

COMMONWEALTH CLYDESDALE HORSE SOCIETY AUSTRALIA Inc.

CCHSA BY-LAWS

for Members, Committees, Officials and Competitors.



Federal Secretary
R.G. Bowles Pty Ltd
P.O. Box 1053
Bendigo Vic 3552
Phone: 03 5442 8890
Email: fedsec@clydesdalehorse.com.au
Website: www.clydesdalehorse.com.au

Date of Issue: April 2026

PREFACE

The purpose of the following By-laws is:

- The Commonwealth Clydesdale Horse Society Australia Inc by-laws are the rules of the Society and the State Branches that promote and conduct related activities of the Clydesdale Horse
- Regulations for State Branches
 - Commonwealth Clydesdale Horse Society Australia Inc – New South Wales Branch
 - Commonwealth Clydesdale Horse Society Australia Inc – Queensland Branch
 - Commonwealth Clydesdale Horse Society Australia Inc – South Australian Branch
 - Commonwealth Clydesdale Horse Society Australia Inc – Victorian Branch
 - Commonwealth Clydesdale Horse Society Australia Inc – Western Australian Branch
- Management of Member Issues
- Support Documentation for Conduct of Events

DEFINITIONS

CCHSA Commonwealth Clydesdale Horse Society Australia Inc

The Act Associations Incorporation Reform Act 2012

Branch/Branches Commonwealth Clydesdale Horse Society Australia Inc – New South Wales Branch
Commonwealth Clydesdale Horse Society Australia Inc – Queensland Branch
Commonwealth Clydesdale Horse Society Australia Inc – South Australian Branch
Commonwealth Clydesdale Horse Society Australia Inc – Victorian Branch
Commonwealth Clydesdale Horse Society Australia Inc – Western Australian Branch

Section 1 – CCHSA Studbook & Membership

1.1	Objects as Stated in CCHSA Rules	4
1.2	Breed Standards	4 - 5
1.3	Stud Book Entry Regulations	5 - 8
1.4	Membership	8 - 10

Section 2 – State Branches

2.1	Annual General Meeting	10
2.2	Committee of Management	10 -11
2.3	Election of Office Bearers	11 - 12
2.4	Proceedings of Committee	12
2.5	General Meeting	12
2.6	Special General Meeting	12
2.7	Notice of Meeting	12
2.8	Proceedings at Meetings	12 - 13
2.9	Postal Voting Procedure	13
2.10	Secretary	13
2.11	Treasurer	13
2.12	Replacement of Committee Member	13
2.13	Common Seal	13
2.14	Alteration of Rules & Statement of Purposes	14
2.15	Notices	14
2.16	Winding Up or Cancellation	14
2.17	Custody of Records	14
2.18	Funds	14
2.19	Awards	15

Section 3 – General

3.1	Federal Judge Panel Assessment Process	15 - 16
3.2	State Judge Panel Assessment Process	16 - 17

CCHSA GUIDELINES

Section 4 – Judge’s & Stewards

4.1	Judges - Code of Conduct	19 - 20
4.2	Stewards – Code of Conduct	20 - 21
4.3	Volunteers – Code of Conduct	21 - 22
4.4	Competitors – Code of Conduct	22
4.5	Ring Etiquette	22 - 24

Section 5 – Horse Presentation

5.1	Horse Presentation	24 - 25
-----	--------------------	---------

Section 6 – Showing Guidelines

6.1	Showing Guidelines	25 – 26
6.2	Encouraging Juniors	27 - 29

Section 7 – Bullying & Harassment

7.1	Bullying & Harassment Policy	30 – 31
-----	------------------------------	---------

1.1 Objects

The Society is established for the purposes expressed in the Statement of Purposes and particularly to maintain the purity and improve the breed of Clydesdale Horses and to promote the interests of breeders of Clydesdale Horses.

1.2 Breed Standards

Uniformity of type has long been a marked characteristic of the Clydesdale, and there is no breed of heavy horse so famous for its quality, cleanness of joints, hardness of bone, cleanness and correct setting of hock and length and slope of pastern, whilst for action, the Clydesdale is unrivalled. The general appearance of the Clydesdale can be assessed whilst the horse is standing in the optimal position of supporting itself equally well on each leg. The Clydesdale is also observed when in motion, at walk and trot. The preferred characteristics are as follows:

The height of the Clydesdale horse may range to over 17 hands. When the horse is fully matured it should be evenly balanced. Viewed from the side, the body should show plenty of depth, and from the front or rear should appear broad and thick. The depth of the body, through the chest and length of leg, should be approximately the same. Such proportions allow the Clydesdale's weight to be used to the best advantage.

Quality in the horse is manifested especially in the bone, skin and hair. As well, the general conformation should indicate a degree of superiority. The bone of the Clydesdale should be hard and dense, with a strong, compact cellular structure. The hair or "feather" down the back of the cannon is an indication of the quality of the bone, and should be long, fine and straight.

The head of the Clydesdale should be in proportion to the body. The face may be straight or slightly Roman nosed. The muzzle should show thin rather than heavy lips, which should come together evenly and with a wide-open nostril. The eyes should be rather oval than round, prominent, reasonably large and have thin smooth eyelids. When the iris of the eye is colourless, the eye appears to be white with a "wall eye" as a result. The sight of such an eye is quite as good as that of having a dark coloured iris. There should be plenty of width between the eyes and the forehead should be slightly arched, tapering away above the eyes to the poll. The ears should be pointed, of medium size and thin of texture, having a covering of fine hair.

The neck should be of moderate length, muscular yet not too thick, arched and well laid into the shoulder. The head should merely set into the neck at the right angle. A good head, neck and shoulders denote character, giving the animal a good outlook.

The shoulders should be moderately sloped and provide a sufficient collar bed. The shoulders should be fairly wide, well muscled, and the top should be carried close to and tapered into the back. The arm of the Clydesdale should be comparatively short, wide and muscular. This places the leg sufficiently under the body to provide the desirable position and action. The knee, viewed from the front, should be broad and flat, tapering to the cannon and, when viewed from the side, should be straight from the shoulder to the fetlock joint. The tendon at the back of the knee should contribute to give depth and strength.

The cannon of the foreleg should be long, wide, lean and flat as viewed from the side. The tendons should show prominently. The long hair or "feather" should spring from the back of the tendon and not from the sides of the cannon. It should be soft to touch and straight. The fetlock should be wide, when viewed from the side, and narrow viewed from the front, fine and well directed. The pastern should be fairly long and sloping, so as to relieve concussion in the course of action.

The foot must be sound and healthy. A good hoof head, with wide open heels and strong quarters, is preferred, otherwise a horse may have a tendency to develop unsoundness. The feet should preferably receive attention from when the animal is a foal until it is fully matured.

The chest of the Clydesdale should be deep, wide, low, and of large girth, indicating strong constitution with ample space for vital organs. The back should be short, broad and strongly supported, and slightly inclined upwards towards the croup. The loin should be short, wide and strongly muscled. This portion of the back should be short and as wide as possible, and the ribs long, well sprung and close together.

The flanks should be low and full.

1.2 Breed Standards (Cont.)

The hind quarters are the great source of driving power. The hips should be wide, but in harmony with general body proportions, and well-muscled. The croup should be long, as seen from the side, wide as viewed from behind, and with sloping arch from the hips to the setting of the tail. It is important that the tail be attached high.

The thigh should be short, but heavily muscled. **The hock** is one of the most important points of the horse, as it is in this joint that the strain on the muscles, during action, is concentrated. The hock, should be broad, viewed from the side, and narrow, viewed from the rear, its point being prominent, and the joint as a whole, when viewed from the side should be well supported by a wide cannon below. The hock should be turned slightly, and close to each other, the cannon straight not 'sickle hocked' when viewed from the side. The hocks should not show fullness or swelling.

The hind cannons, like the front ones, should be broad when viewed from the side and thin when viewed from the front. They should be perpendicular, in line with the hind quarters. The hind fetlocks, as in the case of the front ones, should be wide, whilst the pasterns are less oblique than those of the fore legs. The hind feet are somewhat smaller than the front ones, not as round, but with good hoof heads and wide-open heels.

The hind legs, like the front ones, should be set into the body, not on the outside of the quarters, but well under, so that the muscles on the quarters project wider than the muscles on the thighs. The toes of the hind feet should incline slightly outward. There should be a good length from the point of the hock to the ground.

The action of the Clydesdale should be even; the hind and fore action should be in unison. The hind feet should be planted forward as deliberately as the fore ones, which should be evenly carried forward. At the walk, the hind foot should cover the imprint of the front foot as a minimum. Short stepping is a fault in the working horse. The hocks should be turned slightly inward. In trotting, the Clydesdale horse should bend the legs at the knees and hocks, and, from the hind view, the inside of the hooves or shoes should be seen at every step.

