

ADELAIDE HILLS



TEAM PENNING

"THREE IS KEY"

Members Handbook

AHTPA Version 1.3

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AHTPA VISION

"To grow our sport".

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Forward

The following document, "The AHTPA handbook/ Competition Rules "is designed to assist our members to understand the rules of team penning, the running of an AHTPA event and what are acceptable behaviours of all that attend our events or represent our club in anyway. Complying with this will ensure a great, supportive, and cooperative environment that will contribute to the success of the Club. It should be noted members have made formal agreement in their membership application to abide by the rules, code of conduct detailed below.

1. General Rules

- 1.1. Whilst in the competition arena the following equipment will not be permitted. Head restraints i.e., tiedowns, rings, head checks running reins, whips etc.
- 1.2. All riders are advised that they are subject to a gear check by persons authorised by the AHTPA committee. If gear is found to be defective it will be required to be rectified before further riding takes place. In the event of a dispute the President or his nominee's decision will be final.
- 1.3. Split reins must be used.
- 1.4. All riders are required to ride in appropriate smooth soled riding boots, long trousers/jeans, and long sleeve button up collared shirt. Approved riding helmets are encouraged; Akubra style hats and baseball caps (peaks worn forward) are also acceptable.
- 1.5. All persons under the age of 18 years MUST wear an approved Australian standard helmet whilst riding at a venue where AHTPA Inc is conducting an event.
- 1.6. All dogs MUST be always restrained and under control of a responsible person and are not permitted in or around the arena when a competition is underway.
- 1.7. Animal cruelty or mistreatment to either horses or cattle will NOT be tolerated at any time and may result in disciplinary action.
- 1.8. Unsportsmanlike conduct by a team and/ or rider will result in disqualification and/ or disciplinary action. Unsportsmanlike conduct can be defined as abuse of one's horse or cattle, use of foul language and disrespect towards judge's and officials. Intoxication in the arena or any conduct detrimental to AHTPA inc.
- 1.9. The committee reserve the right to change / alter the program or limit the number of teams a rider can enter due to cattle numbers and or entry fee.

2. Code of Conduct

- 2.1. All communication must go through AHTPA Secretary.
- 2.2. Any Member guilty of unsportsmanlike conduct will be fined and/or suspended and/or expelled from membership. AHTPA reserves the right to revoke or refuse membership for proper cause.

2.3. Unsportsmanlike conduct by a member, trainer, rider, or spectator will not be tolerated. Activities and behaviour that shall be considered unsportsmanlike and contrary to the code of conduct are listed below:

- Any act of abuse or an attempt to abuse any horse or animal.
- Any person who threatens another person or inflicts injury to another person.
- Any person who engages in bullying or harassment, sexual or otherwise
- Any person who is publicly intoxicated or disorderly.
- Any public display of outrage that could tarnish the image of AHTPA including but not limited to social media.
- Any person who approaches any Official or any committee member in a threatening or volatile manner.
- Any member who brings the AHTPA into disrepute either by personal means or the Social Media policy can or will be subject to immediate suspension or membership cancellation.

2.4. AHTPA committee shall determine a violation of the code of conducted listed herein. Immediate removal of the offending individual from the premises will occur. The AHTPA committee will then determine the severity of the disciplinary action, which may be taken including, but not limited to, possible expulsion or suspension from the AHTPA Membership.

2.5. Any expelled or suspended person or member will not be allowed on the grounds or at any AHTPA sanctioned event.

3. Social Media Policy

3.1. This policy provides guidance for Member's use of social media, which should be broadly understood for purposes of this policy to include blogs, Wikipedia, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

3.2. The following principles apply to the professional use of social media on behalf of Adelaide Hills Team Penning Association, as well as personal use of social media when referencing AHTPA.

3.3. Members need to know and adhere to the AHTPA code of conduct practices, and other polices when using social media in reference to AHTPA.

3.4. Members should be aware of the effect that their actions may have on their images, as well as AHTPA image. The information that members post or publish may be public for a long time.

3.5. Members should be aware that the AHTPA may observe content and information made available by members through social media. Members should use their best judgement in posting material that is neither inappropriate nor harmful to the AHTPA committee or members.

