

**SHOW REPRESENTATIVE'S REPORT**

RA No #:

You have been selected as the representative for the show named herein:

Show Name

Location (Suburb, state)

1st day of show.

Judge(s)

**RETURN WITHIN 15 DAYS OF THE CONCLUSION OF THE EVENT**

The RA show representative has defined responsibilities as outlined in the RA Rule Book and Show Conditions.

AN RA Show Representative **MUST**:

- ❖ Maintain professional conduct and attire during show hours.
- ❖ Submit any *protests* to RA Office *within 15 days* of the actual incident, and/or *within 15 days* of having gained knowledge of the incident. Protests must be filed separate from the representative report.
- ❖ Submit *RA representative report within 15 days* of the conclusion of the event.
- ❖ Be on the grounds at all times during the RA approved event or appoint an alternate representative for any time that you are absent from the show grounds.
- ❖ Keep record of how many hours each judge actually judges. (Doesn't include breaks.)
- ❖ Report any abuse observed on the show grounds; the judges may ask the show representative to include a report on abuse on the show rep form; any member or person in attendance may request that an incident of abuse be reported on the show rep form.
- ❖ Communicate to the judges when requested to do so by show management or exhibitors; some judgment regarding appropriate communication needs to be exercised.
- ❖ Report unprofessional conduct (in writing to be included in the show rep report); including but not limited to, drunkenness, foul language, or unsportsmanlike conduct.
- ❖ In the event of an exhibitor problem or crisis, discuss with the judge to determine and communicate a solution.
- ❖ If abuse or unsportsmanlike conduct is reported, include name(s) of individual(s) involved in the alleged incident along with all witnesses. Make sure to write detailed notes explaining the situation.

A RA Show Representative **MUST NOT**:

- ❖ Advise judges in judging skills, techniques, etc.
- ❖ Suggest any opinion as to judging performance! Remember the judge is the hired official and the final word on RA rules of judging!! No person should try to assume a coaching position over the judge!
- ❖ Offer opinion to exhibitors or show management – ONLY GIVE FACTS!
- ❖ Act on behalf of RA or its Board of Directors as a decision maker; or represent yourself to an antagonistic party as representing Board opinion.
- ❖ Display unprofessional conduct in the course of duties as a show representative.

I have read and understand all duties required of show representatives. I have answered all of the questions on the back of this report to my fullest knowledge and honesty.

X \_\_\_\_\_  
Signature of Show Representative Date

1. Did the show management follow the program as outlined in the Show Program and listed on the Show approval application  Yes  No (If no, please provide details)
- 
2. Did the show management (manager, secretary, other staff) operate the show in strict accordance with the RA rulebook?  Yes  No (If no, please provide details)
- 
3. Were the ground conditions suitable?  Yes  No (If no, please provide details)
- 
4. Did the show management attempt to maintain the ground before and during the event?  Yes  No (If no, please provide details)
- 
5. Was the reining run as quickly and smoothly as possible?  Yes  No (If no, please provide details)
- 
6. Was there a significant spectator audience?  Yes  No (If no, please provide details)
- 
7. Were the contestants courteous to you, the judges, and the show management at all times?  Yes  No (If no, please provide details)
- 
8. Did you assist show management, exhibitors and judge(s) with all problems that arose? Please provide details.  Yes  No
- 
9. Were the actions of all the exhibitors at the horse show always in the best interest of the sport of reining?  Yes  No (If no, please provide details)
- 
10. Was the show video taped by a professional?  Yes (If yes, who?)  No
- 
11. Did the judge act in a professional manner at all times?  Yes  No (If no, please provide details)
- 
12. Was show management or representative present at all times when the judge(s) interacted with any exhibitor or attendee with relationship to exhibitors?  Yes  No (If no, please provide details)
- 
13. Report the “no scores” which occurred and the cause of the “no score”.
- 
14. Did any judges actually judge (not including breaks) over the 12-hour limit?  Yes  No  
\*If YES, please provide details, including how many hours over?
- 
- 
- 

OFFICE USE ONLY: Date received