Reference: An article printed in August 1928 by the CCHSA in their "Horse News Annual" in relation to a description of the Clydesdale.

1.3 Stud Book Entry Regulations

1. Entries for the Stud Book will only be received from financial full Members of the Society on the distinct understanding that the entrant agrees to an inspection, if necessary, also to pay half the cost of such inspection and to accept the decision of the Federal Council Executive after receiving the Inspector's report.
2. All entries must be made on the Society's official forms, and must be forwarded directly to the Secretary, together with the prescribed fees.
3. The Secretary shall collect all fees payable for entries lodged and take all necessary steps within their power to certify the correctness of such entries. Before the publication of any volume of the Stud Book, all entries shall be finally examined by an Editing Committee appointed by the Federal Council, and any queried entries shall be referred to this Committee to the Federal Council whose decision shall be final.
4. The Federal Council reserves the right to refuse any entry if deemed necessary in the interests of the Society, without assigning a reason, and also reserves the right to cancel the registration of any animal, the pedigree of which already appears in a published volume, if it is proved to its satisfaction that the information published is incorrect.
5. The onus shall rest on the entrant in all cases of satisfying the Federal Council of the undoubted purity and pedigree of all animals submitted for registration.
6. Members will be held responsible for the accuracy of all information supplied, and the Federal Council may refuse to permit any alteration to be made to any pedigree submitted for inclusion in the Stud Book, and may cancel the entry, if the particulars originally supplied are later proved incorrect.
7. The Society will not be responsible for any loss or damage that may be sustained by anyone through the inaccuracy, omission, alteration or cancellation of any entry.
8. The application for the registration of a stallion in the Commonwealth Clydesdale Stud Book must contain name, date of birth, colour, and an accurate description of any white markings, particulars of brands, and/or microchip, the name and address of the breeder, in addition to the pedigree of the animal.

1.3 Stud Book Entry Regulations (Cont.)

9. Each stallion bred in the Commonwealth must be the progeny of a registered sire (which is of “Clydesdale breeding”, as defined in Regulation 10) and his dam must be registered in this Society’s Stud Book.
10. Stallions bred in Great Britain or Ireland and registered in the Clydesdale Stud Book of Great Britain and Ireland or the progeny of sire and dam so registered (born in transit) will be eligible for registration.
11. Stallions bred overseas and registered in Stud Books including the Clydesdale Stud Book of Great Britain and Ireland, must be proved to possess three (3) pure crosses of “Clydesdale breeding” (that is to say, their sire, the sire of their dam, the sire of their second dam, be of “Clydesdale breeding” as defined in the following paragraph). (Such stallions will also be accepted and prescribed fees payable).
12. The term “Clydesdale breeding” means a stallion entered in the CCHSA Stud Book, or Volume 1 of the Australian Clydesdale Stud Book, or entered as a Clydesdale in Volumes 1. – X. of the Draught Horse Stud Book of Australia, or in Volumes 6, 7 and 8 of the New Zealand Draught Horse Stud Book, or bred in Great Britain, Ireland or New Zealand and registered in the Clydesdale Stud Book of Great Britain and Ireland or the New Zealand Clydesdale Stud Book.
13. The application for the registration of a gelding in the CCHSA Stud Book must contain the registered name, date of birth, colour and an accurate description of any white markings, particulars of brands and/or microchip, the name and address of the breeder, in addition to the pedigree of the animal.
14. Each gelding bred in the Commonwealth must be the progeny of a registered sire (which is of “Clydesdale breeding”, as defined in Regulation 10) and his dam must be a registered mare already entered in this Society’s Stud Book.
15. Geldings bred in Great Britain or Ireland and registered in the Clydesdale Stud Book of Great Britain and Ireland will be eligible for registration.
16. Stallions castrated are eligible for transfer to the gelding register at no fee.
17. The application for the registration of a mare in the numbered section of the CCHSA Stud Book must contain the name, date of birth, colour and accurate description of any white markings, particulars of brands and/or microchip, and the name and address of the breeder, in addition to the pedigree of the animal.
18. Each mare bred in the Commonwealth must be the progeny of a registered sire (which is of “Clydesdale breeding”, as defined in Regulation 10) and her dam must be a registered mare already entered in this Society’s Stud Book.
19. Mares bred in Great Britain or Ireland and registered in the Clydesdale Stud Book of Great Britain and Ireland, or the progeny of sire and dam so registered (born in transit) will be eligible for registration.
20. Mares bred overseas and registered in Stud Books including the Clydesdale Stud Book of Great Britain and Ireland must be proved to possess two (2) pure crosses of “Clydesdale breeding” (that is to say, their sire, the sire of their dam must be of “Clydesdale breeding”, as previously defined in the Rules). (Such mares will also be accepted).
21. The registration of any Australian-bred animal in any Stud Book published outside the Commonwealth will not be recognised by this Society, and any such animal must comply with the regulations governing registration in this Society’s Stud Book before it or its progeny will be accepted.
22. The progeny of Artificial Insemination and Embryo Transfer will be accepted by the Society as per the following.
 - (a) The Progeny of artificial insemination is permitted to be registered providing:
 - (i) The prescribed forms are completed and lodged with the Registrar
 - (ii) DNA typing of stallion, mare and progeny is carried out and is available to the Society
 - (iii) All Donor Mares used for Embryo Transfer must be free of hereditary unsoundness and will require a CCHSA Veterinarian Certificate of Soundness as per regulations for Stallions.
 - (b) The Society will not be held responsible for any loss/damage incurred by AI procedure undertaken by any veterinarian or technician listed in any publication of the Society.
 - (c) The registration of progeny by embryo transfer is permitted providing the DNA typing of the stallion, mare and progeny is carried out and is available to the Society and the Society is furnished with adequate notification of the procedure by the veterinary Surgeon involved. Up to ten (10) foal registrations per mare per breeding season will be permitted.

1.3 Stud Book Entry Regulations (Cont.)

23. A maximum of 20 foals can be registered by one stallion in the breeding season.
24. All eligible animals imported from overseas must (on arrival) be registered in this Society's Stud Book, and the application must be accompanied by a certificate of registration from the Secretary of a recognized Stud Book published in the country from which such animal was imported. All imported horses must be DNA tested for a parentage test prior to being imported and entry into the CCHSA stud book
25. For each animal born after 1st August, being the progeny of registered parents, official application for registration must be received by 31st July of that breeding season. Failure to comply with this regulation shall incur a penalty fee as determined by the Federal Council, in addition to the registration fee in respect of each animal, providing application is lodged within the following breeding season.
 - (a) Each such application shall be accompanied by a Certificate of Service if the breeder is not the owner of the sire.
 - (b) After 24 months post-foaling season, parentage is to be determined by three-way DNA identification (including progeny, sire and dam). All associated costs shall be borne by the applicant. After 36 months, post-foaling season, an animal shall be ineligible for registration.
 - (c) The Society will only register or enter the progeny of stallions of which a Veterinary Certificate has been lodged with the Secretary stating that such sire is free from hereditary diseases and unsoundness as prescribed by Federal Council from time to time.
 - (d) If born in Australia must be branded and/or microchipped within twelve months of foaling or when sold, whichever is sooner; and
 - (i) If bred in the State of Queensland be branded with the breeder's registered brand over a breeding number over the last numeral of the year of foaling.
 - (ii) If bred in a State of the Commonwealth of Australia other than Queensland, be branded on the near shoulder with the breeder's brand and be branded on the off shoulder with the breeding number over the last numeral of the year of foaling.
 - (iii) The breeding number shall indicate the order in point of time in which the animal was foaled in relation to other animals (regardless of sex) of such first owner bearing the same brand and tendered for registration. No two foals of the same first owner shall be branded with the same number.

The year of ageing Clydesdales commences on 1st August each year. Imported Clydesdales are to be branded with the importer's brand.
26. Notification of transfer by the vendor within sixty days from date of sale of any animal registered or recorded in the Stud Book is compulsory. When a female is being transferred, it must be Stated whether or not she has been served, and, if served, the name of the stallion and the date of service must be given. Such transfers must be made on the Society's official forms, and be lodged with the Secretary, together with the prescribed fee. Failure to comply with this rule will entail a penalty as determined from time to time per head on the vendor, in addition to the transfer fee, and no transfer for an animal will be accepted unless its registration has been completed.
27. Every breeder must register a separate stud name, of not more than two words, and shall not exceed 16 characters, for use exclusively as a prefix to the names of animals bred by them. The final granting of any application for the registration of a stud name shall rest with the Federal Council, which will, as far as possible, safeguard stud names registered with the Clydesdale Horse Societies of Great Britain and Ireland, and New Zealand. (No fee). Each stud name must carry its own individual stud brand, unless microchipping is the alternative to branding.
28. The purchaser of a stud shall have no right to the previous owner's prefix, except with the written sanction of the previous owner and with the approval of the Federal Council.
29. An animal's name shall not exceed 36 characters, including the breeder's prefix, which must be used and no stud prefix other than the breeder's will be permitted as any portion of the name. Names, once registered, cannot afterwards be changed.
30. No animal will be accepted for registration while the name contains any registered Australian stud prefix, unless such animal had been named when recorded as a foal by the breeder in a recognised Stud Book published in the country where the animal was bred.
31. The breeder of an animal is the recorded owner of its dam at date of foaling.
32. All deaths and castrations of registered animals should be notified within sixty days.