- 3.6. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or image that are defamatory, pornographic proprietary, harassing, or libellous.
- 3.7. Social media networks, blogs, and other types of online content sometimes generates press and media attention of legal questions. Members should refer these enquires to AHTPA secretary to be addressed by committee.
- 3.8. If members find or encounter a situation while using social media that threatens to become antagonistic, they should disengage in a polite manner and seek advice of committee.
- 3.9. Members should get appropriate permission before referring to or posting images of current members, vendors, or suppliers. Additionally, members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

4. Use of Stallions

- 4.1. Stallions are not to be ridden / handled by anyone under 18 years of age.
- 4.2. Stallions must be double tied (head collar and neck collar) day and night and to be in a stand-alone secure panelled yard a minimum of 1200mm high with 2 bars.
- 4.3. Stallions will be allowed to be unrestrained in a single horse, stand-alone panel yard through daylight hours ONLY.
- 4.4. For stallions to be unrestrained the panels must be a minimum of 1500mm in height with a minimum of 4 bars.
- 4.5. Panels must be constructed using a minimum of 25mm box or pipe equivalent. Panels must be anchored securely to a solid object i.e., truck, post.
- 4.6. AHTPA reserve the right to deem any stallion unsuitable for participation at club events.

5. Membership Categories

- 5.1. Full Competition Membership - Full Competition Members are eligible to compete in all AHTPA events. Full competition membership is for members over the age of 17.
- 5.2. Junior Competition membership – a junior must be a Competent rider and a person from the age of 6 yrs. (Rider must be able to walk, trot, canter, and control horse/pony independently at all paces and have been assessed as competent) to 17yrs.
 - Junior riders on their 14th birthday at the discretion of the AHTPA Rider Assessment team be eligible to become Div 2 riders.
 - Furthermore, Riders on their 14th birthday may at the discretion of the AHTPA Rider Assessment team be eligible to become open riders.
 - You must not turn eighteen (18) in the membership year (1stJuly –30thJune) to pay junior membership.

- All competitors under the age of eighteen (18) must wear a helmet when on horseback an AHTPA event. Helmets must comply with current Australian Safety Standards. The chinstrap must always be securely fastened under the chin. No peak caps or beanies are to be worn under helmets.

5.3. Event membership - One Day Event membership - is available for competitors to compete in one event, this must be specified at the time of entry.

- Event membership riders shall fill out a membership application and shall be rated by the AHTPA Rider assessment team to determine the competition division they are eligible to compete in.
- If an event membership competitor disagrees with their classification, they must provide a suitable explanation to the AHTPA rider assessment team prior to the competition.
- If an event membership competitor wishes to upgrade their membership to full it must be done on the day of the event to receive a discount on fees paid, any time after will require full payment.

5.4. Non-competing membership - Noncompeting members must have completed a membership form to assist the AHTPA in other duties as required, e.g., gate keepers etc., Non riding membership is only available for persons 18 yrs. or older and is free.

5.5. Noncompeting membership must be approved by the AHTPA committee and does not have any voting rights at the AGM or special meetings that may be called in a membership year.

5.5 Membership renewal - Membership is from the **1st of July to 30th June** each year and membership fees will be published on the membership form. And is the members responsibility to renew. A new membership form is required each year by all competitors.

6. Classes of Competition

Adelaide Hills Team Penning have the following classes of competition:

6.1. Open – Experienced rider, experienced in cattle work, competing in camp drafting or similar sport.

6.2. Division 2 – Competent rider, minimal cattle work experience.

6.3. Junior – Competent and independent rider, a person from the age of 6 yrs. to 17yrs.

- Junior riders run as a team of two with an Open or competent adult rider when competing, Open/ competent adult rider riders may nominate to run with a junior team or if no Open/competent adult rider has been nominated the secretary will appoint one.

7. Rider Rating Classifications

All members are assessed by the AHTPA Rider Assessment team and allocated to either Open or Division 2, if the rider feels that they are in the wrong classification they can appeal by email to the AHTPA Secretary outlining the reason why and the assessment team will consider

the application and advise by return email the outcome. Note: Rider Rating is based on the rider not the horse.

