



Volunteer and Stewards Handbook 2016

Mudgeeraba Show Society Inc.
PO Box 150
Mudgeeraba Qld 4213
Ph: 0755 302 754
Mobile: 0418182533
www.mudgeerabashow.org.au

Dear Steward/Volunteer

On behalf of the President and the Committee of Mudgeeraba Show Society Inc. I would like to thank you for giving up your time to provide us with the expertise to run the 2016, 88th Mudgeeraba Show, held at one of Queensland's premiere showground venues.

Who would have thought that from the humble beginnings in 1928 as a flower show and fete, that today we would have the wonderful annual event prominent on the Queensland calendar.

I hope you enjoy your time with us; we will work hard, laugh lots and cry a little, always mindful that we all share one common goal, providing the people of the district with a world-class show.

Without you we achieve nothing, with you we will achieve greatness.

Thanking you again,

Des Kurz

President



GENERAL INFORMATION

Official Title: 2016 88th Mudgeeraba Show

Show Dates: 25th and 26th June 2016

Show Times: Saturday 8am - 9pm

Sunday 8am – 4pm

Gate Prices: Family (2 adults & 2 children) \$40.00

Adult \$15.00

Concession \$10.00

(Centrelink Pension and Student Concession)

Child (5-12 years) \$10.00

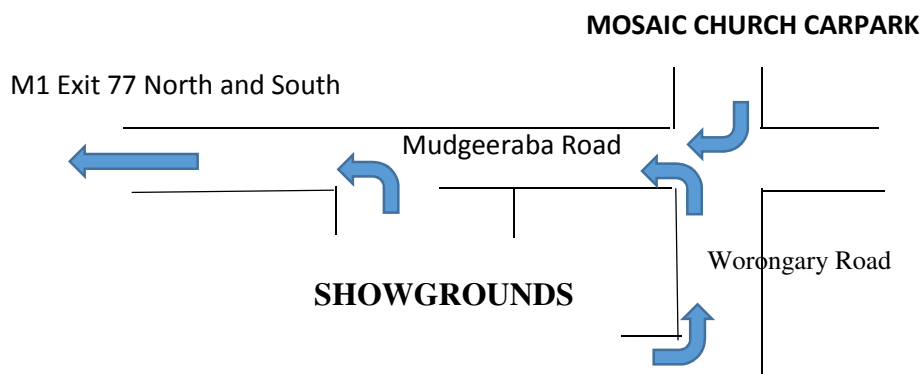
Child (under 5 years) Free

Official Opening: The official opening will take place on Saturday starting at approx. 12.30pm in the main ring after the grand parade.

Night Entertainment: The night entertainment program will commence at approx. 6.00pm and conclude at approx. 8.45pm

Parking: Parking is plentiful in the Mosaic Church grounds on Mudgeeraba Road (opposite the showgrounds) at a cost of \$5.00 per car.

Access to Pacific Motorway M1:



QUEENSLAND CHAMBER OF AGRICULTURAL SOCIETIES

SHOW RULES

Rules for Show Societies, Stewards, Judges, Exhibitors and Competitors at Agricultural Shows.