1.3 Stud Book Entry Regulations (Cont.)

33. It shall be the duty of all Members to keep proper records of their stud breeding activities, such records to be open for inspection at any time by any person appointed by any Branch or the Federal Council.
34. Stallion Inspection – Provisional Certificate - A stallion cannot be inspected for a Certificate of Inspection before the age of 2 years. At 2 years a stallion can be inspected for a Provisional Certificate of Inspection and a DNA sample is to be collected and sent to be tested by the CCHSA preferred laboratory. This number will be recorded on the Certificate of Registration. The Provisional Certificate will cover the stallion up to the age of 5 years, at which time it will expire. This inspection is not necessary if the stallion is not used for breeding purposes until over 5 years of age.
35. Life Certificate - From 5 years a stallion must be inspected for a Life Certificate of Inspection, if no DNA sample is on file at this time a sample must be collected if further progeny is to be registered. This number will be recorded on the Certificate of Registration.

Please Note - The age of a colt or stallion is to be calculated from the 1st August.

36. DNA Testing Stallions/Colts –

- (i) All stallions for breeding purposes born after the 1st August 2010 must be DNA tested at the time of Provisional or Life Certificate Inspection.
- (ii) DNA from stallions/colts must be collected & brands/microchip verified by a licensed veterinarian.

37. DNA Testing Mares/Fillies –

1. DNA testing of females and parent verification is desirable but not compulsory.
2. When testing mares/fillies, DNA must be collected & brands/microchip verified by:
 - (ii) a licensed veterinarian, or
 - (iii) by the breeder themselves, if the mare's dam, DNA is already on record with the CCHSA, or
 - (iv) an acknowledged breeder with current membership of CCHSA other than the mare owner, who doesn't have a direct conflict of interest. Approved by CCHSA.

1.4 Membership

CCHSA Membership categories are Life Members, Full Members, Next Gen Members, Junior Members, Honorary Members, Complimentary Members hereafter simply known as member.

1. Any person interested in the breeding of Clydesdales desiring to become a member of the CCHSA shall forward their name and address and Application for Membership, together with the amount of annual subscription as determined from time to time to the Secretary of the CCHSA, and, on receiving their acknowledgement, shall become possessed of the rights and privileges of the Membership until the expiry of the then current financial year, subject to the approval of the Federal Council, which may, if deemed advisable, decline to receive any person as a member without assigning any reason therefore.
2. Upon application to transfer the registration of an animal to a non-member, said non-member is granted Complimentary Membership of the Society for the remainder of the then current financial year. Complimentary Membership can only be granted if the non-member has never previously been a member of the CCHSA.
3. No member whose subscription is in arrears shall be entitled to vote at any meeting, be elected to any office, or enter animals in the Stud Book.
4. Any member of the CCHSA, who in the opinion of the Federal Council may be guilty of misrepresentation, deception, fraud or improper conduct in relation to the registry, entry in the Stud Book, ownership, age, record, sale or exhibition of any animal, or who may, in the opinion of the Federal Council, be guilty of any conduct or practice unbecoming a member of the CCHSA, or calculated to discredit the CCHSA, may, after due enquiry, at which such member shall be entitled to be present for the purpose of making any statement in their defense, be declared by the Federal Council to have forfeited their membership, and the said Council may, in its uncontrolled discretion cancel the registration of any or all animals appearing as their property in the Stud Book.

5. CCHSA - Section 1 – Studbook & Membership

5. Life Member: A person who the Federal Council determines is worthy of Life Membership shall meet the following criteria
 - I. Be a current Financial Member
 - II. Contribution of nominee of CCHSA
 - III. Service to promotional activities
 - IV. Executive positions held in State/Federal (Groups)
 - v. Service to Members may include:
 - (a) Adjudication
 - (b) Field Days
 - (c) Exhibition Involvement
 - (d) Mentoring Roles
 - (e) Knowledge of the CCHSA
 - (f) Service and length of time on Committee of CCHSA / Other Roles
 - (g) Have owned, bred and shown Clydesdales within the CCHSA Membership
 - vi. Should any Member wish to nominate another Member for Life Membership within the Society, a letter of intent is to be forwarded to the State Committee thirty (30) days prior to the State's Annual General Meeting.
 - vii. If nominations are endorsed at State level, such nominations are to be forwarded to the Federal Secretary prior to the next scheduled Federal Council Annual General Meeting.
 - viii. The Federal Council can bestow a Life Membership on a Member at any time if in its opinion they meet the criteria but have not necessarily been nominated by a State Committee.
6. The Federal Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each member.
7. Any member wishing to relinquish their membership can do so by written notice to the Federal Secretary of the CCHSA, but no such decision shall relieve any member from payment of any back subscriptions or other monies due by them to the CCHSA at the time of such resignation.
8. Upon the expiration of a notice given under sub-clause (1) the Federal Secretary shall make in the Register of Members an entry recording the date on which the member by whom the notice was given ceased to be a member.
9. Any question or questions from time to time arising as to the interpretation of any of these Rules, or any question arising on any subject within the scope of the CCHSA's authority not otherwise provided for shall be decided by the Federal Council, the decision shall in such cases be final and binding on all members, and all members shall be bound by these Rules.
10. Upon a member failing to pay the required annual subscription within 60 days after the expiry of membership (30th June) a re-joining fee set by the Federal Council must be paid to reactivate a previous membership.
11. Any member of the CCHSA, who in the opinion of the Federal Council, has refused or neglected to comply with the Rules of the CCHSA or has been guilty of Conduct Unbecoming as a Member or prejudicial to the interests of the CCHSA, will be subject to the Disciplinary Procedure.
12. Where disciplinary action is necessary, the Federal Secretary shall notify the member of the reason. The first warning will be in writing and will be recorded in the Federal Council minutes.
13. If the problem continues, the matter will be discussed by the Federal Executive and a second warning in writing will be given to the member and recorded in the Federal Council minutes.

CCHSA - Section 1 – Studbook & Membership

1.4 Membership (Cont.)

14. If the problem continues, the member will be invited to a Federal Council meeting, for the purpose of making a statement in their defense. If a final warning is to be given, then it shall be issued in writing and recorded in the Federal Council minutes.

After resolution by the Federal Council, the member may be:-

- (a) Suspended from membership of the CCHSA for a specified period; or
- (b) Expelled from the CCHSA

If the member is a Federal Council member, they are not entitled to vote.

If after any warning, a period of twelve months elapses without any further warnings or action being required, all adverse reports relating to the warning must be removed from a personal file, if maintained. If a dispute should arise over the disciplinary action, the course of action to be followed is that of the Grievance Procedure.

CCHSA - BY-LAWS - Section 2 – State Branches

2.1 Annual General Meeting

- a) Each Branch of the CCHSA in each calendar year must convene an Annual General Meeting of its members
- b) The Annual General Meeting of members must be held during the months of July or August
- c) All meetings shall be held at a place, time and date decided by the Branch Management Committee
- d) At the Annual General Meeting at least 8 financial members must be present to form a quorum
- e) An audited balance sheet showing the financial position of the Branch shall be submitted to the Annual General Meeting, and a copy available upon request of a financial member.

The Financial Report can be circulated with the notice of such AGM (if a Branch desires) and a copy must be provided to the Federal Secretary. All accounts shall be audited annually by 2 people independently to the Treasurer as the Committee shall appoint.

- f) Branch Delegates to the Federal Council shall be appointed at the Annual General Meeting in the following manner:
 - Committee members willing and able to attend or as appointed at the Branch AGM.
 - If insufficient delegates are available by this means then nominations from the floor and election by members
- g) In the event of any appointed delegate being unable to attend a Federal Council meeting they must notify the respective Branch President, who may appoint a substitute delegate, or may deputize to the appointed delegate the right to appoint a substitute, who shall have the same right to vote as the delegate whose place they are taking
- h) Annual General Meetings must include presentation of audited accounts and election of office bearers.