7.1. Change of Rider status

A second division rider that is riding in an open team that wins 3 open competitions will automatically be elevated to open status for the remainder of that competition year.

However, all riders will be individually assessed at the end of the competition year by the assessment team as to whether that rider should be, in the case of second division rider be elevated to open status or similarly for open riders to be demoted to 2nd division.

7.2. Assessment criteria will include:

- Points accumulated in the teams they have competed in.
- Cattle handling, particularly regarding team penning strategies and manoeuvres.
- Rider competence
- Team contribution

A change in riders' status will be formally recognised at the AGM and riders notified by email prior to the first competition.

8. Competition Year

Competition year runs the same as membership ,1st July to 30th June.

9. Fees

9.1. The current Membership and entry fees are detailed on the membership and event entry jot form, respectively.

9.2. Fees for both will be reviewed annually i.e., at the end of the competition year.

10. Competition entries

10.1. Competition entries are to be submitted electronically via the AHTPA nominated medium, each competitor must complete an individual entry for each competition. (Jot form currently)

10.2. To compete you must be a current financial member of the AHTPA, this is either full/Junior membership or event membership for an event.

10.3. Entry fees are payable upon submitting an entry via EFT to the AHTPA nominated bank account and must be paid in full by the entry closing date, No Pay -No Run the AHTPA committee will not be responsible for a team where all team members have either not paid or submitted an entry form, this is the responsibility of each competitor.

10.4. Nominated Team - Competitors who do not have a nominated team on the entry form will be assigned a team by the AHTPA secretary.

- 10.5. Competitors are responsible for ensuring that their nominated team will run on the day and that entry fees are paid by the closing date.
- 10.6. Number of entries - A rider can enter up to three times (at the discretion of the AHTPA committee) in total, but not in the same team, at least one rider must change in the team.
- 10.7. Eligibility for Second Division Event - Only Div 2. riders can enter Div 2. events i.e., Open riders cannot enter Div. 2 competitions.
- 10.8. Eligibility for Open Events - Div. 2 riders can enter the Open Competitions.
- 10.9. Cancellations of entries - Cancellations must be notified by email to the secretary by 5pm the Wednesday night prior to competition otherwise payment of entry/entries, will still be required. If notification occurs after this time, then any monies paid will be forfeited. Exceptional circumstances will be considered by the AHTPA committee.
- 10.10. Cancellation of event - If an event is cancelled at the discretion of the AHTPA committee, competitors will be issued full refunds for entry fees etc by the AHTPA treasurer. Upon next event all competitors must re submit their entry/entries via nominated source.
- 10.11. Team member withdraws. - In the event of a team member withdrawing from a team the AHTPA secretary can find a substitute rider or AHTPA will accept a replacement rider arranged for that team by that team.
- 10.12. Substitute riders - A substitute rider will not be required to pay the entry fee but will forfeit all claim to prize money and no accountable points will be awarded to the team in the event of them placing. A substitute rider must be a current financial member and have completed an entry form for the current competition and may not exceed their 3-run limit.
- 10.13. Replacement Rider - A replacement rider must pay the entry fee to be eligible for prize money and points and this must occur before their run, this can be done by EFT or cash on the day to the treasurer. A replacement rider must be a current financial member and have completed an entry form for the current competition and may not exceed their 3-run limit.
- 10.14. Placings - Placings awarded for 1st, 2nd, 3rd, 4th and 5th, prizemoney only to third place, in all competition classes. The committee reserve the right to change placings and/or prize money.

11. Competition Draws

Draws are undertaken by the AHTPA secretary and at least one committee members, draws are randomly generated via the use of an electronic program, Arena Manager.

AHTPA reserves the right to redraw any competition at any time.

12. Awarding of Event Placings

- 12.1. Placings will be determined by the "Arena Manager" Software and the AHTPA secretary and at least one committee members present.
- 12.2. Hard copies of the Judges sheets record time and cattle penned for each round.

12.3. These results are entered by the AHTPA Secretary or nominee and one other committee member.

12.4. In a multi round competition placings are calculated on three criteria

- the number of rounds cattle were penned.
- the total number of cattle penned for all rounds.
- and the fastest aggregated time

12.5. A team that pens in each round will be ahead in the placings of a team that does not, regardless of the number of cattle penned.

