

**NORTH CAROLINA HUNTER AND JUMPER ASSOCIATION, INC.**

**4441 Six Forks Road, Suite 106-167 Raleigh, NC 27609**

**STEWARD'S REPORT**

*(Return within three days to the Association)*

Horse Show : \_\_\_\_\_ Show Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Secretary: \_\_\_\_\_

Steward: \_\_\_\_\_ Date: \_\_\_\_\_ # of Show Days: \_\_\_\_\_

Recognized Stewards are governed by the provision of the current USHJA and NCHJA Rule Book. The Steward is responsible for a complete knowledge of the regulations, duties, and authority that pertain to his office. He is reminded that he has no authority in connection with the management or judging of the show. He shall keep himself available to judges, exhibitors, and the show committee to clarify the application of rules of the Association and to investigate any situation where the rules of the Association are involved. It is his duty to observe and report immediately any instance of a violation of the rules to the show committee and make recommendations for the improvement of the show. Violations and recommendations must be included in this report.

It is obvious that, however complete rules may be, they never can cover all possible situations that may arise. If a matter cannot be solved by interpreting the rules to the letter, the solution to be adopted by those responsible should lie in a principle that follows as nearly as possible the spirit of the rules.

**Failure of a Steward to attend a show or to perform his duties constitutes cause for disciplinary action.**

**ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED**

**I. GENERAL**

Please list start/finish times for each day:

Was sufficient personnel provided to carry out all details promptly? Y / N

Were Show Evaluation and Feedback Forms available in the show office? Y / N

**II. RULE COMPLIANCE**

***This is the most important phase of the Steward's Report. Great care should be exercised in completing it.***

1. List the Judge(s):

Were all the judges eligible to officiate in the classes to which they were assigned? Y / N  
*(If not in the USHJA Roster, confirm they are NCHJA approved.)*

2. Were standard class specifications (from Rule Book) used? Y / N

3. Was there any instance of misrepresentation of a horse's identity or eligibility for a class? Y / N

4. Were there any instances of cruelty to a horse? (Give details in Part V, Report of Violations.) Y / N  
*Refer to the USHJA Rule Book, Article 302, "Abuse", before answering this question.*

5. Were hunter and jumper courses in good condition, substantial, and set up according to NCHJA Rules? Y / N

6. Were all entry blanks signed by exhibitors? Y / N

- |     |  |            |
|-----|--|------------|
| 7.  | Were animals properly measured according to the rules?<br><i>(If yes, please enclose measurement sheet.)</i>           | Y / N / NA |
| 8.  | Was a veterinarian present or on call throughout the show<br><i>(Not required for shows recognized only by NCHJA)?</i> | Y / N / NA |
| 9.  | Was a qualified medical attendant present?   | Y / N      |
| 10. | Did the show offer the Haun, Jones and Pony Medals (A Shows)?  | Y / N / NA |
| 11. | Did the show offer the Children's, Adult and Pony Medals (C Shows)?  | Y / N / NA |
| 12. | Was a Farrier present? <i>(Answer only if the show offers a division or section with an "A" rating.)</i>               | Y / N / NA |

**III. PHYSICAL CONDITIONS**

- |     |  |       |
|-----|--|-------|
| 1.  | Were rings of suitable size, properly constructed with good footing?   | Y / N |
| 2.  | Was a schooling area provided?   | Y / N |
| 3.  | Did the show provide a good secretary's office and proper communication between secretary, announcer, in-gate, each ring, and stables? | Y / N |
| 4.  | Was stabling provided?<br>Give type of stabling and condition:   | Y / N |
| 5.  | Were adequate seating facilities provided?   | Y / N |
| 6.  | Were the parking arrangements adequate?  | Y / N |
| 7.  | Were food and refreshments available throughout the show?  | Y / N |
| 8.  | Did the show provide watering facilities?  | Y / N |
| 9.  | Were there adequate toilet facilities?   | Y / N |
| 10. | What kind of surface was used for measurement? _____   |       |

**IV. RECOMMENDATIONS TO SHOW COMMITTEE**

*Give your overall impression of the show and recommendations for improvement.*

**V. REPORT OF VIOLATIONS**

*State in full the specific nature of any violations or protests filed with the names and addresses of offenders.*

**VI. REPORTING STEWARD'S INFORMATION**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_