

## **PROTOCOL REGARDING HIERARCHY OF OFFICIALS**

This document must be read in conjunction with the SAEQA Rules, SAEF General Regulations and SAEQA Code of Conduct, and will be included in the Judge's Handbook as well as the Show Holding Body Pack.

### **1. OFFICIALS REQUIRED AT AN EVENT**

#### **1.1 NORMAL PROVINCIAL EVENTS**

- 1.1.1 Judges must be on the correct Panel as per 5.1 of the SAEQA Rules.
- 1.1.2 In the event of more than 1 Judge, the higher panel judge must be named the Senior Judge.
- 1.1.3 If all are on the same panel the more experienced judge must be the Senior Judge
- 1.1.4 If all are of equal experience the Senior Judge will be named by mutual agreement
- 1.1.5 If possible a steward should manage the warm up arena. This should be at least a learner judge with a full understanding of the rules, specifically those relating to tack, warm up jump construction and warm up restrictions.
- 1.1.6 The Ground Jury would be presided over by the senior judge of that class or the Technical Delegate of the event and include a representative of the Organizing Committee (OC) and course designer. If an issue is veterinary related a Vet may be included. The decision by a vet regarding veterinary issues is final. All judges and the Steward may be included but the Ground Jury should not be greater than 5 or 7. ( an odd number)
- 1.1.7 The Senior Judge must be agreed to before the start of the competition.
- 1.1.8 In the event of multiple sets of judges at an event, an overall Technical Delegate should be appointed.
- 1.1.9 The name of the Technical Delegate should be in the program.
- 1.1.10 In the event of an Appeal an ad hoc Appeal Committee must be created comprising suitable abuts independent to the Ground Jury.
- 1.1.11 Refer to point 2 below for the various Roles and Responsibilities.

#### **1.2 PROVINCIAL CHAMPIONSHIPS**

- 1.2.1 As per 1.1 – 1.11 above other than the event may not be judged by less than 1 judge.
- 1.2.2 In addition a Spotter may be used as per 5.2 of the SAEQA Rules  
Refer to point 2 below for the various Roles and Responsibilities

#### **1.3 NATIONAL CHAMPIONSHIPS (CN Status)**

- 1.3.1 As per 1.1 – 1.11 above other than the event may not be judged by less than 1 judge.
- 1.3.2 A Technical Delegate must be appointed
- 1.3.3 In addition a Spotter must be used as per 5.2 of the SAEQA Rules  
Refer to point 2 below for the various Roles and Responsibilities

#### **1.4 INTERNATIONAL COMPETITIONS**

- 1.4.1 As per National Championships

National Executive Council – Elaine Deverneuil (President); Yvonne Bolton (Vice President) Rosemary Bartlett (Technical); Yvonne Bolton (Officials); Leigh-Anne Scott (National Secretary); Richard De Wel (Finance) Shelly Beckbessinger (Development & Transformation)  
Dawne Nissen (KZN); Cecile Watt (WC); Kirsten Rohrich (EC); Kirsten Loots (GP); Marjorie Greyling (MP); Belinda Basson (FS)  
Ricky Talbot (NC) Sanet Schamrel (NW)

## **2.0 ROLES AND RESPONSIBILITIES:**

These are listed in order of seniority.

### **2.1 PRESIDENT OF THE APPEAL COMMITTEE**

#### **2.1.1 DEFINITION**

- A suitably qualified person serving on an ad hoc Committee of Appeal set up in the event of an appeal against an unsuccessful protest, elected by the other members of the Committee, or TD and in terms of the Protocol for Protests and Appeals.

#### **2.1.2 ROLES AND RESPONSIBILITIES**

- To chair the ad hoc Appeal Committee.
- To examine the facts of the matter in a fair and unbiased manner.
- To refer if necessary to the SAEQA Rules, SAEF General Regulations, SAEQA Constitution and if necessary any laws of the land to reach a decision in consultation with the rest of the Appeals Committee.
- To seek expert advice if necessary.
- To deliver a final decision which is binding on the matter referred to Appeal only
- To fill in the necessary paperwork for the Appeals Process.
- Everyone will defer to the President of the Appeals committee but only for the purposes of that specific appeal.

### **2.2 PRESIDENT OF THE GROUND JURY**

#### **2.2.1 DEFINITION**

- The Senior Judge in a single Equitation class if there is no TD.
- Alternatively the Technical Delegate for the event will assume this position
- The Ground Jury refers to a committee set up specifically for the purposes of dealing with an Official {Protest only.