13. End of season award

13.1. Each event within a competition season accumulates points for teams, and this is used to determine the final rankings at the end of the competition season. Using a 5-point system calculated from the Arena Manager Results. I.e., 1st place earns 5 points - 5th place earns 1 point, the committee reserves the right to alter or change the points systems at any time.

13.2. If a team finish on same end of season points the following will apply to determine placings for end of year:

- a count back on cattle penned for the season or
(In the event that cattle penned are same)
- over all times of the teams runs for the season.

14. Team Penning Rules

14.1. No whips, ropes or switch can be carried into the arena.

14.2. All cattle must be behind the starting line and close to the end opposite the yard before time begins.

14.3. The announcer will advise of the colour marking and patch placement / collar colour as the first rider crosses the start line. The **Electronic Timer is triggered** (In some cases a stopwatch will be used) **as the first competitor's horse crosses the starting line**. Time will start at this time.

14.4. Once the run has started team members may ride anywhere in the arena.

14.5. **Within 90 seconds / 1 minute 30 seconds time limit**, the team will attempt to cut out from the mob and pen three (3) head of cattle with the same assigned colour marking.

14.6. At 60 seconds / 1 minute a warning horn will sound letting competitors know that thirty seconds is left remaining.

14.7. **No more than 5 head of cattle across the starting line** on yard side at any time (e.g.: 6 or more will mean disqualification)

14.8. A team may call for time when, one, two or three of the assigned cattle are penned.
Time stops when the butt of the last nominated beast crosses the line of the pen gate.

14.9. Time will be stopped when **the butt of the last nominated beast has crossed the pen gate line**. Riders do not need to have any part of their horse or rider in the pen to call time. If a horse enters the pen beyond the point of the horse's shoulder, the run will be disqualified.

14.10. Time cannot be given until the assigned cattle are in the pen and all other cattle are on the main mob side of the start/foul line and all three riders are on the pen side of the start / foul line.

14.11. No time will be given if incorrect cattle are in the pen when time is called.

14.12. No team member is to enter the pen to remove unwanted cattle at any stage during or after their run. Riders must work the cattle from outside the pen. Should a rider enter the pen, the run will be disqualified be it during the run or after a time is recorded.

14.13. Lost beast rule - Once a team has their nominated 3 head of cattle and all 3 riders are across the start / foul line towards the pen, any nominated beast lost back over the start/foul line towards the mob of cattle is classed as a lost beast and cannot be recovered.

14.14. In the event a team commits to penning either one or two animals and one or both of the animals are lost back over the start/foul line towards the mob, these animals cannot be recovered.

14.15. The beast is considered to have crossed the start/foul line if the butt of the beast goes over the line heading back towards cattle end of arena.

14.16. At the discretion of the judge, a team may be awarded a re-run if one or more head of their cattle is considered unsuitable, incorrectly marked / missing marking or escapes from the arena and/or:

- If there is a malfunction of timers.
- If 30 second buzzer fails.
- If a team is given a collar colour that has already been used within that mob.
- The team will be given the choice to take score or take rerun. If a rerun is given the same colour cannot be run.

14.17. Juniors

The above competition rules apply to junior teams with the following exemptions:

- Time period is 120 secs (2 mins) a warning horn will sound at the 90 sec mark.
- Junior teams are to be accompanied by a suitable adult rider who is there to instruct and ensure safety.
- Cattle penned by junior teams may have one of not their nominated colour in the pen.

14.18. Escaped Animal

If an animal escapes as a team is calling for time, they will be judged a no-time. An "Escaped Animal" is one with any part of the animal coming out of the opening of the pen.

14.19. Less Than Three Head

- In a single round contest, a team may finish with only 1 or 2 assigned cattle penned. However, teams penning 3 head places higher than 2 or 1.
- In case of a tie of cattle penned, the fastest time will win.
- In a multiple round contest, the teams that pen in each round will beat teams that do not pen in a round, regardless of the number of cattle penned or time. For example: Times and cattle penned in 3 rounds beat times and cattle penned in 2 rounds; times & cattle penned in 2 rounds beat times & cattle penned in 1 round; and times & cattle penned in 1 round beat a no-time. In the event all teams pen their cattle in only one round, total number of cattle penned, and the fastest time wins.
- Any multiple round contests are calculated on an average of all rounds.

