

**I. ADDENDUM**  
**Technical guidelines for all Shows**

**Introduction**

A complete description of the following topics should be presented by the committee of any proposed new show to the EAHSC for affiliation, together with the schedule. Information on the same topics must reach all exhibitors prior to the show with entry and parking cards if needed (this may be included with the Schedule).

**Access and parking**

Access to the show grounds should be clearly signed and from a certain distance, depending on the location of the show (open country or city). Ample parking space should be provided sufficiently close to the stabling area. Stewards must be appointed to regulate proper parking of horse vans.

**Stabling** The stables should be grouped in one (max. two) areas. The horses must be housed in box stalls (covered if out of doors), made of resistant material providing the best possible conditions of security of the minimum dimension of 2,8 m by 2,8 m and minimum height all around of 2,7 m, for all foreign entrants. Proper bedding should be available on the show ground free of cost. A notice will be posted to the effect that "Training of horses will not be permitted in the stable area between the hours of 20.00 hrs and 06.00 hrs".

**Feed and water**

Running water must be available at the stables as well as a feed store where oats and hay can be purchased at current prices.

**Show ring**

Must be of proper size, at least 1'200 square meters (with the longer side at least 60 metres), of square or rectangular shape and of the least slippery ground as possible. It must be fenced all around with one or two entry-exit gateways manipulated by stewards. The layout of the show grounds must be attractively decorated as suitable for an international event.

The jury should be placed with their backs to the main spectator area. The show staff and/or officials should stand at a distance behind the judges and communicate only when indispensable.

Sufficiently large covered stands should allow the spectators to be seated while attending the show. The public address system must be clearly audible from the grandstands, the ring, the paddock and the stables.

**Paddock (collecting ring)**

should be of sufficient dimensions to allow all the horses of the biggest class to wait safely.

It must be located close to the show ring in order to allow the horses to pass easily from one to the other without having to walk over a long distance. The passage from paddock to show ring must be kept free from the public.

The precise schedule of the day's classes must be marked on a large signboard at the entrance to the paddock.

Stewards must control both the entries and the exits to the paddock and the ring according to the proceedings of the show.

**First aid**

The presence of personnel trained in emergency medical care must be ensured throughout the event. The minimum standard for medical cover should be a person trained in first aid and holding a relevant and officially recognised certification. All venues must have first aid equipment available, at the minimum to a level which complies with local legislation. The location of the venue and proximity to emergency medical facilities such as hospitals and ambulance services must be taken into account.

Portable privacy screen must be available to cover the scene in case a person or animal is injured.

**Staff**

The number of staff members of an International Show will depend on the importance of the show, size of the grounds, number of entries foreseen and/or other technical considerations.

a) **Officials**

- Jury
- Disciplinary Committee (DC)

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- Ringmaster(s)
- Show Veterinarian

### b) Show Staff

- Organising Committee and/or Show Director or Secretary
- Show Secretariat, with one or two persons at the show secretariat, a fixed desk throughout the show, where the secretaries are to take notes, messages and answer any questions or enquiries.
- An announcer presenting the classes and horses, whose role is to keep the audience informed throughout the proceedings. Announcements should be made in both the host country's language and in English.
- One or two persons recording scores and calculating totals and placings
- Steward to collect the Judges' papers
- Stewards-

The stewards should either be in uniform or wearing a distinctive badge. Their number and attribution is decided by the show organiser, it should be nevertheless recommended to have them placed at least at:

- the horse van parking space
- the stables (one or two should patrol the stable area all times, day and night)
- the paddock
- the entrance to the show ring

- A chauffeur and bi-lingual hostesses should be appointed for the proper reception of Officials and other VIP's.

### Show catalogue

An attractive show catalogue should be available, at a reasonable price, on the show grounds. The catalogue should include:

- Rules for Conduct of Shows or the respective ECAHO generated QR code, Rules for Championships and ties, also Show Timetable.
- The Rules for Conduct of ECAHO Sport Competitions or the respective ECAHO generated QR code, if ECAHO affiliated Sport Classes are scheduled.
- Complete information on the show including the names of the Officials, the classes and competitions and amount and distribution of prize money (if applicable)
- The list of horses with their date of birth, colour, name of sire, dam, maternal grandsire, breeder and owner, entered in each class.
- The overall plan of the show grounds should appear in the catalogue as well as a list of exhibitors with addresses.
- The sponsors of the show and the advertisers will have their publicity in the show catalogue, which will help finance its publication and add to its interest. A complete list of advertisers with their addresses will also appear.

