

AFFILIATE BOOKLET



2021



# Show Application

- The initial Show Application is sent to the NCHA office either filling out the Approval for Cutting Form or putting in your application for ICompete. This will need to be approved from NCHA Management, as long as it meets the criteria.
- Once this is approved we will add this to
  - ICompete
  - Upcoming Shows
  - Chatta
- Certificate of Currency. This needs to be sent to NCHA for each venue that you are planning to hold your shows at.
- All forms that are needed are located on the NCHA Website.
- Any questions do not hesitate to contact the NCHA Office.



# Tips on running a Cutting Show

## The 3 most important tips to having a successful show

- 1. Organisation** – The better organized in lead up to the show, the less stress for your committee and yourself. A stress free atmosphere at the show will make it more enjoyable for everyone.
  - 2. Preparation** – Do as much as you can as far in advance as you can. Initial planning should include preparation of a show budget, checklist and timeline. This will lessen the amount of work you need to do immediately before and during the show.
  - 3. Delegation – Get Help**, and delegate the smaller tasks to someone you can trust to complete them in a timely manner.
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## 1. ORGANISATION – Who, What, Where & When

- Decide **Who** will be running the event
  - An existing affiliate of the NCHA?
  - A new affiliate that you would like to form? If you are forming a new structure, you need to decide on the legal entity – eg: unincorporated cutting club or incorporated association. The advantage of an incorporated association is that liability is limited as the association is a separate legal entity. Incorporated associations have to complete and lodge an annual return with the Department of Fair Trading each year. If it is a new affiliate, you will also need to elect office bearers and open a bank account. The NCHA recommend that a Westpac account for complete Transactions.
- Decide **What** kind of show you are going to have:
  - Jackpot
  - Championship show (money added) or
  - Aged event show
- **Where** - Decide on a location for the show. Considerations may include:
  - Cost of hiring the facility
  - Proximity to main cattle supply
  - Any council considerations to comply with
  - What facilities are available:
    - Quality of existing Arena and Cattle Yards?
    - Are additional panels required to construct the arena?
    - What is the quality of the arena surface? Is additional sand required?
    - Is there a PA system on ground
    - Catering facilities
    - Secretary office facilities
    - Toilets
    - Power
    - Water
    - Stables or Day Yards for Horses?
    - Is there a warm up area?
    - Are dogs allowed on the grounds?
    - Adequate Rubbish Bins provided?
    - Any conditions requiring the grounds to be left in a clean state (including removal of manure)
  - Proximity to committee members who are running the show
- Decide **When** to have your show – will largely depend on:
  - Cattle availability
  - Available dates on the NCHA calendar (you can't run a show within 300kms of another show, and should try to avoid running shows the same weekend as another show in your area if possible)
  - Available dates at preferred venues



**2. PREPARATION – Show Checklist, Budget, and Timeline**

<b><u>SHOW CHECKLIST</u></b>				
		<b>QTY</b>	<b>IN</b>	<b>OUT</b>
Ribbons and Prizes				
Secretarial Supplies				
Show Paper Work	Risk Management			
	Results Forms			
	Day Member Forms & Waviers			
	NCHA Fees (Levy Summary Report)			
	Indemnity Forms			
	Incident Forms			
	Printed Copies of Draws			
Marker Pens for Scratchings				
Extension Cords				
PA System				
Microphones				
Stop Watch				
Whistle				
Walkie Talkies				
Table & Chairs				
NCHA Rule Book				
Cash Float				
<b><u>PERSONNEL REQUIRED</u></b>				
JUDGE(S)		1-2		
CUTTER'S REP		1		
VIDEO PERSON		1		
TIME KEEPER		1-2		
BACK YARD CATTLE WORKERS		2-3		
ANNOUNCER		1		
SHOW MANAGER/STEWARD		1		
STABLING/PARKING OFFICER (IF REQUIRED)		1		
SHOW SECRETARY		1		
CATERING		2-3		
PEOPLE TO PULL DOWN PANELS/HESIAN ETC		6		