15. Disputes/Protest

15.1. If a team or team member wishes to lodge a Protest against a judge's decision, it will require a \$50 protest fee payable at that time. No conversations will be entered into unless a formal protest is lodged.

15.2. That protest MUST be lodged whilst the team is still on the arena.

15.3. No protests will be entered into after the team leaves the arena.

15.4. In the case of a Protest, the protest will be reviewed by the Judge, the Timekeeper and a committee member and riders making the Protest.

15.5. Members of the Judges Panel will consult with all parties and determine an outcome.

15.6. Should a Protest be successful the \$50 fee will be refunded.

15.7. If a Protest is unsuccessful the fee shall be kept and will be donated to a Charity that the protestor selects from a nominated list of local Charities.

15.8. In case of a dispute, the following can be called upon, with a minimum of 3 present.

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Arena Director
- Any Committee member.
- Judge
- Timekeeper

15.9. In case of a protest regarding a result or placing, it must be made in writing (handwritten or electronic accepted) to the AHTPA secretary and lodged within 15 minutes of completion of the days competition. Such complaints to be accompanied by a fee of \$50, which will be given up if the protest is dismissed. Money will be refunded if claim is upheld.

15.10. No video or photo evidence can be used in dispute with the Judge.

16. Order of Herd Rotation

16.1. The arena director will collar or otherwise mark, each herd available for the Penning. The cattle will be rotated at the end of every 10 teams when there are sets of 30 cattle. However, the Arena director can equally divide teams among sets of less than 30. All options shall be decided and announced before first round of each class.

16.2. With a 3 round multi competition enough cattle will be provided so that every team is exposed to all sets throughout the rounds.

16.3. Rotation is decided by number of entries. And at the discretion of the Arena Director.

17. Hazing/Rough handling

17.1. Deliberate contact with cattle by hands, hats, ropes, or any other equipment is a disqualification. A team showing any unnecessary roughness will be disqualified.

17.2. A team will be disqualified by the judge for any action the judge feels to be unnecessary roughness to cattle and horses.

17.3. Roughing includes, but is not limited to, running over cattle with horses, stepping on cattle while in pursuit, running through the herd in such a manner that the cattle are knocked down, horses consistently biting the cattle, and entering the pen with such force on the cattle causing them to collide with the back pen panels (see also the section of this Handbook regarding inhumane treatment). A Judge's call for "roughing" will result in the team receiving a no-time. Roughing calls are made in the Judge's sole discretion, and Roughing may be called by the Judge whether the Judge believed the action that resulted in the Roughing call was deliberate.

18. Disqualification

We take the welfare of our cattle extremely seriously and have zero tolerance to any rough handling of cattle, potentially dangerous handling, or dangerous riding.

Disqualification of a team's run will occur at the Judge's discretion for the below and will be notified by the sound of an air horn operated by the Judge.

- Running cattle into the arena fence.
- Hocking or running up the rump of a beast.
- Causing the fall of any beast.
- Causing a beast to jump or attempt to jump a fence.
- A fall of the horse or rider.
- Horse bucking, rearing, bolting or any other behaviour considered by the judge to be

- out of control.
- Excessive or harsh use of bit or spurs.
- An unnecessary rough handling or riding dangerously.
- Riding into the mob at excessive speed.
- Entering the yard any further than the point of the horse's shoulder.
- Teams with more than 5 head of cattle across the starting line at any time incur a no time for that run.
- Teams not ready to enter the arena when called by the announcer after three calls, will be disqualified for that run. The only exception to this is for teams with riders helping to support the event e.g. People working in the yards with cattle, judges, scorers, caterers etc.
- Unsportsmanlike behaviour, for example, swearing or abusing horses, cattle, or people.
- Gear malfunctions or breakage e.g.: Broken reins, bit or bridle and stirrup leathers lost or broken.
- The Committee reserves the right to alter the program at any time as considered necessary.
- The Judge's decision is final (see 16 Disputes/Protest)
- Please note: Consumption of alcohol or smoking anywhere on the main arena/or holding area prior to entering the arena is strictly prohibited.