## Guidelines for ECAHO Officials and Show Organisers

### Reimbursement and hospitality

The show organiser is requested to provide judges and other officials (DCs, Ringmasters, etc.) with transport, accommodation and meals during the show. He may book transport, such as flights, himself or ask the officials to do so. The show organizer shall book flights with the shortest possible travel time. In case the travel time from initial flight departure to final arrival time exceeds 5 hours, Show Organizers may offer business class tickets. If the officials book their own flights the show organiser is requested to reimburse economy flight tickets or business class if this has previously been agreed between the show organizer and the official, second class for trains or 0,50 € per kilometre by car (but not more than the average economy flight ticket). The rate per kilometres will be regularly reviewed and updated to a level which reflects the actual costs and is in line with other organizations, like FEI or national equine sport associations.

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If an official cancels the invitation after the travel arrangements have been made, he will pay all the costs arising out of this booking. If the Show is cancelled after the official has booked his flight, the show organizer will pay all the costs arising out of this booking. Any infringement should be reported by the show organiser or the ECAHO official, respectively, in writing to the EAHSC.

### Hosting of Officials

The Officials should be invited well in advance of the show, as their replies must be received in time to have their names printed in the schedule. Accommodation should be booked for them near the showground. Organisers are responsible for the hotel charges for room and food. Reasonable travelling expenses must be paid. Transport from and to the airport and between hotel and showground should be arranged and the Officials have to be informed about the times of pick-up. No catalogues giving the names of exhibitors or horses should be available for the judges in advance of the show. Any unpaid expenses with the Officials will be settled before they return home.

### Post-Show-Requirements

The results of the show must be mailed to the EAHSC within one month of the show.

A DC Report on the show must be sent to EAHSC Executive Secretary and to the Show Organiser within one week after the show.

### PROBATIONS

A Probationer should be national Official with experience.

Probations are an evaluation of current knowledge and experience.

### Procedure before the show

- The Probationer must apply through their National Association and/or ECAHO Office for permission from both the organizer and the A list Official.
- The Probationer must pay for all their own expenses, i.e. transport, hotel, food and drinks. He may have lunch/dinner with the Officials but only upon invitation by the show organizer.

### Guidelines for accepting Judge Probationers

- A Probationer-Judge must have passed the ECAHO Judges Level I course. A copy of the official Level I letter from ECAHO must be included in any probation request to confirm that the Probationer has completed all prerequisites.
- At least during the last probation, the Probationer-Judges' marks must be visible and/or audible to the audience. It is the duty of the student to inform the Show organizer when this applies and to get confirmation that this is possible to avoid unnecessary disappointments at the show.
- Only one Probationer Judge is allowed per show.
- Judge Probationers *are not* allowed at the World Championship, Title shows, A shows and GCAT shows.

### Guidelines for accepting DC and Ringmaster Probationers

- A Probationer DC must have successfully completed an International DC course organized by ECAHO.
- Only two Probationer DCs are allowed per show each with a different A list DC.
- DC Probationers *are* allowed at the World Championship, Title shows, A shows and GCAT shows if the Show Organizer agrees.
- A Probationer Ringmaster must be on his National list of RMs and to have officiated as Ringmaster at a minimum of 5 ECAHO affiliated shows.
- Only one Probationer Ringmaster is allowed per show.
- Ringmaster Probationers *are not* allowed at the World Championship, Title shows, A shows and GCAT shows.

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**Procedure during the Show:**

- The responsible A List Official should inform his Probationer about the procedure before the show starts.
- A list Judges and their Probationers should minimize conversation during their time in the ring, preferably restricted to the introduction walk-around of the class. Notes can be compared in silence or be discussed when outside of the main ring after the class. Any discussions with a Probationer-Judge and "pointing at horses" in the main ring are prohibited.
- During championships A-Judge should mainly concentrate on his/her own judgement. Probationers will note, reveal and discuss their personal choice in the championship with the A-Judge afterwards, when outside of the main ring.
- DC Probationer must be present from the beginning of the DC work prior to the show.
- DC's and Ringmaster and their Probationers may communicate discretely anywhere before and during the show.

**Procedure after the Show**

- Shortly after the show the A-Judge shall prepare a "Probationer report of the Senior Judge".
- The report is an objective description of the A-Judges' impression of the Probationer.
- The report is sent as soon as possible to ECAHO Office, not to the Probationer or National organization or any other person or body. It is a confidential document that will be a part of the Probationers' training file regarding the Level II course and a B list recommendation.
- The DC Probationer will write a DC report which must be given to the A-DC at the end of the show.
- The A-DC will write a Probation report shortly after the show detailing the knowledge, character and ability of the probationer. This report will be sent to ECAHO Office and DCIC for evaluation.
- The Senior Ringmaster will write a Probation report shortly after the show detailing the knowledge and ability of the probationer. This report will be sent to ECAHO Office and the Ringmaster Instructors Group for evaluation