

# INSTRUCTIONS TO JUDGES - JANUARY 2024

Judges must avoid any circumstances which could be an actual or perceived conflict of interest and must obey implicitly the AHS Rules concerning conflicts of interest.

1. All Judges whose name appears in the AHS List of Officials booklet and all Trainee Judges on the AHS Register of Trainees agree to meet the requirements of these Instructions to Judges. Failure to do so will result in the matter being dealt with in accordance with the procedure described at Instruction 52.

2. Membership of the Arab Horse Society (AHS). All Judges must be paid up members of the AHS. Membership is checked annually. Judges should note that failure to pay subscriptions as they fall due will result in removal from the List of Judges.

3. AHS List of Judges. All AHS Judges should have a copy of the current AHS List of Judges. Please notify any change of address or contact details to the AHS immediately.

4. Retirement from the List of Judges. The List is intended to be a list of active Judges only. Please ask for your name to be removed should you feel you are unable to accept invitations to judge or if your mobility is in any way impaired. Ridden Judges must be riding fit and capable of riding many horses in the course of a day.

5, Annual Return. All Judges must complete an Annual Return. This is sent out to all Judges at the end of the season asking them to list the UK and overseas shows at which they have judged and those they have had to refuse. Failure by a judge to complete the Annual Return could result in that judge's name being omitted from the List of Judges or could result in that Judge remaining on the List when not intended.

6. Refresher Courses. Judges are required to undertake AHS refresher courses and/or Judges' Workshops at regular intervals and at least once every 3 years. Failure to do so may result in removal from the List of Judges. Ridden Judges should also maintain their riding skills through one-to-one tuition from time to time.

7. Criminal Convictions. Judges who have or have had a criminal conviction (with the exception of minor motoring convictions) will not be eligible to represent the Arab Horse Society and will be removed from the List. Judges finding themselves in this situation should inform the society.

A judge whose name has been removed from the list must attend and pass an AHS judges course and examination before being considered for re instatement on the judges' panel. ANY

REINSTATEMENT MUST BE APPROVED BY THE SOCIETY COUNCIL AND IN SOME CIRCUMSTANCES MAY NOT BE GRANTED.

8. Insurance. The Society has third party liability insurance covering Judges and Trainee Judges for claims that may be made against them whilst undertaking their duties as Judges in the UK. The extent of the cover can be checked by contacting the AHS office. It is recommended that Judges have their own adequate insurance cover for personal injury and loss of income. Judges are entitled to ask show organizers what insurance cover they carry and whether a Health and Safety risk assessment has been undertaken for the show. Our insurance company requires dates of birth for any judge over 64, if you fall into this category, please contact the office and let them know your date of birth.

## INVITATIONS

9. Relevant Panel. Before accepting an invitation ask what classes you are expected to judge and make sure you are qualified and eligible to judge by being on the appropriate AHS List for each class.

Subject to certain criteria Shows that are unable to engage a separate judge for Ridden and In Hand classes may appoint a judge from the Small Shows List. Shows may ask the AHS to appoint a rider to accompany an in-hand judge for ridden classes.

10. Invitations to Judge. These should be promptly answered in writing. If the invitation is initially by telephone judges should take a name and contact number at the time of the call.

11. Mounting Blocks. At the time of agreeing to accept an appointment Ridden Judges should establish with the Show Organizer any mounting or legging-up requirements. Judges should be clear as to whether they will provide their own mounting block or expect to be legged up. The show must have this information well in advance of the show date to enable them to make necessary arrangements.

12. Expenses. Judges are advised to give the Show Secretary the mileage their journey has incurred and allow the Secretary to decide the rate per mile. Judges may discuss travelling and other expenses when they are first contacted by the show organizer to avoid any later misunderstandings.

13. Acceptance. Once you have accepted an invitation to judge you must not back out of the commitment except under the most extreme circumstances and certainly not in order to accept an invitation to judge at a more attractive show. (The AHS Shows and Events Committee may request a medical certificate in cases of a broken judging appointment as a result of illness). Judges who become incapacitated (including pregnancy) must contact the show organizer at the earliest opportunity to relinquish the appointment in its entirety. Ridden Judges must not retain the appointment and judge with a rider.

14. Emergencies - In cases of emergency, when you are unable to fulfil an engagement, it is important to immediately contact the Show organizer. You must not try to find a substitute unless asked by the Show Secretary to do so).