20 Mandatory AHTPA Event guidelines

20.1. The optimum number of cattle per mob is 30, however a maximum of 45 and a minimum of 21 head is allowed. All cattle within a herd must be collar or otherwise coloured/numbered in groups of 3, including 3 head unmarked. There must always be the same number of cattle in each mob used during that day.

20.2. To run an Adelaide Hills Team Penning event the following positions must be filled.

- 1 judge
- 1 timekeeper
- 1 or 2 gate persons (entry and exit if required)

20.3. Gate way to pen and wing must be padded /covered to ensure safety to riders and cattle.

20.4. A Judge or Timekeeper may be asked to judge only one round or multiple rounds. However, they must complete the full round judging timing before being replaced.

20.5. Arena size, Recommended arena size is 60 metres long by 30 metres wide but may be slightly smaller or larger depending on available facilities. The pen may be located on either side of arena – wherever provides the best vantage point for the judge and timekeeper. Minimum recommended size for pen is 3 panels deep, 2 panels wide at back, with panel/panels wing for stability, with a 1 panel opening for access. Exposed lugs on panels must be covered/padded. Pen to be no less than 3.6 metres from arena fence and situated centrally at top end of arena. Cattle pen can be adjusted to suit i.e., open, novice, juniors during event, but cannot be adjusted once a competition starts. Cattle pen to be set in the most safe and achievable position for riders and cattle.

20.6. Settling Each Herd - Cattle must be settled on back fence cattle side of Start/foul line of arena at the discretion of the Judge. But not by any member of next competing team.

21 Guidelines for Judges

- 21.1. Judges must have a full knowledge of AHTPA Rules and guidelines and are appointed by committee.
- 21.2. From 2022 /2023 season all judges must undergo official written test in presence of nominated committee person. To be eligible to judge a AHTPA event a Judge must be approved by the Committee.
- 21.3. Mentoring & Training of Judges is the responsibility of AHTPA.
- 21.4. All approved judges must have a sound knowledge of all AHTPA rules and general guidelines. All judges must take a AHTPA Official test and score a passing grade to be eligible to officiate in AHTPA Sanctioned events. Judges are to take written test every 2 years.
- 21.5. Judges' Privilege - Designation as AHTPA-approved judge is a privilege, not a right. An individual's conduct as a member/ competitor/judge and his ability must be exemplary.
- 21.6. Judges must be either a competing AHTPA member or non-competing AHTPA member, in good standing of AHTPA. Any judge not in good standing may be removed from the list of approved judges and will be needed to reapply for inclusion to the list of approved judges.
- 21.7. Upon acceptance of a judging commitment, a judge shall Endeavor, with all reasonable effort, to judge the event. In the case of an inability to judge an event, the judge shall notify event management promptly to allow the maximum time in which to seek a suitable replacement. A judge shall, always, act in a professional manner.
- 21.8. During competition hours, no officiating event official, Timekeeper, gate keeper or judge may consume any alcohol or illicit drugs.
- 21.9. During an approved event, a judge shall be present to meet his responsibilities under AHTPA rules and shall be available to aid event management in meeting its responsibilities to rule compliance.
- 21.10. Dress Code Refer to Mandatory Event Guidelines Dress Code
- 21.11. While judging a class, a judge shall not ride, or in any manner take part in the role of a competitor.
- 21.12. Conflict of Interest: AHTPA-approved judges should be sensitive to any conflict of interest between AHTPA objectives and their own personal business or pecuniary interests. Each judge should refrain from using his or her official status to further personal or financial purposes. When such conflict of interest arises, the judge is required to either withdraw the personal objective from the transaction in question or resign from the AHTPA approved judge's list.
- 21.13. Judges Demeanour: When a AHTPA Judge has been requested an opinion, it is urged that the judge give his/her opinion courteously and since rely in the presence of the Arena Director or other show official and always act in a professional manner.

22. Treatment of Judges

An approved judge shall be treated with courtesy, cooperation, and respect, and no person shall direct abuse or threatening conduct toward him or his family on or off event grounds, either in the furtherance of his judging duties, or as a result thereof, whether the conduct occurs during an approved event or on event ground.