1. This show is conducted subject to the rules of the Queensland Chamber of Agricultural Societies Inc. the constitution and rules of this Society and any other regulation, which appears within the Schedule for individual sections of this Show. Should there be any conflict between the rules of the Queensland Chamber of Agricultural Societies Inc., the Constitution and rules of this Society and the regulations appearing in any schedule, the Constitution, rules and regulations appearing in the schedule of this Society shall prevail.
2. The President, Steward and/or the Committee person in charge of any section of this Show shall have the right to refuse any entry by an Exhibitor without expressing reason at any time up to the commencement of judging of the section to which that entry applies.
3. The Society reserves the right to refuse entry to any stallholder if the Society reasonably believes that it is necessary to do so in order to ensure that the standard, quality and safety of the Show is maintained.
4. The President, Committee person in Charge or Steward of any section shall have the right to alter or amend the program or the time of any event.
5. The Society will not under any circumstances hold itself liable for any accident, loss, damage or non-delivery of livestock or other exhibits at the Society's Show, and it shall be a condition of entry that each exhibitor shall hold this Society blameless and indemnify it against any legal proceedings arising through any accident, loss, non-delivery or damage whatsoever.
6. Exhibitors must obey all lawful orders of the President, Secretary/Manager, and the Committee person in Charge or the Steward of the section in which the Exhibitor is entered. Failure to abide by any such order may incur a fine of an amount to be determined by the President of this Society or on the order of the President, the exhibitor by be removed from the grounds together with the exhibit.
7. Stewards shall have the power to remove exhibitors or other persons from the vicinity of the Judge while judging.
8. The Judge's decision in any section shall be final
9. Any protest by an Exhibitor must be lodged in writing with the Committee person or Steward in charge of any Section within 30 minutes of the completion of the event together with a fee of \$100.00. The fee will be forfeited if the protest is considered to be frivolous or vexatious. The protest shall be heard accordingly to the rules of the natural justice by a Dispute Committee of three appointed by the President of this Show and the decision of the Disputes Committee shall be final.
10. Ribbons will be awarded at the Judge's discretion notwithstanding that there may be provision in the schedule for the awarding of ribbons.
11. Exhibitors shall ensure that they and all animals are entered and shown in the correct class.
12. All exhibitors must present their exhibit for judging at the appointed time and place. Judging shall not be delayed for an Exhibitor who is not ready and the Committee person in Charge or Steward of the section shall have the right to exclude and disqualify the exhibitor competing in that section who does not present on time.
13. If in the opinion of the Committee person in Charge or Steward of the section, any animal or exhibit is entered in the wrong class, the Committee person in charge or Steward of the section shall have the power to enter the animal or exhibit in its correct class prior to the commencement of judging of that class
14. Where there is an age limit on an Exhibitor, any of the following shall be accepted as Proof of age:
A. A birth certificate B. A driver's licence C. Current passport
15. Exhibitors shall at all times behave in a proper and courteous manner to judges, Show Officials and other exhibitors. Should an exhibitor behave in an offensive or improper manner, the Committee person in Charge, or Steward of the section shall have the right to exclude and disqualify that Exhibitor from competing in the Section
16. All Exhibitors and/or grooms entering the showground shall obey the lawful direction of the President, Committee, Steward or Employees of the Show Society and failure or refusal to do so, shall entitle the President of this Society to disqualify the Exhibitor and/or his/her exhibit from competing at the show and may order the removal of the Exhibitor and/or his/her exhibit from the grounds.
17. A Judge shall not adjudicate at more than one show, where practical, within 60 days unless judging different sections where it can be reasonably by anticipated a number of the same exhibits are to be judged.
18. Judging Cards and performance records shall be completed by the Committee person in Charge, Steward and/or the Judge of a Section (if required) during or immediately after the judging of the Section or at the Judge's convenience.