2.2 Committee of Management

- (1) The affairs of the Branch shall be managed by a Committee of Management constituted as provided in Section 2.1.
- (2) The Committee:-
 - (a) shall control and manage the business and affairs of the Branch

- (b) shall have power to make regulations for the conduct of the affairs of the Branch and may deal with any question not provided in the Rules and may appoint subcommittees for any purpose, but the Rules must not be altered unless at the Annual General Meeting, or a Special General Meeting called for that purpose. Members of subcommittees must be financial members.
- (c) subject to these Rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Branch.
- (d) shall have the decision on all matters affecting the working of the Branch and shall be final, and the Chairperson shall have a casting vote in addition to their vote as a member of the committee.
- (e) may co-opt any person or persons whose services are deemed to be of special value in carrying out the objects of the Branch; and
- (f) may elect as an Honorary Member, any person whom it shall consider to have advanced the interest of the breed.

2.3 Election of Office Bearers

- (1) The officers of the Branch shall be:
 - (a) a President
 - (b) 1 or 2 Vice-Presidents
 - (c) a Secretary
 - (d) a Treasurer (who may be the Secretary)
 - (e) State Branches may choose to have a non-or voting Secretary or Treasurer
 - (f) Seven Ordinary Committee Members or as many as the Branch sees fit to appoint
- (2) Each officer of the Branch shall hold office until the Annual General Meeting next after the date of his election will be eligible for re-election.
- (3) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint another branch member to the vacancy and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of their appointment.
- (4) The Committee shall be elected at the first meeting and thereafter annually by Members of the Branch present at the Annual General Meeting.
- (5) Nominations of candidates for election as President, Vice Presidents, Secretary or Treasurer of the Branch or as ordinary Members of the Committee:-
 - (a) shall be made in writing, signed by two Members of the Branch and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Secretary of the Branch prior to the commencement of the Meeting or sooner as the Committee directs.
- (6) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (7) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (8) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

- (9) The ballot for the election of office bearers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (10) For the purposes of these Rules, the office of an officer of the Branch or of an ordinary member of the Committee becomes vacant if the officer or member:
 - (a) ceases to be a member of the CCHSA;
 - (b) becomes insolvent under administration within the meaning of the Companies Code;
 - (c) resigns their office by notice in writing given to the Secretary; or
 - (d) shall be absent from three consecutive meetings of the Committee without leave having been attained or an apology tendered.
 - (e) removed from the Committee by the majority of members at a Special General Meeting.
- (11) Branches may elect or appoint a Patron if the members so desire. This person need not be a CCHSA member.

2.4 Proceedings of Committee

- (1) The Committee shall meet as often as it is deemed expedient at such place and such times as the Committee may determine.

2.5 General Meeting

- a) There will be a minimum of one (1) General Meeting per calendar year, held at the same location and day as the Annual General Meeting.
- b) All members are entitled to attend the Annual and General Meetings.
- c) At a General Meeting, 8 shall form a quorum

2.6 Special General Meeting

- a) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Branch to which all members are entitled to attend.
- b) The Secretary shall on the requisition in writing of ten (10) of financial members, convene a Special General Meeting of the Branch
- c) At a Special General Meeting of members, 8 members shall form a quorum.

2.7 Notice of Meeting

- a) Advanced notice of an impending Branch Meetings will be communicated to members by the Secretary and /or via the branch newsletter.
- b) Members wishing to have agenda items included may contact the Branch Secretary, in time to allow them to, at least 14 days prior to the date of the proposed Meeting, send such notification to each member on the Register of Members, a notice, by post or electronic means, stating the place, the date, and the time of the meeting and the nature of the business to be discussed.

2.8 Proceedings at Meetings

- a) All business that is transacted at a Special General Meeting, General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specifically referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be general business.

- b) No item of business shall be transacted at a meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- c) In the event of a quorum not being present within half an hour of the time appointed for calling the Annual General Meeting, General Meeting or any Special General Meeting, the President, or one of the Vice Presidents, or by resolution of one of those present, shall postpone the meeting to such time and date as may be considered suitable.
- d) The President, or in their absence, one of the Vice Presidents shall preside as Chairperson at each meeting of the Branch. If the President and the Vice Presidents are absent from the meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.
- e) Written notice of each Committee Meeting with particulars of business to be transacted thereat shall be served on each member of the committee by delivering it to them seven days before the meeting.
- f) A question arising at a meeting of the Branch shall be determined on a show of hands unless after the show of hands, a poll is demanded. If no poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect is made in the Minute Book of the Branch is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- g)
 - i) upon any question arising at a meeting of the Branch, a member has one vote only
 - ii) All votes shall be given personally or by postal vote (if the Branch chooses this method)

Members of can vote via post on Committee nominations, and notices of a State Branch that allow postal voting, motion or can abstain from all/any of them.

It is suggested that if a member and is not familiar with a nominee and/or issue that it may be best to refrain from voting as they may not be in a position to make an informed decision - particularly regarding issues by which their participation in discussion may alter their views.

- h) Regional or remote members may attend a meeting by electronic means if an electronic option is provided (eg: Zoom, telephone, Microsoft Meeting etc) and will be considered to be present as if attending the meeting in person, while they are connected.
- i) Any person present at a meeting must be declared in the record of attendance as a visitor if not a member.

2.9 Postal Voting Procedure

- (1) For State Branches that elect to do postal voting for their Annual General Meeting, nominations for positions and notices of motion must be received by the Secretary at least 28 days prior to the meeting. The Secretary is then to circulate them to members 14 days prior to the meeting.
- (2) Ballot papers are to be received by the Secretary to reach them by last mail on the Friday before the scheduled meeting on a Sunday in an unmarked envelope inside another envelope on which they identify themselves as a financial CCHSA member by putting postal vote and their name and address on the back of the envelope so it can ascertain that the vote is legitimate while still preserving the secrecy of your decision.
- (3) At the meeting, the scrutineers will remove the inside envelope that cannot be identified. If the outside envelope is not identifiable the vote will be invalid, as the Secretary having no way of knowing if it is a double-up etc. There may be more sophisticated ways of affecting this procedure, but this is an efficient and cost-effective way as the Secretary does not need to send multiple addressed envelopes to all members - some of whom may not wish to vote

2.10 Secretary

- (1) The Committee shall elect or appoint a Secretary and fix the remuneration to be paid to that officer if relevant.
- (2) The Secretary shall be the corresponding officer of the Branch.
- (3) The Secretary shall be subject to the direction, through the President, of the Committee and shall be responsible for the carrying out of all acts, decisions and transactions determined on by the Committee.
- (4) The Secretary shall issue notices of all meetings and shall send a printed copy by mail or email to the address of each member entitled to such notice, setting forth the matters to be discussed.
- (5) The Secretary shall be responsible for the records of cash, securities and financial records belonging to the Branch, as supplied by the Treasurer.
- (6) The Secretary of the Branch shall keep minutes of the resolutions and proceedings of each General Meeting and each Committee Meeting in books provided for that purpose together with a record of the names of people present at Committee Meetings.
- (7) It is the member's duty to confirm delivery of any correspondence to the Secretary.

2.11 Treasurer

- (1) The Committee of the Branch shall elect or appoint a Treasurer, who:
 - (a) shall collect and receive all money due to the Branch and make payments authorized by the Branch; and
 - (b) shall keep correct accounts and books showing the financial affairs of the Branch with full details of all receipts and expenditure connected with the activities of the Branch.
 - (c) All payments, cheques, bills of exchange, promissory notes and other negotiable instruments shall be electronically approved or signed jointly, by any two of, the President, Secretary, Treasurer or Public Officer or nominee.
 - (d) All accounts shall be paid by an agreed method by the Branch.
 - (e) All money shall be banked where the Committee shall direct.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by members.
- (3) All accounts shall be audited annually by 2 people independent of the Treasurer as the Committee shall appoint.
- (4) The Treasurer shall be responsible for the cash and securities belonging to the Branch.

2.12 Replacement of Committee Member

Replacement of a Committee Member because of a Disciplinary Action (reference section 8 Rules of Incorporation)

2.13 Common Seal

- (1) The common seal of the Branch shall be kept in the custody of the Secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two members of the committee or of one member of the committee and of the Secretary.

2.14 Alteration of Rules & Statement of Purposes

- (1) These Rules and the Statement of Purposes of the Branch shall not be altered except in accordance with the Federal Council.
- (2) Branches may submit changes for consideration to the Federal Council under notice of motion procedures.

2.15 Notices

- (1) A notice may be served by or on behalf of the Branch upon any member either personal, email or by sending it by post to the member at the address shown in the Register of Members.
- (2) Where a document is properly addressed, prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

2.16 Winding Up or Cancellation

In the event of the winding up or the cancellation of the Branch, the assets of the Branch shall be held in trust by the Federal Council or disposed of in accordance with the members and provisions of the Act.

