's opinion concerning an animal, it is urged that the Judge will give an opinion courteously and sincerely. The Judge should ensure that the Show Official making the request to the Judge for an interview between Judge and the exhibitor or competitor remains present during all discussions with the exhibitor or competitor. However, there should be no fraternization between the exhibitor or competitor and the Judge until the Judge has finished officiating.

7. A Judge at a show shall not transport or accompany animals or competitors to the Show in the section that they are appointed to Judge.

8. A Judge shall be required to be familiar with the current VAS Ltd Rules and Guidelines.

9. A Judge may not visit the lines of animals, parking areas or stables or the owners in any social situation or inspect or discuss any animal entered in the Show until after they have finished officiating.

10. A competitor or exhibitor shall not exhibit under a Judge, nor shall a Judge adjudicate when the competitor or exhibit is ineligible under the rules.

11. A Show Official who is also a competitor or exhibitor shall not participate in any discussion on or selection of a Judge in any event in which he or she competes.

12. If a Judge judges or an exhibitor or competitor competes knowing an animal is ineligible one or all may be held in breach of the rules.

13. The Judge's decision as to the winners and place getters in a class shall be final. Only if an infringement of the rules is proved can the Show Officials change the places.

14. No competitor or exhibitor or member of their family shall approach a Judge with regard to a decision unless they first obtain the permission of the Show President or Secretary, Show Manager, Ring Master or Ring Steward the most senior of whom shall carry the decision on the day.

15. A judging panel for a championship shall be drawn from amongst the judge/s who judged the qualifying classes for that championship.

16. If one Judge is unavailable, the Chief or Senior Steward must agree that judging may commence without a full panel.

EXHIBITORS, OWNERS, LESSEES, COMPETITORS

17. A competitor is ineligible to compete under a Judge if:
    a) The competitor is a member of the Judge's family;
    b) The animal or exhibit is owned or has been owned by the Judge or Judge's family, Judge's business partner or Judge's employer or employee within the twelve (12) months preceding the day of competition;
    c) Any animal or exhibit has been leased by the competitor from the Judge or Judge's family, Judge's business partner or Judge's employer within the twelve (12) months preceding the day of competition or the duration of the lease whichever is the longer;
    d) That Judge or Judge's family, Judge's business partner or Judge's employer has owned the animal or exhibit being competed with, under that Judge, on that day, within the twelve (12) months preceding the day of competition;

    e) The animal or exhibit being competed with was bred or created by the Judge or Judge's family, Judge's business partner or Judge's employer and was sold within the twelve (12) months preceding the day of competition, not necessarily by the competitor;
    f) The Judge has been accommodated within two (2) weeks prior to the event at the competitor's residence, the competitor's family residence, the competitor's business partner's residence or the competitor's employer's residence;

g) Either the animal or exhibit being exhibited on that day, under that Judge or the competitor himself or herself, or any part of the combination have been involved in tuition by the Judge or Judge's family, Judge's business partner or Judge's employer, within the six (6) months preceding the day of competition;

h) If the Judge has been a representative under competition conditions for the competitor, competitor's family, competitor's business partner or competitor's employer and his/her animal or exhibit or any part of the combination within the six (6) months preceding the day of competition.
The animal or exhibit may not necessarily have been owned by the competitor at the time of representation of the Judge;

i) The Judge or Judge's family or Judge's business partner has not employed the competitor within the twelve (12) months preceding the day of competition;

j) The competitor's animal or exhibit is in the incorrect class or height group, or if that competitor cannot produce the relevant evidence on that day; or

k) The competitor has not entered the animal or exhibit under its correct registered name or markings and/or brands differ from those on the animals registration papers and official registration papers cannot be presented on the day or within fourteen (14) days of the event.

NOTE: Inevitably, circumstances will arise which are not precisely covered. In such circumstances, wherever possible the spirit of the Rules & Guidelines will be applied and followed to produce the fairest results for all.

18. Ownership

All animals or exhibits entered in competitive classes or ring events or parading (whether by invitation or entry) must be entered in the name of the bona fide owner or lessee. All animals must be named at the time of entry.

19. Records

No exhibitor or registered owner shall exhibit any animal recorded by any organisation or any affiliated breed society in any show or exhibition or advertise any animal in any paper, schedule, periodical or pamphlet under any but its registered or recorded name or as having attained any wins not recorded in the results of affiliated shows.

20. Leases

A lease presented to VAS Ltd must cover each leased animal competing at any Show. Evidence of a lease or partnership must be presented on request from VAS Ltd. All benefits and penalties relating to a leased animal shall be attributed to the lessee. If the animal is registered with an affiliated Breed Society the lease must also be registered with that Society.