19. Judges must be suitably attired when judging
20. Competitors must be suitably attired when exhibiting.
21. If a Judge is unable to fulfil a judging commitment, the Judge shall notify the Show Society as soon as possible so replacement can be arranged.
22. A Judge shall not send a substitute Judge. All invitations to judge shall be sent by the Society.
23. A Society shall report to the Queensland Sub-Chamber of Agricultural Societies Inc. any Judge who fails to attend a show to which he or she has accepted an invitation to judge or, who has failed to judge at the time advertised for the commencement of the class provided that the failure to attend or appear is without reasonable cause.
24. A Judge may not officiate in one Section of a Show and compete or exhibit in another Section at the same show unless exceptional circumstances exist, such as sickness or unavailability of the appointed Judge.
25. An Exhibitor shall not compete in a section if the Exhibitor is a member of the Judge's immediate family.
26. An Exhibitor shall not compete nor show any animal in a section if the animal has been owned or leased by the Judge or a member of the judge's immediate family or if the Judge is the exhibitor's employer or business partner.
27. An Exhibitor shall not compete if the Exhibitor or any member of the Exhibitor's immediate family has provided accommodation for the Judge within three months prior to or during the holding of the Show.
28. An Exhibitor shall not compete if the Exhibitor or any animal being shown by the Exhibitor has been given tuition by the Judge's business partner within three months prior to or during the show.
29. An Exhibitor is ineligible to compete if the Exhibitor has employed or has been employed by or has been a business partner of the Judge of the Section within three months prior to or during the show
30. An Exhibitor shall not compete if the Exhibitor has given tuition to the Judge or has fed or trained an animal owned or leased by the Judge within three months prior to or during the show.
31. A Judge shall not visit the livestock-housing complex of the Show Society, nor the owners, nor inspect or discuss any animals entered in the Show prior to or during judging of the relevant section.
32. No Exhibitor shall deface or alter registration papers or performance cards for any exhibit.
33. A Judge or Steward must not knowingly permit an ineligible Exhibit or Exhibitor to compete.
34. No Exhibitor nor a member of the Exhibitor's immediate family or anybody employed by the Exhibitor shall approach a Judge with regard to a decision made by the Judge unless they first obtain permission from the Committee person in Charge or Steward of the Section.
35. In Breed Classes, all animals must have current Registration and Ownership Certificate with the relevant Breed Society.
36. In Breed Classes, registration papers (where applicable) must be available at the Show as proof of registration.
37. An Exhibitor required by the Show Section Schedule or rules of this Society to parade an exhibit in the Grand Parade and who fails to do so shall not be entitled to and shall forfeit any prize money and/or trophy to that Exhibitor and/or for that Exhibit.
38. The Exhibitor shall ensure that they and their exhibit comply with all statutes, regulations and by-laws applying to the showground at the time of the show including but not limited to all animal health requirements.
39. Exhibitors and Space Holders who bring electrical equipment into the showground must comply with current legislation.
40. Where animals are being led, worked and displayed, it is the responsibility of the owner/handler at the time to ensure the animal does not become a public safety liability.
41. No dogs will be allowed on the showgrounds during the Annual Show unless the animal is involved in a site exhibit or show.
42. Any competitor who receives any physical or electronic communication aid during the judging of an event will have all nominations cancelled. The persons concerned may be asked to leave the showground.
43. Energised electric fences are prohibited on the Showground at any time unless in a specific area and suitably signed.
44. Rules for individual Sections shall be as per the attached Schedule's and they shall be read in conjunction with the rules.
45. Every official, competitor and helper has the right to be treated with dignity and respect. In support of this right, the RASQ has zero tolerance for any form of bullying, harassment, discrimination and violence. Any person subjected to any of these forms of harmful conduct is encouraged to report it in writing to the RASQ Committee or Section Head Chief Steward. All report will be handled promptly and confidentially.

ALCOHOL AND DRUG ABUSE POLICY

1. The Queensland Chamber of Agricultural Societies Inc. will not tolerate unacceptable behavior from any judge, steward or person performing duties at an Agricultural Show or Show Committee organized function, who is affected by alcohol or drugs.
2. The Chamber considers that all persons assisting at a Show or function should be free of any intimidation or embarrassment caused by any person who is affected by alcohol or drugs.
3. The Executive of the Show Society or person in charge of the Event must ensure that any Judge, Steward or Person is not subject to any behavior, which is a personal embarrassment to the Members of the Show Society or renders the Show Society in disrepute.
4. Any reports of alcohol or drug abuse will be treated seriously and action will be taken immediately to remedy the problem.
5. Disciplinary action may be taken against any person who is in breach of these protocols.
6. Any Judge, Steward or person affected by alcohol or drugs by their actions by be liable under the Workplace, Health and Safety Act.
7. Disciplinary action arising from any incident involving alcohol or drug abuse may involve a warning, dismissal or referral to authorities.

IMPORTANT NOTICE

Due to changes to public liability the following clauses have been included in the Show Societies Rules and Regulations.