2.17 Custody of Records

Except as otherwise provided in these Rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Branch.

2.18 Funds

The funds of a Branch shall be derived from annual subscriptions, donations, sponsorships and such other sources as the Committee determines.

- a) Both Council and each of the State Branch Committees shall maintain a bank account(s) and all monies received shall be paid into the appropriate account.
- b) Each bank account shall be in the name of the Society Branch and shall only be operated by such persons as Council or the relevant State Branch Committee from time to time directs. Council may not operate a State Branch bank account.

2.19 Awards

- (1) **State Branch Distinguished Service Awards.** A branch may bestow a Distinguished Service Award upon any member/person who it considers has contributed significantly to the branch and the breed's benefit. This award may be of any form the branch may decide.

CCHSA – BY-LAWS - Section 3 – General

3.1 Federal Judges Panel Assessment Process

- State Judges who wish to be considered for assessment to become a Federal Judge, must send a letter and resume to their State Secretary a minimum of 30 days prior to the Branch AGM or General meeting. This letter must be endorsed or supported by two Federal Judges.
- CCHSA State Branches are to nominate Members to Federal Council who are recommended or deemed suitable for inclusion to be assessed for the Federal Judges Panel. Applicants must be endorsed by their own State Branch each time nominated for Federal assessment.
- Federal Council is to discuss and vote on nominees' suitability and decide where and when an assessment will take place.
- The Federal President is to arrange a suitable day and time for the assessment.

- Three independent assessors will be appointed from the Federal Judges Panel.
- Applicants will be notified in writing by the Federal Secretary as to the time and place of the assessment.
- The State President is to arrange suitable horses (minimum of three) for the assessment class and also a suitable venue.
- Assessors are to notify the Federal President of the assessment result. The applicants will be notified by the CCHSA Federal Secretary in writing within 14 days from assessment.
- The CCHSA Federal Secretary will also notify the applicant's respective State Branch within 30 days following the assessment.
- Following successful assessment of the applicant and presentation of a current Working with Children card (or equivalent), the Federal Executive will give final approval before adding the candidate's name to the Federal Judges Panel.
- Unsuccessful applicants will be eligible for reassessment after 2 years following their previous assessment. The unsuccessful applicant may apply to the Federal Council for reassessment.
- Upon further assessment at least one Member of the previous assessment panel is to be one of the three adjudicators.
- All are to present themselves suitably attired for judging.
- The assessors' decisions are deemed final, and no appeal process will be accepted.
- It is CCHSA policy that all Federal Judges must have a current Working with Children (WWC) or each State equivalent accreditation to be included on the panel.

3.2 State Judges Panel Assessment Process

- To be nominated, an individual known as 'aspiring judge' be required to.
 - a) have attended a minimum of 3 shows shadowing an accredited CCHSA judge or Training Days or equivalent:
or
 - b) the ability to demonstrate their experience and knowledge of the Clydesdale horse to the satisfaction of the State Committee.
- Requests for State Judge assessment must be made in writing to the branch Secretary by the nominating judge at least 14 days prior to a State Committee meeting.
- It is CCHSA policy that all State Judges & aspiring judges must have a current Working with Children (WWC) or each State equivalent accreditation to be included on the panel and must be provided to the State & Federal Secretaries.
- All requests of aspiring Judges for State Assessment must be approved by the State Committee.
- Assessment of the aspiring judge must be completed by a Panel of 3 Judges established by the State President or a member of the State Executive – consisting of at least 1 Federal Judge and 2 others – State or Federal. The original nominating Judge for the candidate cannot be included on the assessment panel.
- The Assessment Process include the aspiring judge's knowledge of Breed Character and Standards, Conformation, Unsoundness, Movement and Action, Ring Etiquette and the General Knowledge of the Clydesdale Breed's origins and traditions.
- The State President or in the event of a conflict of interest or absence of the President, a member of the state branch executive is to arrange suitable horses (minimum of three) for the assessment class and a suitable venue.

CCHSA – BY-LAWS - Section 3 – General

- Assessors are to notify the State President of the assessment result. The applicants will be notified by the Branch Secretary in writing within 14 days of assessment and the Federal Secretary be also notified within 14 days of assessment.
- As Ambassadors of the Breed, a Panel Judge is required to maintain the high standards befitting the title in the promotion of the Clydesdale Horse.
- The role of any Panel Judge is to further their knowledge and understanding of the Clydesdale horse.
- Unsuccessful applicants retain the right to request a reassessment, a minimum of 12 months following their previous assessment.
- No appeal process will be accepted.

COMMONWEALTH CLYDESDALE HORSE SOCIETY AUSTRALIA Inc.

CCHSA GUIDELINES

for Members, Committees, Officials and Competitors.



CCHSA GUIDELINES

Section 4 – Judges & Stewards

4.1	Judges - Code of Conduct	19 - 20
4.2	Stewards – Code of Conduct	20 - 21
4.3	Volunteers – Code of Conduct	21 - 22
4.4	Competitors – Code of Conduct	22
4.5	Ring Etiquette	22 - 24

Section 5 – Horse Presentation

5.1	Horse Presentation	25 - 25
-----	--------------------	---------

Section 6 – Showing Guidelines

6.1	Showing Guidelines	25 – 26
6.2	Encouraging Juniors	27 - 29

Section 7 – Bullying & Harassment

7.1	Bullying & Harassment Policy	30 – 31
-----	------------------------------	---------

4.1 Judges: Codes of Conduct**Undertaking**

- Members of the CCHSA who act in the capacity of Judges:
 - undertake that they will act in accordance with the objects as stated in the CCHSA By-laws at all times.
 - undertake to conduct themselves in a manner fitting and proper to those who are accorded the honour of officiating as CCHSA approved Judges of State and/or Federal panels.
 - will endeavour to give totally honest, fair and unbiased opinions at all times, to set exemplary standards in behaviour by being polite and courteous and to award prizes according to the type of class and the performance of horses on the day.
 - will at all times be totally conversant with the description of a Clydesdale type as laid down in the Breed Standards of the CCHSA in the Stud Book.

Understanding

- It is the opinions of Judges which contributes to the standard for the Australian Clydesdale, just as it is their behaviour which sets the standard of conduct for competitors, volunteers, other officials and eventually the public perception of the CCHSA. Judges therefore have certain responsibilities and obligations to the Society that must be maintained at all times.
- It is understood that the Rules and Regulations of the Society as adopted for competitions and the behaviour of Judges ensure the Judges' compliance with the objects stated in the CCHSA and the above stated Undertakings.

Judges: Responsibilities and Obligations

- It is the Judge's opinion which contributes to the standard for the breed just as it is the Judge's behaviour which sets the standard of behaviour for competitors, and eventually the public's opinion of the CCHSA
- Judges have a certain responsibility and obligation
- The Judge must give a totally honest, fair, and unbiased opinion at all times
- The Judge must award prizes according to the type of class and the horse's performance on the day.
- The Judge must aim to arrive at the venue at least 30 minutes prior to the commencement time and advise organizers upon their arrival.
- The Judge must be clear, concise, courteous, and tolerant with Stewards and Competitors
- The Judge should set the standard, not only in suitable dress attire and protective footwear, dressed clean, neat and tidy but also in behaviour, by being polite and courteous.
- Judges should refrain from smoking or using a camera or mobile telephones whilst judging.
- Judges must not be under the influence of alcohol or mind-altering drugs
- The Judge should not be a competitor, nor exhibitor to inspect or discuss any horse entered in the event in which they officiate before the commencement of judging.
- A Judge shall not adjudicate any class in which immediate members of their family, or associates, are competing.
- No horse may be shown before a Judge where they have been sold or leased by the said Judge or an associate, within a period of twelve months prior to the show.
- A Judge shall not during the period of the show at which they are judging, be a house guest of a person who is competing at the said show.
- The Judge's decision is final. They have the authority to place a horse in whatever position in a class they choose.
- Once a class has been judged it shall not be re-judged.

Judges: Responsibilities and Obligations (Cont.)