## Show Budget

Determine what your fixed and variable costs are:	
<b>FIXED COSTS</b>	
Judge	
Prizemoney added	
Venue Hire	
Arena Preparation (Sand, panel hire, water truck)	
Ribbons & Trophies	
<b>TOTAL</b>	
<b>VARIABLE COSTS</b>	
Cattle hire per head (if any)	
Transport cost per head	
NCHA Levies – applied are dependent on show	
<b>TOTAL</b>	
If you add up the fixed costs to put on the show, say \$5,000 you will be able to work out your breakeven cost by the number of runs. If there is a \$20 Office Fee and you make \$10 per run from the cattle hire, $(5,000/30) = 167$ runs to break even.	

## SHOW TIMELINE

### At least 6 Months in advance:

- Decide on the date, location and venue
- Approach Cattle Suppliers to determine the best time to source cattle
- Type of show – Jackpot, Championship Show with Money added, Aged Event show with minimum guaranteed prizemoney
- Approach sponsors & decide on money added, if any
- Start getting your show committee together. As soon as possible after determining the date, etc.
- Start getting the word out / Social Media / NCHA website / Chatta
- Hire your judge, announcer and any other officials needed
- Determine your class list – What events will be in the program
  - Consider – How many classes can be run in Daylight if the venue does not have sufficient lighting.
  - Cattle numbers ie class numbers



### **3 months in advance**

- Check in with cattle suppliers
- Make sure show is affiliated with NCHA
- Schedule a committee meeting to run through logistics/ plan working bees if required

### **6 to 8 weeks in advance**

- Order the ribbons and other prizes
- Start getting your show materials together – both secretarial and ring

### **3 to 4 weeks in advance**

- Finalize your volunteers – make sure you have a few in reserve
- Check in again with Cattle Suppliers, especially during difficult weather conditions.

### **1 to 2 weeks in advance**

- Have a meeting of the show committee to make sure you have everything organised. Risk Management assessment sent to NCHA
- Contact the local rescue squad to give them a heads-up that you are having the show and make sure they know the exact location.
- Visit the show facility to inspect the grounds and make sure there is nothing else you need to provide for the show.
- Risk Management Plan – Signage policy ensure Warning Signs are used where applicable at Events.

### **The day before the show**

- Do a final safety inspection of the showgrounds.
- Make sure you have all your show forms and show supplies.
- Reconfirm timings with transport company
- Final Check of Arena surface & Venue Safety re Risk Management Plan

### **The day of the show**

- Ensure cattle are on the ground at least one hour prior to show starting
- Post draws or have copies available for competitors at least one hour before show starts
- Set up and check the time clock is working properly
- Set up and check the sound systems speakers and walkie talkies
- Have a vehicle ready for the judge to sit if there is no judges stand



### 3. DELEGATION

- Decided what tasks to delegate and who can and will do them. Remind the people who are doing them that they are very important and will require a time commitment. Some jobs can be scheduled in time blocks (ie: time keeping) so one person is not tied up all day.
- Secretarial duties: While the show organizer can serve as the secretary, be sure you have help, especially for the hour or so before the show starts when most people are filling out entry forms. It is a good idea to have at least 2 people there to transfer the entries to the class sheets. NCHA recommend Icompete for ease in creating/taking entries, draws and finals.
- Ribbon presenters and runners. These are excellent jobs for members who are not showing.
- Safety: Consider having a safety person or committee to police the grounds prior to the show (even the day before) and look for anything that might cause a safety problem. If found, either correct the problem, or make that part of the grounds off limits.