Please Note:

When you sign off on your entry form you will be agreeing to the following inclusions.

- Agree to compete/exhibit at the 2016 88th Mudgeeraba Show at my own risk.
- Agree not to make any claim against Mudgeeraba Show Society Inc. for any injury or loss sustained to me, my property or the livestock exhibit under my care at the 2016 88th Mudgeeraba Show.
- Agree to compete/exhibit at my own risk and to indemnify and keep indemnified the Mudgeeraba Show Society Inc. together with any other organization or person involved in the conduct of any show against all claims, suits, actions, or demands, which may be brought in respect of any injury or other loss sustained to me, my property, or the livestock exhibit under my care in the course of competing/exhibiting at the show and agree to exonerate the committee of management of the Show Society together with any other organization or person involved in the conduct of any agricultural show from all loss or injury to my, my property or the livestock exhibit under my care whether due to alleged negligence or otherwise.
- Acknowledging that no insurance is provided on my behalf and I am responsible for arranging my own public liability and all other insurances

Mudgeeraba Show Society Inc. Health and Safety Induction

Name:.....

Address:.....

Email:.....

Phone:.....

Section:.....

ENSURING WORKPLACE SAFETY

Workplace Health and Safety is ensured when persons are free from:

- Death, Injury or Illness caused by any workplace, workplace activities or specified high risk plant.
- Risk of death, injury or illness caused by any workplace, workplace activities or specified high risk plant.

WORKPLACE HEALTH AND SAFETY CAN GENERALLY BE MANAGED BY:

- Identifying hazards
- Assessing risks that may result because of the hazards
- Deciding on control measures to prevent or minimize the level of the risks
- Implementing control measures
- Monitoring and reviewing the effectiveness of the measures

HEALTH AND SAFETY

Our policy is to provide a controlled work environment that protects the health, safety and welfare of all committee members, employees and volunteers on the showgrounds.

The show society accepts its responsibility as an employer, to train and assist all committee members, employees and volunteers in safe work practices and seeks the full support and co-operation of all committee members, employees and volunteers in this endeavor.

OUR COMMITMENT

- Management will meet its obligation to the Act, Regulations, Codes and Standards by identifying all issues appropriate to the management of health and safety on the showgrounds.
- Committee members, employees and volunteers are committed to implementing good health and safety practices in their specific areas of operation.

CHIEF STEWARD JOB DESCRIPTION

- The Mudgeeraba Show Society appoints the Chief Steward for all Sections of the Show
- The Chief Steward is responsible to assemble stewards to be the Head Steward of sub-sections, if applicable
- The Head Steward will be responsible for arranging their stewards and ensuring that all tasks are completed for their relevant sub-section. This includes receiving and displaying entries, assisting with judging and dismantling the display after the show.
- The Head Steward will suggest which judges they would like to be invited and provide names and contact details to the Chief Steward to be passed on to the Committee so that invitations can be extended to judges as required.
- The Chief Steward is responsible to arrange additional support during the Show as required
- The Chief Steward is responsible for ribbon/rosette orders, catering orders, providing Stewards lists, distributing Stewards form, passes etc. as required
- Final decisions will be made by the Chief Steward and, if required, in consultation with the Mudgeeraba Show Committee Person responsible for their Section.
- If a Steward is also an Exhibitor, they are not permitted to steward in any class that they have entered into and must excuse themselves from the judging of that particular Section.
- The Chief Steward is responsible for supplying a roster of the stewards required. This will be on an 'as required' basis and must be kept to a minimum. The number of stewards passes allocated to a section will be determined in conjunction with the Committee.