- No Judge shall determine eligibility for registration of any entry in the ring. This is the responsibility of the Committee or Steward.
- A Judge may request any person or horse be removed from the competition for bad conduct.
- It is always the discretion of the Judge to command their ring and set the required workout.
- Judges of working classes must be conversant with patterns and courses prior to all events.
- A Judge may bring to the attention of the steward any piece of equipment which is not legal or is considered inhumane.
- Where events not listed in this Handbook are encountered, they are to be judged according to the rules laid down by the Committee on the day.
- When a competitor makes a request through the Ring Steward or other show officials for the Judge's opinion concerning their horse, the Judge shall give their opinion courteously and with sincerity, in the presence of the Ring Steward or official but the Judge is advised not to enter into a lengthy discussion.
- The Judge should never address a competitor by their first name.
- The Judge should speak to the steward before events commence to ensure the steward is aware of their requirements and to allow the steward to update or discuss with the Judge any regulation, rule or program requirement.
- A Judge should endeavour to remain calm at all times while judging.
- It is advisable that a Judge has a steward to act as penciller when scorecards are required.
- When time permits, after the awards are presented, helpful hints to competitors are encouraged, especially hints or helpful suggestions to youth competitors

4.2 Stewards: Code of Conduct**Undertakings**

- Members of the CCHSA who act in the capacity of Stewards:
 - undertake that they will act in accordance with the objects stated in the CCHSA bylaws at all times
 - undertake to conduct themselves in a manner fitting and proper to those who are accorded the honour of officiating.
 - will endeavour to set exemplary standards in behaviour by being polite and courteous, to know what is required of them in the context of a CCHSA event or competition, to be totally honest and fair at all times, to know the Bylaws of the CCHSA, to work co-operatively with fellow Stewards and to support the efforts of those who are officiating as Judges.
 - should be totally conversant with the description of a Clydesdale type as laid down in the Breed Standards of the CCHSA.

Understanding

- As the CCHSA further refines its competition and event standards and operations, the role of those who officiate in positions other than Judges will become increasingly important. These are the persons who assist in the presentation of competitions, who can be relied upon for their knowledge and experience, who can eventually become or are Judges and who are often the direct link between competitors and Judges. Stewards therefore have certain responsibilities and obligations to the Society that must be maintained at all times.
- It is understood that the Bylaws of the Society as are adopted for competitions, and the proposed continuing development of standards for stewarding will establish the means for ensuring Stewards' compliance with the objects stated in the CCHSA Bylaws.

Stewards: Responsibilities and Obligations

- The Ring Steward is required to organize exhibitors and their horses in the ring area. They must be able to keep the program moving smoothly and be familiar with the Society's Bylaws.
- The Steward is to assist the Judge where and when required but must not in any way influence the Judge's decision.
- The Steward has charge of the activity in the ring or arena and is to rid the Judge of any unnecessary details.
- The Steward shall act as a mediator between the Judge and competitor.
- If the class is too large, the Steward will inform the Judge of the numbers so that the class may be divided if the Judge so wishes.
- The Steward should assemble the classes promptly to eliminate long delays and keep the program on schedule.
- The Steward shall notify the Judge when all horses entered are present and call their attention to the number that are absent. The Steward will ensure that the judge knows how many horses should be placed.
- The Event Secretary has the responsibility of checking entries for eligibility, and, when required, the accuracy of the registration papers and membership which must be current.
- The Ring Steward has the responsibility of checking people and horses for eligibility, proper attire and equipment.
- Stewards shall not take part, or be seen to take part, in any of the judging. When not actively engaged with duties, the Steward should place themselves in such a position as not to interfere with the judging.
- The Judge can request the Steward move and place horses as they advise.
- If a competitor is not acting in a sportsmanlike manner the Steward, acting upon a request from the Judge, may ask a competitor to leave the judging arena. For the safety of other horses, competitors and spectators, the Judge may also request that a horse leave the arena.
- After ribbons have been awarded, the Steward should have the place getters circle the ring or arena for the benefit of the spectators.

4.3 Volunteers Requirements

Volunteers must be at least 12 years of age and not exceed 80 years of age.
(refer to insurance requirements)

Volunteers: Code of Conduct**Undertakings**

- Members of the CCHSA who serve as volunteers at any level of the Society, be it State or Federal:
 - undertake that they will act in accordance with the objects as stated in the CCHSA Bylaws at all times.
 - undertake that they will act in a manner which brings credit to the values and professional image of the Society.
 - will endeavour to maintain their knowledge of the Society and of the Clydesdale breed and to set exemplary standards in behaviour by being polite and courteous to all with whom they come in contact.
 - will always abide by the Rules and Regulations of the Society.

Understanding

- Volunteers make an invaluable contribution to the running of all activities of the Society. Together with the competitors, they underpin the Society and its values. By accepting themselves as an integral part of the operations of the Society, and by undertaking to act at the same level of integrity and honesty as all others in the Society, the Codes of Conduct will cover each and every person involved with the Society.

4.4 Competitors: Code of Conduct**Undertakings**

- Members of the CCHSA who participate in activities:
 - undertake that they will act in accordance with the objects stated in the CCHSA Bylaws at all times.
 - undertake to compete with animals that are suited to the level of competition, to present themselves and their horses properly prior to and upon entering the ring, to know the rules of the competition and those stated in the CCHSA Guidelines and to behave at all times in a sportsmanlike manner and properly and respectfully to Judges, Show Officials and fellow competitors.
 - acknowledge that they will participate in competitions/compete only at a level for which they are eligible.
 - will at all times abide by the Bylaws of the Society.

Understanding

- Persons who compete in CCHSA competitions are a most critical component of the industry. These are the persons who present the image of the Society to the public. By undertaking to accept the objects stated in the Rules, competitors commit to continue the practice of presenting themselves and their horses in an exemplary manner, possess the right attitude, and know and abide by the rules.

4.5 Ring Etiquette

- As a competitor you are on display to spectators as well as to the Judge and it should be remembered that, each time you set foot into the ring, you are there as a representative of the CCHSA. Ring manners, consideration of other competitors and for the Judge, are based on everyday good manners.
- Listen to the Judge's instructions and try to carry them out to the best of your ability. If you don't understand an instruction, ask for clarification.
- Look what is happening around you. Be ready to work out when your time comes.
- Learn from experience what it is that shows your horse off best.
- Line up as directed by the Judge's or Steward's directions.
- Don't get too close to other horses in the ring. This allows the Judge to see your horse clearly and safely.
- Don't carry on a conversation in the line-up; wait until the event is over.
- Never address the Judge by their first name. Judges should always be addressed via a Steward and by the title Mr, Mrs, Miss etc.
- Don't go to sleep or slouch in the line-up. Wait until your time comes and stay quietly in line and never smoke.
- Above all, never be critical of the Judge. Regardless of what your opinion is of their judging - keep it to yourself. A Judge can only really please one person per event and is usually there voluntarily. Remember you were not forced to show your horse in front of them.
- All competitors are asked to remain in the line at all times. Once judging has commenced, horses could be eliminated if leaving the judging line.

Responsibilities of the Handler/Driver/Rider (Thereafter referred to as Handler)

- The handler is the person responsible for the control of the horse
- The handler agrees to abide by the Rules and Regulations as well as the Code of Conduct of the Society.
- For safety purposes, at no time should a horse carry more than one rider or individual whilst at any activity conducted by the Society.
- When adjusting saddlery the handler, should make the necessary adjustments in a safe manner from the ground.
- The handler of a stallion must always maintain control of the horse and have contact with the horse's mouth via a bit.
- All Stallions & Colts (2 years & over) brought into the ring for Led, Ridden, or Driven competitions must be in the charge of a competent handler, properly controlled, with a suitable restraining bit in their mouth and wearing head gear of proper strength and quality (as per Australian Standards) which is in use during handling

Complaints/Protests

- Any competitor or exhibitor may lodge a complaint in writing to the secretary of the event committee within 30 minutes of the completion of an event.
- The complaint must be accompanied by a fee, set by the organizing committee, and is refundable if the protest is upheld
- The complaint shall be heard by the committee conducting the event and may be dealt with as such committee may direct.
- The event committee will deal with problems involving questions arising at a event not specifically covered by the rules in this book.

Complaints concerning COMMONWEALTH CLYDESDALE HORSE SOCIETY AUSTRALIA Inc. approved judges/ current members:

- A protest concerning a member of the CCHSA Judging Panel may be submitted to the State Branch. It must be:
 - (a) In writing
 - (b) Signed by the protester
 - (c) Addressed to the secretary of the relevant CCHSA State Branch
 - (d) Received by the Society within two weeks of the alleged breach
- A protest must state the full name of the Judge, the subject of the protest or charge and contain a complete and definitive statement of the acts which constitute the alleged breach – precise details are necessary. The maker must be prepared to substantiate the protest or charge by personal testimony at a hearing or by sworn statements, witness or other evidence.

Non-Protestable Decisions

- A Judge's opinion where a horse appears to have a defect in conformation or action is not protest able
- The Judge's decision representing his individual preference is not protest able.
- The Judge's decision made under the relevant Show Rules is not protest able.

