



Kennel Union of Southern Africa

# *Guide for Show Managers and Trial Managers*

## 1 INTRODUCTION

This Guide is a brief precis to provide guidance for Show Managers, Trials Managers and those interested in providing those services. It is hoped that it will provide some guidance but recognises there is no substitute for experience. Reference is made in various places to the KUSA Schedules, in particular to those related to Championship and Open i.e. Schedule 03 and Schedule 04 respectively. Show Managers and Trial Managers should be conversant with these documents and should be aware that these documents change over time. It is the Show Manager's duty to be aware of those changes. Moreover, Show Managers should at all times be compliant with Schedule 9 and its relevant Annexures and discharge their responsibilities at Shows with due regard for the applicable Codes.

In this document Show Manager is to be read as Trial Manager, should this be applicable.

### 1.1 VOLUNTEER POSITIONS

The Show Manager, the Show Secretary and all other positions on the Show Committee are volunteer positions i.e. those holding these positions should not expect any remuneration beyond reasonable out of pocket expenses directly related to their portfolio on the committee. At the same time, accepting one of these positions means that the incumbent also understands and **accepts** the responsibility of the position. These positions are difficult, both in the tasks each position is required to fulfil but also in dealing with exhibitors, judges and other interested parties that may be demanding, annoyed and/or upset and will need to be dealt with diplomatically.

It is vital that the incumbent in these positions recognises that their volunteerism does not excuse them from the responsibility to perform their role to the very best of their abilities despite what may be trying circumstances.

It is not uncommon for Show Committee members to become incensed enough to resign their position "on the spot," often citing "I'm just a volunteer" but this is an abdication of the responsibility they accepted along with the position. It can result in the total breakdown of the functioning of the show and should not be contemplated by any such Show Committee member.

As with all volunteer positions, the only remuneration is the personal satisfaction gained by knowing that the volunteer has performed the role to the best of his or her ability.

### 1.2 MAJOR REponsibilities

The Show Manager's responsibility is to assist the show holding club and to ensure that all aspects of the show run smoothly and professionally while abiding with the Rules and Regulations of the Kennel Union of Southern Africa

Show Managers are responsible to:

- The exhibitors – these are the show holding club's paying customers: as in business, they are entitled to expect a certain level of care
  - Treat all exhibitors courteously. Answer any questions to the best of your knowledge.
  - Remember the countless hours it has taken the exhibitor preparing and training his or her dog/s and getting to the Show.
  - The exhibitor relies on the Show Manager's knowledge of the rules to ensure that they all have equal opportunity and treatment.
- The Kennel Union of Southern Africa
  - As a Show Manager, make sure that you are conversant and have a complete and updated copy of the Rules and Regulations pertaining to exhibitions.
  - Always dress neatly and ensure that you have comfortable footwear and protective clothing for the unexpected change in weather conditions.
- The club conducting the exhibition
  - Poor Management can frustrate the Club, the judges and ring stewards and the exhibitors and indirectly could affect the performance of the dog.

### 1.3 FUNCTIONS

The Show manager has total control of all functions to do with running the show on the day. The Show Manager is responsible to see that the show will run smoothly, and the running of the show must remain their sole interest. The Show Manager may delegate some duties. The person(s) to whom such authority has been given will then have the control of those designated areas. If one person is making the decisions, there will be a minimum of conflict. Problems arise when a second party starts to give conflicting information to other officials or exhibitors.

### 1.4 SCOPE OF AUTHORITY

The scope of the Show Manager's authority must be established by the Show Manager with the committee prior to the show. The Show Manager should ensure he or she is aware of all details concerning how the club wishes the show run.

A Show Manager must have a complete knowledge of the Rules and Regulations of the Kennel Union of Southern Africa (KUSA) and the constitution of the club running the show and should hold a copy of KUSA Rules and Regulations, and in particular the Show Regulations, the club rules and a copy of the judging order. There may be facets of the show which are controlled by club rules. In the case of conflict, the KUSA Rules and Regulations take priority. The Show Manager should be aware of any regulations governing the control of the venue where the show is being held.

### 1.5 VENUE

The Show Manager should contact the owners of the venue and confirm all hiring details are in order. It is the Show Manager's responsibility to ensure that access to the grounds is possible and that all facilities are in operating condition.