IN HAND

15. No Judge may officiate as an In Hand Judge or Reserve In Hand Judge of Pure Breds at more than two ECAHO affiliated shows in the UK in any one calendar year.

If In Hand judging appointments at two shows are accepted a different sex must be judged at each show.

In addition two Anglo and Part Bred Arab Sections may be judged at the above shows.

Where a Judge officiates for both sexes at the same show it will count as one assignment.

16a. In hand judges must not accept an invitation to judge Pure Breds at ECAHO shows or any Royal County Shows until they have judged a minimum of 6 affiliated shows. This rule also applies to Invitations to act as a Reserve Judge at ECAHO shows.

The AHS Shows and Events Committee reserves the right to waive instructions 15 and 16 in very exceptional circumstances.

16b. All judges officiating at the British National Championships and all AHS Affiliated Shows must encourage handlers to show their horses in the 'traditional' manner (no frozen stand and no circling)

RIDDEN

17a. Ridden Judges.

Ridden Judges may not officiate at more than a total of two of the following U.K. shows in any season:

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ECAHO 'A, B or C' Shows and all Royal County Shows.

Ridden judges may not officiate the same category if judging at The Nationals in any one season. 17b All new judges on the panel must have judged a minimum of 3 affiliated shows before they can accept an appointment to judge classes at ECAHO affiliated shows, Royal International, all Royal County Shows, HOYS final or any HOYS qualifying classes. The AHS Shows and Events

Committee reserves the right to waive this rule in exceptional circumstances only and if this rule is waived a conformation judge must be used. This rule also applies to invitations to act as a Reserve Judge at ECAHO shows.

This rule DOES NOT APPLY TO RIDE ONLY JUDGES, however a Senior Conformation Judge must be appointed to work in conjunction with them.

Please check if you have any queries - [frances@hutchinsons-staff.com](mailto:frances@hutchinsons-staff.com)

18. Only one HOYS Qualifier may be judged in a season and Judges officiating at the HOYS Final may not judge a HOYS Qualifier in the same season

19. The Horse of the Year show Qualifiers must be judged by a Ridden and In hand judge using a marking system. Judges must NOT alter marks unless in extreme circumstances, if the marks are altered the judge must sign the marks sheet and initial the alteration. Judges have the right to alter placings if an animal misbehaves after the marks have been awarded. If a mistake in the marks is discovered, even after dismissing the class, it must be corrected, and any qualification / result amended. All score sheets must be returned to the Arab Horse Society within 7 days.

20. Ridden Judges should always ride the exhibits. If this becomes impossible because of extraordinary circumstances the judge should contact the show organizer so that an announcement can be made at the commencement of the class.

#### DRESS

21. Male In Hand Judges should wear a suit and a bowler hat. In hot weather it is recommended that they wear light suits and Panama hats, as it is not appropriate for them to remove their jackets. In wet weather it is permissible to wear a mackintosh and wellingtons.

22. Female In Hand Judges should wear a neat dress, suit, trouser suit, coat or mackintosh according to the weather, with practical footwear and a small hat. Handbags and umbrellas must not be carried into the ring.

23. Ridden Judges should wear a hacking jacket, breeches and boots and are strongly advised to wear an approved safety hat with a harness. A cane should be carried. A mackintosh should not be worn while riding except in exceptional circumstances. Spurs must not be worn.

#### RULES

24. Rules. Arabian classes at all AHS affiliated shows are governed by AHS Rules for Showing. In addition some shows are affiliated to ECAHO which has its own set of rules governing the Pure Bred In Hand sectors of those shows. At shows affiliated to both authorities ECAHO Rules take precedence over

AHS Rules. ECAHO Rules are enforced by ECAHO Disciplinary Committee Members and AHS Rules by the Show organizer. In HOYS qualifying classes the rules of both organizations will apply but HOYS rules will take precedence where there could be a clash or conflict.

25. Judges must be familiar with and adhere to the AHS Rules, ECAHO Rules and HOYS Rules. ECAHO Rules are detailed in the EAHSC Blue Book and can be downloaded from the ECAHO website at [www.ecaho.org](http://www.ecaho.org)

26. Judges should have knowledge of the scheduled classes. Judges are expected to be able to answer queries so should familiarize themselves with each individual shows own rules, with the special awards available and the conditions under which they can be awarded. Shows sometimes have special dress codes which can apply to exhibitors or judges.