Breaches

A Breach is any act prejudicial to the best interest of the Judging Panel, including but not limited to the following:

- Breaches to the Society's Bylaws.
- Breach of the CCHSA Guidelines.
- Acting or inciting or permitting any other person to act in a manner contrary to the Guidelines of the Judging Agreement

Horse Control

- If an organizing committee forms the opinion that a horse and its handler/driver/rider pose an unduly high risk to themselves, other people or other horses, actions must be taken to prevent that horse and handler combination continuing in that activity.

Stallion Control

- All CCHSA entires (2 years and over) should be securely restrained on all show grounds and venues when not in competition or exercise.
- When being led, ridden or driven CCHSA entires (2 years and over) must have a bit in their mouth and be under the control of the bit.
- Under no circumstances are competitors under 16 years permitted to handle/drive/ride stallions within the perimeter of the grounds.
- All Stallions & Colts (2 years & over) brought into the ring for Led, Ridden, or Driven competitions must be in the charge of a competent handler, properly controlled, with a suitable restraining bit in their mouth and wearing head gear of proper strength and quality (as per Australian Standards) which is in use during handling.

5.1 Horse Presentation

- The horse, at the very least, should be clean.
- The horse should be neatly presented.

Harness/Gear Presentation

- Harness, Saddlery, Gear or equipment (hereafter referred to as harness) does not have to be new or extremely expensive. Once inspected, older, well cared for Harness/Gear is adequate and should be safe.
- Ensure that the harness is correctly fitted and does not rub or irritate the horse.
- Make sure the harness used is suitable for the event.
- In Led classes, a show cane is permitted and may be approximately 1 metre in length. In Driven in Vehicle classes, a driving whip is permitted.

Competitor Attire

- The competitor's attire should be neat – understated dress always gives a more professional appearance. The competitor who conveys a neat impression will probably be viewed more acceptable by the Judge rather than that of a less tidy or flamboyant combination.
- The competitor's attire should be suitable for the type of class in which the combination is competing.
- Jewellery can be dangerous in the show ring, especially rings and long necklaces, so choose carefully.
- The competitor should have neat and tidy hair, or alternatively can wear a hat/cap.

Protective Head Gear (with Ridden Events)

Competitors must wear an equestrian helmet approved by the current Australian Standards Association. This must be securely fastened under the chin when mounted anywhere within the perimeter of the grounds, including all public areas.

CCHSA – GUIDELINES - Section 6

6.1 Showing Guidelines

Notes For Competitors

- For the young, and not so young, showing offers a challenge. Led classes can begin at your local branch show and as your skills increase you can progress and perhaps one day compete at a Royal Show.
- Presentation plays a major role in Led classes and first impressions are important. Take the time to present yourself and your horse in a clean condition. It takes a great deal of time, effort and dedication to be successful. It is a good idea to watch the experienced exhibitors and take notice of how they and their horses are turned out.
- Quality food and proper exercise are the first steps to ensuring that your horse looks its best. Rugging and grooming are also important factors when preparing your horse for showing. Stabling may be considered also, but if done for a long period, the white hair of Clydesdales can stain easily.
- When competing, stand your horse squarely on all four feet, and have the hocks close together. Keep the horse posed at all times.
- Stay calm, confident and remain attentive whilst keeping an eye on the Judge and the other horses in the event. At all times be courteous to the Judge and other competitors.
- Be critical of conformation when choosing prospective show horses, choose carefully. A badly conformed horse will not appeal to an experienced Judge and the show venture will be unsuccessful before it starts.

Judging Procedure

- Judging begins when the horses are led into the ring, as the Judge usually stands back far enough to get an overall view of the horses entering. This allows an immediate assessment of the horses to be judged.
- The horses should be worked around the ring as directed by the Judge. Competitors should avoid bunching in a group, so the Judge can see all the horses competing. A large class can be led on the circle for the Judge to select horses for an individual workout.
- When the Judge has called competitors into the line, they should form an orderly line as directed, leaving sufficient space between each horse so that the Judge can walk freely between the horses. No competitor should talk while waiting in the ring.
- Horses are inspected closely for soundness and overall conformation. The front and back legs should be observed while the horses are lined up.
- The next step is to have each horse walk and trot to the Judges' instructions.
- The Judge should then observe the action and behaviour of the horse.
- Upon completion of all workouts the Judge will place the horses in order of merit.

NOTES FOR JUDGES

- ❖ An approved State/Federal Judge should know all the external points of a horse and have a good understanding of the characteristics that define the Clydesdale horse.
- ❖ A Judge must know how a horse with excellent conformation should look and develop a mental image of the ideal Clydesdale.

Notes for Judges (Cont)

- ❖ The Judge should be able to recognise any conformation faults of a horse, including straightness of legs, length of bones, angles of joints, length of neck, and back and overall balance.
- ❖ Allowances should be made for minor blemishes due to previous injuries.
- ❖ Horses showing conformation faults in led Clydesdale classes should score lower in the Judge's mental assessment.
- ❖ The horse's movement should be rhythmical while going in a straight line. Horses showing movement faults can score lower in the Judge's assessment,
- ❖ The Judge may ask a competitor to leave the ring if their horse becomes unruly at any stage or is dangerous to other competitors.
- ❖ The horse should be relaxed and not show excessive signs of nervousness. Young horses may show some signs of tension when taken to initial outings.

Driving/Harness Events – Guidelines**Safety Issues:**

- Some kind of physical/visual barrier should separate spectators from horses at all times.
- Horses should be enclosed in a specified area/arena when competing, otherwise they are to be contained in a secure area.
- Loading ramp should be in a sound condition, ie, to facilitate the safe unloading/loading of horses (posts/planks to be sound and any gaps/holes to be safely covered/filled).
- Fences/horse stalls where horses are to be secured are to be sound/solid. For tying up purposes, horses can also be secured to owner's own truck/float.
- Use of temporary/non fixed/ obstacles are preferred to ones that are of a fixed nature, ie, obstacles of a fixed nature can be replaced with witch's hats).
- Any people competing should be current financial CCHSA member or have current paid Junior Exhibitor Levy, or Casual Day Insurance fee, otherwise they will not be permitted to participate in any competition.
- Refer to the CCHSA Risk Management Manual for more information.

Judging Considerations:

- Ideally each class should have between 4 and 8 obstacles or a set of skills/tasks, (if the course is too long, spectators may lose interest).
- The judge can award points for each task or obstacle out of a total of 10 points. The competitor with the least penalty points is deemed to be the winner.
- Time taken for the event will be considered only when two or more of the competitors have equal points.
- Penalty points will be added at the discretion of the Judge for each occasion when the horse trots during the course.
- In Lady/Gent/Junior Driver or Whip classes, consideration of the driver's ability, posture, whip and reins handling should be taken into account as well as their driving accuracy.
- At all times safety must be taken into account, i.e. no dropping of the reins to open a gate, thus having no contact with the horse and the possibility of allowing reins to be caught/tangled in chains, sled or tyre.
- In the event of smaller horses competing against larger horses, the Judge at their discretion may penalise the smaller horse due to its size advantage if classes do not separate them.

6.2 Encouraging Juniors

- The objectives of Junior events are to provide opportunities for young people who currently own or show Clydesdale horses. With the aim of promoting good horse person ship, sports person ship and leadership, this can be achieved by juniors learning to accept Judge's decisions.
- CCHSA branches conducts events for Junior competitors. The procedure for running these events and the judging criteria will be consistent with the CCHSA classes (except where otherwise stated).
- To further encourage Junior competitors, Branches provide special awards, eg, Junior Handler classes.
- Juniors (under 13 years of age) may be permitted to compete with mares or geldings other than registered Clydesdales, in branch conducted junior events to encourage them to become part of the Society.

Age Groups

Age Group for competitions are as follows:

- Junior Competitors are deemed to be under the age of 18 years at the time of the activity sanctioned by the CCHSA,

And must have:

- The written consent of a parent or legal guardian before a Junior Competitor is able to partake in CCHSA activities.
- Paid a fee known as a Junior Competitors Levy which will be required to be paid and received by the Federal Secretary, so they may partake in Society events if the Junior is not a financial member of the CCHSA in his or her own right.

Junior Judging Competitions

RULES

- The way to ensure a high standard of judging is to encourage young members to learn all they can about Judging from existing experienced Judges. Branches are encouraged to conduct Junior Judging Competitions.
- The minimum age for Junior Judging Competitions is 8 years.
- In a Junior Judging Competition, competitors could be asked to judge four horses and place them accordingly. The results could be compared to the placing's done by the Horse Assessment Judge. Additionally, a Competitor Assessment Judge can also evaluate the competitors upon personal presentation, attitude and manner.
- Competitors must be correctly attired – neat, clean and tidy. The recommended attire for Branch events include:
 - ❖ Shirt with/without tie
 - ❖ Jumper/Jacket
 - ❖ Jodhpurs/Trousers
 - ❖ Boots/sturdy footwear
 - ❖ Hat/Cap/Helmet (as applicable)

Sample Judging Procedure – Led Classes

- The youth competitors are assembled in the centre of the judging ring as the horses are numbered 1, 2, 3 and 4 (ideally 4 horse) enter the ring.
- The Horse Assessment Judge should line the horses up, side by side, but far enough apart for groups of competitors to walk around them.