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"The Mudgeeraba Show Society Inc. would like to graciously thank our long time sponsor **Karmah in Hair** for their continued support over the years"



Shop 21A / 1 Mudgeeraba Road Worongary, Qld 4213

Email: karmah1@bigpond.com

Ph: 0755228509

STEWARD'S JOB DESCRIPTION

- All stewards must be clean and neatly dressed.
- All stewards must be polite, in dealing with the public and exhibitors
- If a problem occurs, this must be forwarded directly to the Chief Steward and Committee person in charge of the section. No steward should receive abuse at any time Exhibitors not adhering to this code of conduct must be reported to the Chief Steward and Committee person in charge.
- All stewards must wear a "Steward's Ribbon" provided by the office at all times when on grounds. These ribbons will be given out by the section coordinator prior to your shift at the show.
- Stewards must not steward a class, when exhibiting in the Class.
- All stewards must sign and return an attendance form, which is sent out prior to show. This enables next of kin and emergency contact in case of an accident on grounds. We know this can be tedious, but it is in your best interests that we ask this.
- All stewards who are given the job of penciling must write neatly and clearly. This makes the job of the office staff easier, when recording the results.
- Any accidents, by the public, exhibitors or stewards during the show period, must be reported to the Chief Steward and Committee person in charge of the section, in order for medical help to be obtained and a written report to be done. The report forms are included in all section boxes.
- Stewards may be asked to attend an information class prior to show to provide you with the appropriate information to help you over the show period.
- The Stewards are responsible with helping the Chief Steward in accepting exhibits.
- Must be able to assist the public with information relative to their section – Judge, judging times, what and where things are happening.
- Assist in the effective running of their section.
- Be able to keep the Committee person in Charge of the Section informed.
- Be aware of the fire exits/extinguishers in case of an emergency
- Be mindful of fire evacuation points for your section.
- Obtain first aid assistance to anyone who is hurt/ill. Your Chief Steward should be notified in order for assistance to be obtained quickly.
- All Stewards should observe the grounds traffic rules and ensure all competitors entering/leaving the grounds also observe these rules and restrictions. PLEASE NOTE NO VEHICLE IS ALLOWED TO DRIVE THROUGH THE GROUNDS DURING THE SHOW PERIOD. ALL ANIMAL EXHIBITORS MUST NOT DRIVE THEIR VEHICLES BEYOND DESIGNATED PARKING AREAS.
- All stewards have been provided with the phone numbers of their designated Committee Person in Charge. Please use these numbers if a Chief Steward is not in attendance for enquiries/advice/assistance.

STEWARD'S JOB DESCRIPTION cont.....

DUTIES AND RESPONSIBILITIES

- ❖ To perform duties, as agreed with the Section Chief steward to the best of your ability and to the highest possible standard.
- ❖ To liaise with the Chief Steward of the Section on a regular basis to determine required tasks.
- ❖ To adhere to the Society's own values, policies and procedures
- ❖ To work within a team in a harmonious environment

IMPORTANT INFORMATION

- ❖ Please notify your Chief Steward and Office Staff if you hold an employment position or have health issues that may be affected by close contact with animals, birds/poultry or organic material

***"The Mudgeeraba Show Society Inc. would like to graciously thank our
Honorary Solicitor Dennis Standfield***



Gall Standfield & Smith is a general law firm constantly using service, innovation and technology to achieve professional excellence for clients in all areas of law. With emphasis on a unique blend of experience and enthusiasm, the firm has served and continues to serve its clients with commitment and dedication.

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(Cnr Nerang St)
PO Box 259
Southport QLD 4215

Ph: +61 7 5532 5944

Email: mail@gsslaw.com

Website: www.gsslaw.com

VOLUNTEERS JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

- To perform duties, as agreed with the volunteer Co-coordinator, to the best of your ability and to the highest possible standard
- To liaise with the volunteer Co-coordinator on a regular basis to determine required tasks
- To ensure all times and appointments agreed with the Volunteer Co-coordinator are met
- To adhere to the Society's own value, policies and procedures
- To work with a team in a harmonious environment

HOURS OF WORK

- To be determined through mutual discussion with the volunteer coordinator

RELATIONSHIPS

- Various duties will be supervised through Mrs Ella Parsons, designated staff or committee

IMPORTANT INFORMATION

- Please notify your Chief Steward and Office Staff if you hold an employment position or have health issues that may be affected by close contact with animals, birds/poultry or organic material

REMEMBER!
DO NOT TAKE ANY RISKS

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PAVILION EVACUATION PLAN

In case of a fire-
Raise alarm and advise other staff

If safe-
Extinguish with extinguisher or fire blanket

If dangerous-
Evacuate immediately

Advise emergency services when safe to do so
All staff to assemble on grassed area outside Bill Deacon Pavilion

MUDGEERABA SHOW SOCIETY INC.
EMERGENCY EVACUATION PLAN
NATURAL DISASTERS

Emergency evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard.