21. Leases or partnerships must be for no less than a six (6) month period and a copy shall be lodged with Show Officials whenever an animal is entered for competition.

22. No competitor or exhibitor shall deface or alter registration papers, height certificates or performance cards. Damaged cards, certificates or registration papers are not acceptable and should be replaced.

23. Animals must be shown in their current recorded height group, breed classifications, age groups and classes. Horses must hold the relevant certificate issued by an official Measuring Steward using a proper measuring stand.

24. Exhibitors must carry a current performance card for every novice horse and make this available in the ring upon request.

25. It is the responsibility of the exhibitor to ensure that the animal, exhibit and/or competitor are entered and shown only in the correct classes, and that the animal, exhibit and/or competitor is entered and shown under its full registered name where applicable.

GENERAL

26. Hats and Safety Helmets

a) A hard hat is generally described as a hunting cap, a bowler, protective headwear or a safety helmet.
b) Wearing a hard hat is compulsory for everyone competing on, working in or schooling or riding for any other reason a horse at a Show or in any area considered to be for whatever reason a part of the Showgrounds.
c) All riders must wear protective headgear, which includes a retaining harness secured to the shell at more than two points. Such headwear must be worn with the chinstrap properly adjusted and fastened when in the arena or ring, the practice area collecting rings or anywhere else within a Showgrounds.

It is strongly recommended that all riders particularly those jumping horses wear protective headwear conforming to the current Australian Standard or an equivalent standard and that the headwear be secured by a retention harness.

27. Animal Abuse

Any alleged acts of animal abuse are reportable during the event to the organising body, supported by at least two other witnesses, or after the event to VAS Ltd in writing. Two separate letters must be received in writing by VAS Ltd from unrelated members or different families within fourteen (14) days of the date of the event, giving rise to the incident.

NOTE: Abuse can be defined as intentionally acting in a way that may cause pain or unnecessary discomfort to an animal. As examples, an act of abuse can be any of the following:

To whip or beat an animal excessively
To subject an animal to any kind of electric shock device
To use spurs, or to jab an animal in the mouth with a bit or any other instrument, excessively or persistently
To remount, or attempt to remount, an obviously exhausted, lame or injured animal
To 'Rap' a horse anywhere in or outside the grounds of the event To hyper sensitize any part of an animal
To leave an animal without adequate food, drink or exercise

QUALIFICATIONS

28. A competitor must choose to enter in classes as either a Show Hunter or a Show horse, but not enter both. Once a horse has competed as a Show Horse or a Show Hunter at its first VAS event in a calendar year it must remain as a Show Horse or a Show Hunter at VAS Competitions for that calendar year. Once a horse has successfully won a Champion in its first ring it cannot continue to compete in that equivalent section in other rings during the show.

First place getters are eligible to compete in multiple rings until successful as Champion.

ENTRIES, ENTRY FORMS, SCHEDULES

29. The following text should appear in every Show Schedule:

The use of tranquillisers, stimulants, or any drugs capable of affecting the performance or behaviour of animals is forbidden.

Competitors are advised that tests for forbidden substances may be carried out during the Show and that testing of all animals is at the owner's risk. Testing for forbidden substances will be carried out under veterinary supervision.

30. The following text should appear on every Show Entry Form:
The attention of exhibitors is particularly drawn to the conditions relating to the misuse of drugs, and the Committee may undertake random testing for forbidden substances.

EXHIBITORS DECLARATION
I accept the Association's conditions of entry and agree to comply with the Rules, Regulations and/or Guidelines of the Association.

Signed:……

31. **Arrears**
No person who is in arrears with regard to entry fees, subscriptions, or any other Show charge is eligible to compete at any Show held by or affiliated with VAS Ltd. Proof of payment will be required before any restriction will be lifted.

Note: Not only is the above a rule of VAS Ltd but is expected that this policy will be followed by every Member and affiliated organisation and that the text of Rule 31. (above) will be included in all schedules.

32. All entries must be made on the official entry form of VAS Ltd or any Member or affiliated association. These forms are to be completed and signed be the exhibitor, or by some person authorised to sign on their behalf and must be deposited with the Secretary or appointed official on or before the closing date set down in the particular schedule. Entries are subject to the terms and conditions set down in the schedule and may be declined.

33. No entry will be considered valid unless the entry form has been completed and signed. Entry in the Show entitles the Association to publish an Exhibitor's name in results reports subject to statutory privacy legislation.

34. All entries are made subject to the rules, regulations, guidelines and/or by-laws of VAS Ltd, Members and affiliated organisations.