27. Judges must not judge a horse/ pony that is or has been owned, bred, produced or trained by them since the 1<sup>st</sup> of January of the preceding year. Group teach-ins and demos are exempt but regular lessons (once a month or more) are not.

#### PROCEDURE

28. Punctuality - It is essential that the Judge should arrive punctually and report to the Show Secretary at least 30 minutes before the first class is due to commence.

29. Safety. Judges must be aware that it is their responsibility to ensure that their ring runs correctly and safely at all times.

30. The Judge should instruct the Steward beforehand on how he/she intends to run the class. The Judge must maintain order via the Steward. Both Ridden and In Hand classes must be judged using the system specified by the show organizer. This will be the comparative system or the points system.

31. Spectators. Shows are staged partly for spectators. Their interest should be considered by the Judge and his/her ring procedure should be designed to help them appreciate the classes.

Attention should not be drawn to an exhibit's faults.

32. Exhibitors. The Judge should consider the interest of all the exhibitors as each one has expended time and effort to bring his/her horse before you. All exhibitors must be given the same consideration and the method of judging must be consistent for all exhibits.

33. If a horse appears to be lame the Judge may indicate to the exhibitor, through the Steward, that he/ she considers the horse to be going unevenly and thereby give the exhibitor a chance to withdraw from the class rather than be placed down the line.

34. Comparative system. Unless there are exceptional circumstances In Hand exhibits should be paraded in a clockwise direction. When they are lined up in order of merit the line should run from left to right in front of the Judge with the winner on the left. Any departure from these two conventions is likely to lead to confusion amongst spectators and exhibitors.

35. Before beginning individual inspections the Judge should instruct the Steward to call in all the exhibits, i.e. do not leave the last two or three horses walking around,

36. The seriousness and difficulty of judging decisions must not make for delay. It is extremely desirable that the timetable is adhered to. The Judge should adapt him/herself to the time available.

37. It is not considered desirable for Judges to touch the horses' mouths as they might thereby spread disease from horse to horse. If a Judge needs to inspect an animal's teeth he/she should ask the handler to part its lips. If one horse's teeth or limbs etc. are closely examined then all horses should be similarly inspected so as not to draw attention to any one particular animal.

38. It is the duty of the Judge to place all the animals before him/her in order of merit. The monetary value of the exhibits should not be taken into consideration. The price someone will pay for a horse is often closely related to the merit of the animal but involves other factors and is not a direct measure of it. Judges should not be unduly influenced by the age of the horse they are judging.

39. Blemishes need not prevent an animal from gaining an award. Healed wounds are generally less serious than abnormalities such as splints or curbs which may arise from faulty conformation. The Judge must form his/ her own opinion of the seriousness of the blemish.

40. The Judge may ask the age of the exhibits in mixed classes but may not enquire the name, breeding or owner of the animals before he/she has finished judging the class, nor that of the first two in each class before the Championship has been judged. The Judge should not call any exhibitor

by his/her name in the ring and must remain completely detached. No social conversation should take place during the course of the classes

41. In ridden classes a horse's manners are important and Judges should refuse to ride unmannerly, unschooled or dangerous horses. Classes as a whole must be ridden and not judged from the ground, the exception being any pony 148cms and under, which will not be ridden by the Judge. Exhibits not ridden must be asked for an individual show. In mixed height classes if the Judge chooses not to ride a pony this decision should be made at the commencement of each class and communicated to all the exhibitors so that they clearly understand the position from the outset.

#### CHAMPIONSHIPS

42. All exhibits in a Championship, both In Hand and Ridden, must display their first or second place rosettes from the relevant class.

43. Ridden Championships. Judges are reminded that Ridden Championships are based on manners, performance and individual show. Horses are lined up from the left with second placed horses standing behind their firsts. All firsts and, if time permits, all seconds are invited to do an individual show. In addition, the horse standing second to the Champion is entitled to give a show before the Reserve Champion is selected. As Ridden Championships are based on performance any horse which misbehaves or is unsound should be sent out. No substitution for an absent first or second placed horse by a lower ranking horse is permitted.

44. In Hand Championships. First and second placed horses will enter the ring with seconds behind the firsts and walk round in this order. The Steward will line up the first-placed horses in class order from the left in front of the Judge. Second-placed horses will stand behind the first placed horses in their respective classes.