EVACUATION SEQUENCE

1. Preparation

Prior to a significant event the following will occur:

- Committee people/MSS staff located in specific areas are assigned the task of being the Marshall of that area and will have immediate access to two way radio's and safety vests.
- A meeting will be held with these people, President and security personnel to review emergency evacuation plan prior to the event.
- A central 'command Post ' will be designated

2. Detection

During a major event the weather is to be monitored at all times. In the case of a significant weather event one person will be made responsible to monitor the weather on a constant basis.

3. Decision

The President will make the decision to commence the emergency evacuation procedure.

4. Alarm

- The relevant 'Marshalls' will be contacted and told to commence the emergency evacuation procedure.
- The alarm will be raised by the public address system. All patrons must follow the MSS Marshalls directions
- The President to contact the relevant emergency personnel i.e. Qld Police, Qld Ambulance & QFRS notifying that the emergency evacuation procedures have commenced.

5. Reaction

- The MSS Marshall to move all patrons in their area to the specific marshalling area ensuring that once in that area no one moves
- In the case of enclosed buildings, once all patrons are accounted for ensure openings are manned by MSS Marshalls to limit unnecessary movement
- MSS President to remain in constant contact with MSS Marshalls

6. Completion

- MSS President contacts all MSS Marshalls to inform them that the emergency evacuation no longer exists.
- MSS President to announce via the public address system that the emergency no longer exists
- Regular public address announcements are made informing patrons what procedures need to be followed.
- MSS President contacts Qld Police, Qld Ambulance & QFRS and notifies that the emergency evacuation no longer exists

7. Review

Following an emergency evacuation procedure a review must take place with all relevant people to determine its effectiveness and make improvements as required.

*Join us
for the 2016
Mudgeeraba Show*

DINNER DANCE

Including:

*Buffet Dinner Lucky Door Prize
Licenced Bar*

*LIVE MUSIC PRESENTED BY:
"THE ROCKIN' RAYVENS"*

WHEN: 11TH JUNE 2016

WHERE: BILL DEACON
PAVILION, MUDGEERABA
SHOWGROUNDS

TIME: 6.45PM FOR 7PM START

TICKETS: ADULTS \$40/
MEMBERS \$35

DRESS: SUIT/COCKTAIL

CALL THE OFFICE TO BOOK YOUR
TICKET TODAY!

55302754





Services Provided by
Queensland Country Women's Association - Springbrook/Mudgeeraba

Community Service Clubs

QCWA is a Community Service organisation to benefit women and children.
Meets 1st Tuesday of month at 9.30am at the Mudgeeraba Show Pavilion.
115 Mudgeeraba Road Mudgeeraba 4213
Fundraising and craft activities.
New members most welcome

Contact

Mrs Merna Franklin 0429 150 833
www.qcwa.org.au



Mudgeeraba Pony and Hack Club caters for all ages of riders. We are a specialist with tiny tots beginners to those that wish to compete on a state and national basis. Pony club caters to address all aspects of horsemanship including dressage, show jumping, horse trials, sporting and mounted games, endurance, trail riding, polo and polocrosse. Mudgeeraba has specialist instructors in all these aspects and more. We especially work hard to encourage our riders to enjoy all aspects of the sport and learn to develop skills of leadership and sportsmanship. Pony Club's motto is ***"To have Fun"*** and that is what we do at Mudgeeraba Pony and Hack Club.

Contact

Kate Taylor 0428871793
www.mudgeerabaponyandhackclub.com