Some venues may have additional requirements such as emergency access routes, Para-Medic standby, notice to law enforcement and to residents in the area etc. It is the Show Manager's responsibility to ensure that these requirements are met.

## 2 PRIOR TO SHOW

The Show Manager is responsible for:

- Ensuring that the Club has a sufficient number of Public Liability Notices prominently displayed at the entrance to the showgrounds and in high traffic areas, including the Show Office.
- Setting up of the rings and ensuring that all the required equipment is available, in the proper place, and in good repair.
  - For example, copies of the Breed Standards, examination table, hand washing facilities, rubbish containers etc.
- Confirming the timing and duration of breaks for morning/ afternoon teas and lunch, if required by the Club.
- Prepare a proposed timetable for the show to be used as a guide.

## 3 SHOW DAY

### 3.1 LATENESS, ILLNESS AND/OR DISABILITIES

Show Managers who are delayed in transit to a show should make every effort to contact the Chairman or Show Secretary to avoid unnecessary delay and confusion for the show-holding club and exhibitors.

If, because of illness or other serious occurrence prior to the show, Show Managers know they cannot fulfill an assignment, they **MUST** notify the show secretary immediately.

### 3.2 PRE-SHOW MEETING WITH JUDGES

Before the show commences, the Show Manager should meet with the Judges and the Stewards to:

- Introduce the Judges to their Stewards
- Instruct the Stewards as to the times of the breaks and the anticipated judging timetable.
- Answer any queries on how the show is to be run.
- Ensure that Foreign Judges have been advised by the Show Secretary, where on the KUSA website they would be able to access Show Rules & Regulations (e.g. Schedule 3 Regulations 19, 22, 23, 24 & 38)..
- Check if any of the Judges have after show transport arrangements.

At this meeting the Show Manager should make it clear to the judges and stewards that any questions regarding timings and/or possible breaches of the Rules and Regulations should be referred to the Show Manager and not to anyone else unless a set procedure is specified in the Rules/Regulations, e.g. Monorchids.

Note that this meeting may occur one or more days prior to the show, but there should still be a briefing on the morning of the show to ensure Judges and Stewards unable to attend an earlier briefing can still be brought up to date.

Show Managers must be fully conversant with Schedule 03, Regulation 19 – Judging Requirements and Regulations.

### 3.3 AVAILABILITY

The Show Manager and Show Secretary should ensure that all Ring Stewards, Ring Scribes/Secretaries and Judges are provided with the Show Manager's contact number and that it is clearly printed in the documentation provided for each ring.

The Show Manager must always be available during the show. If the Show Manager is forced to leave the grounds or show area for any period, they must ensure that all parties are aware of this and of the length of time they will be absent and who will be acting as Show Manager in their absence.

### 3.4 CONDUCT OF SHOW

The Show Manager must oversee the running of the show, including the conduct of all parties present, and see that the judging is proceeding at an acceptable pace. The Show Manager must keep in constant touch with the Stewards and the Show Secretary with whom a close liaison must be maintained. Several of the areas of responsibility may be transferred to other persons but the overall culpability will still rest with the Show Manager. The Show Manager must always remain in control and should also temper this control with a degree of flexibility.

#### 3.4.1 RING INSPECTION

The Show Manager should ensure that the Judges have time to inspect their rings and make any adjustments that may be required prior to the judging commencing.

#### 3.4.2 VETERINARY EXAMINATION

Show Managers must be aware of Schedule 03, Regulation 13 and that they are complied with.

#### 3.4.3 DISPUTES

The Show Manager must answer any disputes or questions regarding the Show Regulations or KUSA Rules.

The Show Manager must handle any formal complaints in conjunction with the Show holding Club Committee. These must be in writing. If they are a complaint arising at the show an attempt should be made to settle the dispute, then and there, either by negotiation or by the club's committee hearing the complaint forthwith. If possible, a complaint should be settled prior to exhibition as once judging of the dogs in question has taken place no re-judging is permitted. A Show Manager should be aware of the following provisions and how to deal with them should they be invoked. In this regard it is of the utmost importance that Show Managers are conversant with the following Regulations under Schedule 03:

Regulation 14 – Exclusion of Dogs (Read together with Regulation 19.8)

Forms can be uploaded from the following link:

<http://www.kusa.co.za/index.php/events/kusa-events-shows/shows-noticeboard/1916-exclusion-of-dogs-from-exhibition-due-to-aggression>

Regulation 15 – Exhibition of Dogs suffering from Contagious or Infectious Disease

Regulation 16 – Exhibition of Dogs

Regulation 31 – Objection to Dogs and Disqualifications

Regulation 32 – Disqualification and Forfeiture of Prizes

Regulation 33 – Fines and Penalties

## Regulation 37 – Fraudulent or Discreditable Conduct

### 3.4.4 WITHDRAWALS FROM COMPETITION

Schedule 03, Regulation 18 makes a Show Manager responsible for approving withdrawals from competition after a dog has competed in any class. A Show Manager must know the effect of these provisions and the authority they have under them. Any approvals given should be notified immediately to the show secretary in written form.

### 3.4.5 DISINFECTION AND SANITATION

The Show Manager and Show Committee shall ensure that Schedule 03, Regulation 11 read in conjunction with Schedule 9 Regulation 3.11 is complied with. Regulation 1.1 states that any person leaving a benching, grooming or ringside area in a dirty or unsanitary condition may be dealt with in terms of Schedule 03, Regulation 37.3.

## 3.5 CONCLUSION OF THE SHOW

At the completion of judging, the Show Manager organises the dismantling of equipment and tidying up of the venue.

The Show Manager's final action should be the preparation of a report for the information of the committee. This report should set out any problems that were encountered and what steps were taken to rectify them. The report should also include any recommendations to assist the smooth running of the next event.

## 3.6 GENERAL

### 3.6.1 MEMBERS OF THE SHOW MANAGERS HOUSEHOLD

Although it is not forbidden for any member of the Show Manager's household (including the Show Manager) to exhibit on the day of the Show, it is not always desirable and therefore a matter requisite of considered discretion. Without distracting from the foregoing, it is, however, understood that this practice is acceptable and pragmatic at Specialist Shows where Clubs are heavily dependent on entries for retaining Championship show-holding status and covering costs.

### 3.6.2 ASSIGNMENT BEHAVIOUR AND ETIQUETTE

On all Show Manager assignments, whether local or overseas, Show Managers automatically assume the role of ambassadors for their Province and their Country. Good behavior and etiquette are of the utmost importance.

## 4 TRIAL MANAGERS – DISCIPLINES

Trial or Show Managers officiating at Disciplines Shows and events must make themselves conversant with the KUSA Rules and Regulations under the specific KUSA Schedule for those events in conjunction with Schedule 03.

References are made to some of the Regulations but are not all inclusive:

Schedule 05A – Regulations for Obedience

Regulation 2 – Management of Obedience Classes

Schedule 05B (1) – Regulations for Working Trials (Classic)

Regulation 2 – Management of Trials

Schedule 05B (2) – Regulations for IGP

Regulation 2 – Management of IGP

Schedule 05B (3) – Regulations for Tracking Trials

Regulation 3 – Management of Trials

Schedule 05B (4) – Regulations for Working Utility Dog

Regulation 2 – Management of Trials

Schedule 05D – Regulations for Dog Jumping Grades

Regulation 2 – Management of Dog Jumping Tests

Schedule 05G – Regulations for Dog Carting

Regulation 7 – Management of Carting Events

Schedule 05L – Regulations for Agility Classes

Regulation 3 – Management of Agility Classes

Schedule 05M – Regulations for Flyball

Regulation 9 – Management of a Flyball Competition

Schedule 05Q – Regulations for Rescue Dog Trials (RDT)

Regulation 3 – Management of Rescue Dog Trials.

Schedule 05R – Regulations for Heelwork to Music (HTM)

Regulation 13 – Management of Heelwork to Music Classes

Schedule 05S – Regulations for Dancing with Dogs (MF)

Regulation 13 – Management of Musical Freestyle Classes

Note that Trial Managers at these events should also have some familiarity with the judging of these Trials i.e. it is not sufficient to be conversant with just the regulations related to the management of the Trial. The Trial Manager will be far more effective in supporting both the judges and the exhibitors involved with the Trial if he or she is thoroughly acquainted with the entire schedule related to the Trial.

**In compiling this document extracts have been taken from the Show Managers guide produced by Dogs New Zealand. (Version 01.01.2020)**



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