



GEORGIA HUNTER JUMPER ASSOCIATION, INC.



STEWARD'S REPORT

Complete and mail, email, or fax copies (including class schedule, medical report, warning cards), within 5 days, to:

1. GHJA Executive Secretary, 202 S. Main St., #200, Alpharetta GA 30009 FAX 770-818-5565 execsec@ghja.org
2. Horse Show Manager Keep a copy a minimum of 1 year for your own records.

HORSE SHOW: _____

DATE: _____ LOCATION: _____

SHOW MANAGER: _____ EMAIL: _____

ADDRESS: _____ PHONE: _____

SHOW SECRETARY: _____

ANNOUNCER(S) _____

JUDGE(S): **Please indicate name, rating (GA local, USEF "r", USEF "R"), home city, and ring adjudicated.**

1. _____ Sat. Ring # _____ Sun. Ring # _____

2. _____ Sat. Ring # _____ Sun. Ring # _____

3. _____ Sat. Ring # _____ Sun. Ring # _____

4. _____ Sat. Ring # _____ Sun. Ring # _____

GATEKEEPER(S): _____

VETERINARIAN: _____ Phone: _____

FARRIER: _____ Phone: _____

MEDIC: _____ QUALIFICATION: _____ Medical report attached? **YES NO**

NEAREST HOSPITAL: _____ DISTANCE: _____

Recognized Stewards are governed by the provisions of the current GHJA Rule Book. The Steward is responsible for a complete knowledge of the regulations, duties, and authority which pertain to his or her office. The Steward has no authority in connection with the management or judging of the show. The Steward shall be available to the judges, exhibitors and the Show Committee to clarify the application of the rules of the GHJA, and to investigate any situation where the rules of the Association are involved. It is the Steward's duty to observe and report immediately any instance of a violation of the rules to the Show Committee and to 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 which 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 which follows as nearly as possible the spirit of the rules. Failure of a Steward to attend a show or to perform his/ her duties constitutes *cause for disciplinary action.*

STEWARD INFORMATION:

NAME: _____ EMAIL: _____

ADDRESS: _____

PHONE: _____ GHJA # _____ USEF # _____

SIGNATURE: _____ DATE _____

Please comment on any substandard or notable areas – attach additional sheets if needed.

- 1. Did the secretary provide the show officials with the necessary forms to perform their jobs? **YES NO**
- 2. Adequate personnel & communications between the secretary, announcers, and each ring? **YES NO**
- 3. Did the secretary check entries for valid measurement cards before issuing numbers? **YES NO**
- 4. # of ponies measured & USEF cards reported to GHJA: _____
- 5. Were hunter courses posted 30 minutes before class time? **YES NO** Distances posted? **YES NO**

Were jumper courses posted 30 minutes before class time? **YES NO N/A**

Were jumper tables posted on courses? **YES NO** Times allowed posted on courses? **YES NO**

Comments: _____

6. Time schedule - - give start and finish time of each day and/or ring:

Saturday: Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.

Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.

Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.

Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.

Cite reason(s) for delay(s): _____

7. Number of horses & ponies entered in show: _____

Please attach a class schedule for each ring indicating # of entries in each class/division.

8. Were there at least 3 jumps, including an oxer, available in the schooling area? **YES NO**

9. Schooling permitted over the show fences? **YES NO** Supervised by: _____

10. Cite any instances of cruelty to a horse observed by or reported to you: _____

11. Which, if any, rules of the GHJA were not enforced and why? _____

To prefer charges against a violator, send a completed charge/protest form & your Steward's Report to the GHJA Hearing Committee.

COMMENTS & RECOMMENDATIONS

Please comment on any substandard or notable areas – attach additional sheets if needed.

- 1. Did the secretary provide the show officials with the necessary forms to perform their jobs? **YES NO**
- 2. Adequate personnel & communications between the secretary, announcers, and each ring? **YES NO**
- 3. Did the secretary check entries for valid measurement cards before issuing numbers? **YES NO**
- 4. # of ponies measured & USEF cards reported to GHJA: _____

- 5. Were hunter courses posted 30 minutes before class time? **YES NO** Distances posted? **YES NO**
Were jumper courses posted 30 minutes before class time? **YES NO N/A**
Were jumper tables posted on courses? **YES NO** Times allowed posted on courses? **YES NO**
Comments: _____

- 6. Time schedule - - give start and finish time of each day and/or ring:
Sunday: Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.
Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.
Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.
Ring # _____ Start time: _____ a.m. Finish time: _____ p.m.

Cite reason(s) for delay(s): _____

- 7. Number of horses & ponies entered in show: _____
Please attach a class schedule for each ring indicating # of entries in each class/division.

- 8. Were there at least 3 jumps, including an oxer, available in the schooling area? **YES NO**
- 9. Schooling permitted over the show fences? **YES NO** Supervised by: _____
- 10. Cite any instances of cruelty to a horse observed by or reported to you: _____

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COMMENTS & RECOMMENDATIONS

HORSE SHOW OPERATIONS

Please rate each and note incidences & recommended improvements – use separate sheet of paper if needed.

Personnel: Manager Good Adequate _____
Show Secretary Good Adequate _____
Announcers Good Adequate _____
Judges Good Adequate _____

Gatekeepers Good Adequate _____
Jump Crew Good Adequate _____

Facility groundskeepers: Good Adequate _____

Prize list: Completeness & Accuracy Good Adequate _____

Class Schedule comments: _____

Facility: (Overall appearance & safety) Good Adequate Improvement needed: _____

Show grounds: Schooling area size & safety Good Adequate Small _____

Stabling Available Not available _____

Pony measurement surface Paved Unpaved - *measurement card is temporary, for this show only*

Communication equipment Good Adequate Poor _____

Announcement equipment Good Adequate Poor _____

Watering availability Convenient Distant _____

Toilet facilities Convenient Sanitary Unsatisfactory _____

Food availability Adequate Inadequate _____

Hunter Ring(s): Ring size Good Adequate _____

Footing quality & maintenance Good Adequate _____

Courses design & safety Good Standard: _____

Suitability for competitor level Good Adequate: _____

Jump condition & safety Good Adequate: _____

Jumper Ring: Ring size Good Adequate _____

Footing quality & maintenance Good Adequate _____

Course design & safety Good Adequate: _____

Suitability for competitor level Good Adequate: _____

Jump condition & safety Good Adequate: _____

Timing equipment: Electronic Stopwatches Backup timer