23. Guidelines for All AHTPA Volunteers

Take no money policy: Including, but not limited to, all forms of bribery or corruption are prohibited. Any breach of this rule will result in disciplinary action, including suspension or dismissal.

24. Guidelines for Announcers

- 24.1. Announcers will be chosen by AHTPA committee.
- 24.2. AHTPA announcers will not in any way while announcing, show any guidance to a team competing.
- 24.3. Who May Be an Announcer: Any reputable person may apply to the AHTPA to be included as announcers list. He or she must furnish proof of familiarity with AHTPA rules and capability of serving as announcer through ability and experience.
- 24.4. Dress Code: Refer to Mandatory Event Guidelines Dress Code.

25. Guidelines for Event Secretaries (in the event of the absence of the AHTPA Secretary)

- 25.1. Show secretaries must be a member in good standings of AHTPA. Any event secretary not in good standing may be removed from the list of approved secretaries and will be required to reapply for inclusion to the list of approved secretaries.
- 25.2. Secretaries may be any reputable person who can furnish proof that he or she is capable through ability and experience and is familiar with AHTPA rules and may apply to the AHTPA to be eligible for position.
- 25.3. Event Secretary Responsibilities
 - The event secretary shall be the primary person responsible for the correctness of the entries and event results, including verifying competitors' eligibility.
 - The event secretary shall post the results of each class within one hour of the end of the class.
 - It shall be the responsibility of the event secretary to maintain and record both entries and show results.

25.4. Dress Code: Refer to Mandatory Event Guidelines Dress Code.

26. Guidelines for Timekeepers

26.1. Any reputable person may apply to the AHTPA to be included and be included as timekeeper. He or she must furnish proof that he or she can serve as timekeeper through ability and experience and is familiar with AHTPA rules.

26.2. Dress Code: Refer to Mandatory Event Guidelines Dress Code.

27. Guidelines for Arena Director

27.1. The Arena Director must be a AHTPA member in good standing.

27.2. The Arena Director shall be well informed as to the rules and guidelines of the AHTPA and have a copy of the rules available on the day of the event.

27.3. The Arena Director shall have a discussion with the AHTPA committee and announcer regarding specific announcements regarding new and ongoing AHTPA programs, sponsors, upcoming events, and other items of member and prospective member interest during the event.

27.4. The Arena Director shall also have a discussion with the AHTPA committee and judges to go over all AHTPA rules.

27.5. Cattle Handling the Arena Director shall discuss with the AHTPA committee, the cattle holding pens, rotation of cattle, and proper cattle collar colours.

27.6. Checking Each Herd, The Arena Director is responsible for checking each herd as it enters the arena for correct head count, proper collar colours/ numbering, and number readability. The Arena Director shall also watch for lame or crippled, bad eyes in cattle.

27.7. The Arena Director shall be available for questions pertaining to the goals and directions of AHTPA.

27.8. Arena Director Demeanour: The Arena Director shall settle all problems that may arise in a professional manner. An Arena Director should not be afraid to say, "I don't know but I'll get you the right answer."

27.9. An Arena Director is required at all approved events. The Arena Director must be appropriately attired as per AHTPA rules.

27.10. Presence and Availability: After acceptance of an Event commitment, the Arena Director should Endeavor, with all reasonable effort, to be at the event, and shall communicate, in a timely manner, with AHTPA committee any inability to attend the event for which he or she has committed.

27.11. The Arena Director must keep in mind that he/she has been selected to help the judge, not advise. The Arena Director shall not take part, or seem to take part, in any of the judging, however, he or she may cast a tie-breaking vote if the judges are deadlocked on a protested call.

27.12. The Arena Director has charge of the activity in the arena. He or she should act as mediator between the judge and the competitor.

28. Alcohol and Illicit Drugs

During competition hours, no officiating event official, Timekeeper, gate keeper or judge may be intoxicated by alcohol or illicit drugs.

29. Review of AHTPA competition rules

- 29.1. The committee will review the AHTPA Handbook and Competition Rules from time to time and reserve the right to alter or change the rules without notice.
- 29.2. Changes to the Handbook / Competition rules will be posted via social media on the AHTPA page and or website.