Some shows require a Champion only, some require a Champion and Reserve and some require a Champion, a Reserve and a Second Reserve.

In the event of a horse placed first in its class being unable to take part in the Championship the horse placed second in the class will move forward and be judged with the others placed first. Should the first-placed horse be sent out of the ring by the Judge for any reason it will be deemed to have taken part in the Championship and therefore the second-placed horse will not be judged with the other first-placed horses. Substitution for an absent first-placed or second-placed horse by third or lower ranking horses is not permitted.

#### REPRESENTING THE AHS

45. Judges and their companions must not exhibit or otherwise handle any horse or assist another exhibitor at a show at which they are judging.

46. After classes Judges are often approached for their opinion of animals they have seen. Be as helpful as possible but speak only to owners wanting advice about their horses. Care should be taken not to encourage those who are ready to disagree with a judge's decision, which is final. 47.

The Judge is in a good position to suggest improvements (e.g. ring layout, classification and timetable) to the Show Secretary and it is entirely appropriate for Judges to do this tactfully in person or by letter subsequently.

48. Judges must ensure that any of their comments to handlers or exhibitors are tactful and constructive and be aware that comments are liable to be overheard and misinterpreted. Judges are ambassadors for the AHS and should be aware that their actions and comments may reflect on the Society as well as upon themselves.

49. Judges are expected to exhibit the highest standards of ethics inside and outside the show ring and are reminded that they are ambassadors of the Society at all times including at any event where they are not judging but may be spectating or supporting other exhibitors.

When posting on the internet Judges must remember that they represent the AHS. Judges who disregard these requirements may be removed from the list.

50. It is the responsibility of judges to ensure that persons who accompany them to an assignment do not mix with exhibitors during the show and should act in a manner befitting a representative of the Arab Horse Society. Judges should also ensure that companions do not attempt to influence the judging in any way.

51. Internet and Media. Judges should be aware that social networking websites are a public forum and should not assume that their entries on any website will remain private. They should therefore conduct themselves when social networking in a way that is not detrimental to the AHS. Judges must not use social networking sites or any media publication in any way which could result in damage to the Society's reputation or in any way that could be perceived as defamatory or abusive to any person or in any way that could constitute harassment or bullying.

52. Complaints Process

52.1 If a Judge feels aggrieved a written complaint may be made to the AHS Shows and Events Committee which will investigate the matter. Shows and Events will also inform Council. 52.2 If the Committee receives a complaint about a Judge or is made aware of any breach of these Instructions, the Judge will normally be advised of the nature of the complaint or breach and asked for a formal response. This will be in written form and placed on record. Complaints to the AHS Shows and Events Committee are treated in confidence and should be addressed to the Chairman of the Committee.

52.3 If the complaint is upheld the Judge will receive, in writing, either a) advice or one of the following penalties:- b) a reprimand, c) suspension from the List for a period which is suitable for the breach incurred and determined by the AHS Shows and Events Committee, d) removal from the

52.4 Any penalties incurred will be published on the website and placed on record. A Judge whose name has been removed from the List must attend and pass an AHS Final course and examination before being considered for re-instatement on the List. In extra-ordinary circumstances re-instatement may not be granted.

52.5 Appeals. Any appeal against the decision of the Shows and Events Committee must be made within 14 days in accordance with the AHS Complaints Procedures, copies of which can be obtained from the website or from The Arab Horse Society offices.

53. Judges should report to the AHS Shows and Events Committee any exhibitor(s) who in any way compromise, or attempt to compromise a Judge, or who are in breach of the AHS Rules for Showing.

## TRAINING

54. Probationer Judges. Senior Judges and all Affiliated Show Secretaries are requested to take recommended Probationers at shows when asked to do so by the AHS Shows and Events Committee.

55. Probationers must not interfere with the judging procedure and only comment when asked to do so by the Judge, normally at the end of each class. Probationers must withdraw from any class where a conflict of interest arises as regards their involvement with any exhibit.

56. Judges will be required to send a written report to the AHS Shows and Events Committee on the ability of the Probationer and they should therefore discuss the placings with the probationer after each class.
57. International Panel. Senior Judges wishing to be considered for the ECAHO International List must meet certain requirements to attain the necessary recommendation from Show and Events Committee before applying to ECAHO to attend their courses.
58. Sponsored riders should refrain from showing under their sponsors.
59. Judges should be aware of how their actions are perceived.