35. Substitution of any entry can only be made by application to and at the discretion of the Show Manager.

36. The host Show Committee reserves the right to refuse or cancel any entry without adducing any reason for doing so.

Homecraft Competitions – Rules & Regulations for Stewards & Judges

These rules and regulations are for Homecraft Competitions that are ran by VAS Ltd Affiliated Shows.

1. Authority & Governance

All Homecraft competitions conducted at affiliated shows must comply with:

- The current show schedule
- Regulations of the individual Show Society
- Regulations of Victorian Agricultural Shows Ltd
- Relevant State Final competition guidelines (where applicable)

The **Chief Steward / Section Convenor** has overall control of the section.

2. Standards of Integrity

To maintain the credibility of Agricultural Shows:

Stewards and judges must:

- Act with complete impartiality
- Declare any conflict of interest immediately
- Maintain confidentiality of results
- Avoid any action that may influence judging outcomes

Conflict of interest includes:

- Family connection
- Partnership or business relationship
- Having assisted in making an exhibit

Where a conflict exists:

- The judge must not assess that class
- The Chief Steward will appoint a substitute if required
-

3. Role of the Chief Steward / Convenor

The Chief Steward is responsible for:

- Correct implementation of the schedule
- Allocation of steward duties
- Liaison with judges
- Handling protests or disputes
- Verifying and signing results before publication

4. Duties of Stewards

Before Judging Stewards must:

- Be present at the rostered time
- Ensure exhibits:
    - Are entered in the correct class
    - Meet all schedule requirements
    - Are staged appropriately
- Remove or cover exhibitor identification where required

- Prepare or confirm (Subject to your Show Society Processes):
    - Judging sheets
    - Prize cards
    - Special award cards

During Judging Stewards must:

- Accompany the judge at all times
- Not make comments on exhibits that may intimidate or influence a judge's decision
- Not indicate exhibitor names
- Record results exactly as directed by the judge
- Seek clarification only when necessary

After Judging Stewards must:

- Check all results for accuracy
- Attach ribbons/cards
- Prepare displays for the public
- Ensure results are delivered to the Section Secretary / Show Office promptly

5. Duties of Judges

Judges must:

- Judge according to the schedule only
- Assess each exhibit on individual merit
- Not confer with exhibitors during judging
- Disqualify exhibits that:
    - Do not comply with schedule requirements
    - Are incorrectly entered

Judges may:

- Award 1st, 2nd, 3rd (Subject to your Show Society Protocol of Awards)
- Award Highly Commended / Commended
- Withhold a prize where exhibits are not of sufficient standard

Judges' decisions are **final**.

6. VAS State Final Classes

For classes that qualify for VAS State Finals:

Stewards must ensure:

- The class is conducted exactly to VAS specifications
- Entry conditions are met
- Only eligible exhibitors are awarded

Judges must:

- Ensure the winning exhibit meets all VAS criteria as per competition kit

7. Judging Principles – Homecraft Sections

Cookery

- Evenness of baking
- Texture
- Flavour
- Appearance
- Compliance with recipe or schedule

Preserves

- Correct jar lid or covering (Lids must be able to be easily opened)
- Fill level and seal
- Clarity / colour
- Consistency / set
- Flavour
- Food Safety – No Mould

Needlework / Sewing

- Workmanship
- Accuracy
- Pressing and finish
- Suitability of materials
- Presentation
- Unused/Unworn

Handcrafts / Patchwork / Art

- Design
- Technique
- Creativity
- Finish
- Overall effect

8. Disqualifications

An exhibit must be disqualified if:

- It is not the work of the exhibitor
- It has been previously exhibited (where prohibited)
- It does not meet schedule requirements
- It poses a food safety risk

All disqualifications:

- Must be approved by the Chief Steward
- Must be recorded

9. Communication & Protests

- No results are to be disclosed until officially released
- All exhibitor enquiries must be referred to the Chief Steward
- Protests must be lodged in accordance with show regulations

10. Care & Custody of Exhibits

Stewards are responsible for:

- Careful handling of exhibits
- Safe and hygienic staging of food items
- Monitoring perishable exhibits
- Supervised collection at the scheduled time
- Management of uncollected items per society policy or regulations

11. Workplace Health & Safety

All officials must:

- Follow the show's OHS procedures
- Keep exits and walkways clear
- Report hazards immediately
- Document/Report any incidents (Minor or Major) to the Show Secretary
- Complete Show Society Induction
- Be fit for purpose for the role they are undertaking

12. Dress & Identification

- Enclosed footwear must be worn
- Steward/Judge badge must be visible
- Neat and appropriate attire at all times

13. Stewarding & Judging Etiquette

Remember:

- You are an ambassador for your show
- Encourage exhibitors
- Support new competitors
- Promote a positive and educational environment