**Ensure deadlines for paperwork regarding Show Application, posting dates on Website, Checking Membership and Horse Ownership is current with NCHA Office before doing the draws.**





<b><u>AFFILIATE CHECKLIST</u></b>	<b><u>TICK COMPLETED</u></b>
• Date, location and venue sorted.	
• Approval from NCHA	
• Judges and officials organised	
• Cattle Supplies finalised	
• Ribbons and prizes ordered	
• Finalise entries	
• Day Members have signed waivers	
• Draws completed	
• Supplies and volunteers organise	
• Results finalised	
• Payouts done	
• Results and levies to NCHA Office	



## **NCHA AFFILIATE PROCEDURES FOR INSURANCE / RISK MANAGEMENT**

It is mandatory for all affiliated NCHA Shows to implement the NCHA Risk Management Policy. An NCHA event is a place of work and must follow state and local Occupational Health and Safety requirements. ***All event risk check list or any accident report forms are required to be completed and retained by the Affiliate with a copy sent to the NCHA on completion of the event.***

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**Certificate of Currency** – The following must provide Current Certificates of Currency to Show Management:

- Venue and or Property Owner where the show is held
- Traders
- Contractors

**Inductions** - Show management must induct the following onto the venue as well keep an Event Log Sheet. Any volunteer or paid staff member on the show grounds must sign in and out each day.

- Event Staff
- Event Volunteers
- Contractors ( including cattle handlers and carters)
- Paid Employees ( ie, judges, first aid, time keepers, announcers, anyone paid for their services)

**Hazard and Risk Assessment Check List** – Show management must complete a risk assessment of the show grounds prior to and during the event to ensure the health and safety of all spectators, competitors, staff, volunteers, contractors and animals.

**Incident / Hazard Reporting and Investigate Forms** – The NCHA Hazard and Incident Report form must be completed by person reporting the incident and by the Club Official or Show Management.

**Please note that it is vitally important for all Affiliates to follow their risk management procedures to ensure they are covered by insurance in case of an accident. Risk Management paperwork must be submitted to the NCHA office in accordance with our insurance agreement. Fines may be applicable if the paperwork is not returned.**



## NCHA RISK MANAGEMENT CHECKLIST

Category	Action	Yes/No
Required	NCHA rider and horse equipment check	
	NCHA member, day and loper fees paid prior to the event	
	Provision and maintenance of NCHA required arena and loping surfaces	
	Dust control provided and maintained during the event	
	All horses and cattle have access to water at all times	
	NCHA animal welfare policy is followed	
	Unsafe riders and or horses are removed from the competition areas	
	Appropriate first aid resources are on the ground while competition is being held	
	Separation of public with suitable barriers or signage	
	Assessment, approval and maintenance of spectator facilities – ie stands, ablutions, food and drinks supplies, parking etc	
	Traffic control for spectators access, separation of horses and public, warm up areas, vehicles, trucks and floats	
	Appropriate measures to prevent escape of animals from grounds	
	Appropriate signage including NCHA Animal Welfare Policy in and around the competition arena and spectators area	
	Risk Management training of Show Management	
	Training and recording of officials and staff	
	Training and recording of all volunteers	
	Daily Log Sheets completed	
	Incident Report forms accessible in show office	
Recommended	Appointment of a Show Safely Officer	
	Contact numbers of all Show management, staff, volunteers, contractors, vets, Local Council for removal of dead animals	
	Designated staff for rubbish removal, crowd control, facility maintenance	
	Management, staff, volunteers and contractors daily briefing	
	Work rosters for Staff, Committee Members and Volunteers	
	Ensure PA system, power to arena and lighting are working and tagged	



NCHA Limited t/a  
**National Cutting Horse Association**  
**HAZARD & INCIDENT REPORT**

**NCHA Shows**

**Section 1**

**Volunteer / Official / Employee** (to complete this section)

Name of Person Reporting \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Description of hazard / near miss / incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action you feel could reduce, eliminate or fix the hazard / near miss / incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 2**

**Management / Affiliate / Club Official** (to complete this section)

Do you agree or disagree with the hazard / near miss / incident (give reasons if disagree)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken to control, eliminate or fix the hazard / near miss / incident (description of appropriate) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date action was taken (if necessary) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
*Signed (Management)*                      \_\_\_\_ / \_\_\_\_ / \_\_\_\_