- Competitors are allowed approximately 2 minutes per horse for assessment before they are asked to move on to the next horse.
- The competitors can complete the judging cards (as applicable) for each of the horses on the following segments with a comment (where desired) and a score out of 10 points:
 - ❖ Neck and head
 - ❖ Forelegs
 - ❖ Shoulder and wither
 - ❖ Body and coupling
 - ❖ Hindquarters
 - ❖ Hind legs
- The Horse Assessment Judge asks the horse handlers, one at a time, to parade their horses in a requested workout, including a walk and a trot.
- The competitors can complete the judging card (as applicable) for each of the horses on the following segments with a comment (where desired) and a score out of 10 points:
 - ❖ Movement and presence
 - ❖ Straightness of action
 - ❖ Manners
 - ❖ Presentation
- The competitor can then total the points for each horse (maximum 100 points) and the horse placed accordingly, ie, the horse with the highest points being the winner.
- The horses can then be paraded on the circle for a final assessment before judging cards are finalised. The cards can be handed in or held centrally, as determined by the Branch committee.
- Once all judging cards have been handed in/held, only then will the Horse Assessment Judge line the horses up in place order and a ribbon presentation done. The Horse Assessment Judge then has the opportunity to speak to the competitors about the placings.
- The Competitor Assessment Judge assesses and scores each competitor according to presentation, approach to judging and suitability of comments (maximum 10 points). The Horse Assessment Judge and the Competitor Assessment Judge will hand their judging cards to the Steward for final scores.

Junior/Adult Handler Competitor Procedure

- Junior Handler classes are to be judged strictly on the handler's ability to show a horse in a led class unless stated otherwise.
- The procedure for judging is as follows:
 - ❖ The horses and the handlers enter the ring at a walk as directed by the Steward. The horse is to be led from the near side. The horse must walk at the same pace as the handler – moving in a forward and alert manner.
 - ❖ When instructed to line-up, the handler must stand the horse squarely on all four feet and must present the horse in a position so as not to hinder the Judge's view of the horse at any time.
 - ❖ The Judge will then call upon the individual handlers to present their horse, and parade to the Judge's request. When turning, it must be to the right to give the Judge a full view of the horse. Know where the Judge is at all times, so as not to obstruct their view of the horse.
 - ❖ The handler must always keep their position in the line and allow a reasonable space between the horses on either side. If asked to change position in the line, the horse should be backed out of the line and approach the new position from behind.
 - ❖ The handler must be alert and courteous and respond quickly to instructions from the Judge or Steward.
- Unsportsmanlike behavior may cause elimination.
- This event will be judged on the following guidelines:
 - ❖ The horse is to be clean and well presented. Consideration should not be given to the horse's conformation/type, as the class is for the competitor.

- ❖ The horse can be shown in a bridle with a snaffle bit that is well fitted, neat and clean. A show cane is permitted and may be approximately one metre in length.
- ❖ The handler is to be well presented (coat not necessary). Attire as mentioned previously is preferred.
- ❖ Showpersonship is to be judged on the handler's ability to show their horse.
- In order to gain maximum points, be aware of or avoid the following:
 - ❖ Kicking or hitting the horse.
 - ❖ Talking with other contestants.
 - ❖ Failure of the horse to lead properly.
 - ❖ Failure to stop the horse before turning when at a walk or trot.
 - ❖ Failure to back the horse when necessary.
 - ❖ Excessive loud voice commands to the horse.
 - ❖ Turning the horse in the wrong direction.
 - ❖ Blocking the Judge's view of the horse.
 - ❖ Causing the Judge to move to avoid being bumped or stepped on.

Bullying & Harassment Policy

7.1 Policy on Bullying

Bullying is an issue in many sports today. The Commonwealth Clydesdale Horse Society Australia wants members, organisers and officials to know that bullying is not acceptable at any CCHS events.

7.2 Respect

Every official, competitor and helper has the right to be treated with dignity and respect. The CCHSA has a responsibility to ensure this occurs at all events. The CCHS can only discipline the appropriate person/s if intimidation is reported. We encourage any person who feels they have been bullied to report it in writing to the CCHSA Federal Council Office:

- Reports will be handled promptly and confidentially;
- Disciplinary action will be taken against those who have bullied others at events run under the auspices of the CCHSA or a Show Society. Eg: Royal or Country Show event.

7.3 What is Bullying?

Bullying is an inappropriate behaviour using force or power. Bullying undermines another person's self-esteem and confidence. It may be a one-off or may be repeated incidents:

- | | | | |
|----------------------------------|--------------------------------|----------------------------------|------------|
| Disparaging remarks | Name-Calling | Public criticism | Smirking |
| Verbal Abuse | Harassment | Written abuse | Swearing |
| Threats | Socially excluding people | | Belittling |
| Shouting | Spreading rumours and innuendo | | Sarcasm |
| Throwing papers etc. down/around | | None of this is ever acceptable. | |

Please report it to a CCHSA official. Being uptight at a competition is no excuse for bad behavior.

7.4 What is the Cost of Bullying?

Bullying is not confined to the school yard. It costs Australians an estimated \$12 billion a year.

- 1 in 3 quit work because of bullying (UK data)
- Bullying may make officials, competitors and sponsors leave our show.
- Without our volunteer judges, organisers, there would be no competition.

7.5 Why do People Bully?

Those who can, do ... those who can't bully.

The more inadequate the person, the more they bully.

- Bullies blame others for their problems.
- Some bully when they are overloaded and not coping.
- Some are just socially inept.

7.6 Steps the CCHSA May Take

Every time a bully gets away with this behavior, it is a signal to he or she that the organisation thinks it is acceptable. When unacceptable behavior is reported to the CCHSA, the committee can:

1. Send a letter to the bully to arrange a meeting with representatives from the CCHSA Federal Council.
2. Issue the bully with a written warning, which will remain on file.
3. Suspend the bully from competing at CCHSA affiliated events for a period of time if in the judgement of the CCHSA or the committee, the incident merits it, and if further incidents occur.

Bullying & Harassment Policy (Cont.)**7.7 How to Handle a Bully?**

1. Stay Calm, if necessary, tell the intimidator that you will not continue the conversation until you have a show official with you (walk away if you have to).
2. Stay polite. Inform the intimidator that the CCHSA wishes people at events to report inappropriate behavior.
3. Make a note of the following details as soon as possible:

- a) Name or Exhibitor number, (ask them to provide their name if you don't know it).
- b) Time and date.
- c) Others present.

4. Put a brief written report into the CCHSA Federal Council so the matter can be handled formally.

We need the knowledge and experience of our volunteers.

We cannot afford to lose good people through bad behavior.

EXAMPLE – Here's how it might go:

Spectator: "You haven't got a clue how to marshal this event, my daughter should have been called 10 minutes ago. You're a bloody idiot".

Marshal: "If you wish to continue this conversation, you will need to come to the club house/scorer's caravan/canteen so another official is present while we discuss this issue.

Spectator: "What the hell do you mean? She's riding in a class right now. I'm not going anywhere".

Marshal: "Officials have been asked to submit written reports on inappropriate behavior at competitions. When you say "You're a bloody idiot" I feel Intimidated".

Spectator: "How ridiculous, get a life".

Marshal: "In accordance with the CCHSA guidelines, I am making a note of your daughter's exhibit number, the time, what was said and those other riders' exhibit numbers so the incident can be properly reported".

7.8 Who are Bullies?

People in authority can victimise people with less power. They are often charming to those they are not bullying, which can make it even more difficult for their victims to complain. Some are clever, competent sophisticated manipulators who enjoy dominating and humiliating others. They like to see their victim's squirm.

7.9 Who Do Bullies Target?

- Bullies often target people who have made a mistake. We all occasionally make mistakes. Riders do, officials do and judges do.
- Bullies often attack people who are victims – the "blame the victim" syndrome.

For example, an organiser gets abused when a computer, P.A., printer or photocopier breaks down, or weather conditions damage a riding surface or blow arenas down.

7.10 How Do Bullies Respond When Challenged?

- Deny it;
- Blame others;
- Claim victimisation if they are challenged;
- Rationalise to explain their bad behaviour.