#### **2.2.2 ROLES AND RESPONSIBILITIES**

- To chair the Ground Jury in the event of an official protest.
- To have a casting vote should the Ground Jury not be able to reach consensus.
- To deal with the necessary paperwork for the Protest process.
- Therefore everyone other than the President of the Appeal committee defers to the President of the Ground Jury in the matter of the Protest .

## 2.3 TECHNICAL DELEGATE (TD)

### 2.3.1 DEFINITION

- Can be a retired Senior Judge or similarly qualified, knowledgeable person.
- The TD may also assume the role of the President of the Ground Jury and has the overall authority over the entire event regarding Technical issues pertaining to Equitation.
- The TD will act as a mediator should there be discourse between the judges.
- At all times the TD will act with respect and discretion and deal with issues in a discreet and private place – never in the public view.
- The TD's role is to avoid conflict and possible protests by dealing with potential issues before they escalate.
- The TD's decision will be final, save for in the event of an Appeal where the President of the Appeal Committee will have the final say on the specific issue referred to Appeal.
- In other words, everyone defers to the decision of the TD, save for an Appeal, when the President of the Appeal's decision is final for that specific protest only.
- In the event of multiple classes it is highly recommended to have a TD.

### 2.3.2 ROLES AND RESPONSIBILITIES

#### *Before the start of the Competition*

- To check the schedule and Timetable of the event on behalf of Equitation
- To ensure that the correct officials are used and that the Senior Judges for each class has been defined,
- To ensure that the course contains all the relevant exercises.
- To walk the course with all judges and the spotter prior to the start of the class.
- To go through the test and ensure that :
  - a) The judges and spotter are all "on the same page" with regard to minus marks and movements
  - b) Any related distances are announced as such by the announcer ( or any other instruction pertaining to the course or tests)
- To check that the judges are sitting in suitable places

#### *During the Competition*

- To be on hand to deal with any queries or crisis.
- The TD can also act as a Steward or Spotter provided that no other Equitation class is taking place at the same time. ***This however should be avoided if at all possible to allow the TD to be completely uninvolved or biased should there be any dissention or protest***

#### *After the event*

- To deal with any queries or protests.
- To mediate and make final decision in the event of disputes between officials
- To chair the Ground Jury in the absence of a President in the event of a protest via the correct process.
- To assist with putting together an independent Appeals Committee in the event of an Appeal.
- The TD must be available for the duration of the whole event

## **2.4 SENIOR JUDGE**

### **2.4.1 DEFINITION.**

- The senior judge of the class as defined in 1.1 - 1.4 above.

### **2.4.2 ROLES AND RESPONSIBILITIES**

- In the absence of a TD the senior Judge will make the final decision in the event of any dispute between the officials of the class **AND HAS JURISDICTION OVER THAT CLASS ONLY.**
- The Senior judge must assume the role of the TD before the class, and make sure that everyone walks the course together and pre-determines what coinsures errors or mark-downs.
- In the event of there being a Spotter, the Spotter's decision may be over-ruled by the Senior Judge save for 2.5 below where the Spotter is the TD or President... This should in fact never have to happen if the correct process is followed prior to the event
- The Senior Judge would become the President of the Ground Jury in the event of an official protest, and in the absence of a TD.

## **2.5 SPOTTER**

### **2.5.1 DEFINITION**

- As defined in Clause 5.2 of the SAEQA Rule Book.
- The Spotter will always defer to the Senior Judge, or TD unless they hold either position.

### **2.5.2 ROLES AND RESPONSIBILITIES**

- To familiarize his/herself with the test and movements
- To have discussed the instances where minuses would occur with the judges before the commencement of the test
- To record any Errors of Course on the Spotter Sheet
- To hold up minus scores where necessary.

## **2.6 STEWARD**

### **2.6.1 DEFINITION**

- A Steward should be at least a learner judge with a full understanding of the rules, specifically those relating to tack, warm up jump construction and warm up restrictions/

### **2.6.2 ROLES AND RESPONSIBILITIES**

- To ensure that all the rules pertaining to the warm up arena are observed.
- The Steward may also assist the judge with the Swop in Part 3
- The Steward always defers to the TD or Senior Judge of that class.

### 3.0 SUMMARY

Normal Shows	Role	Responsibility	Accountability/Defer To
1 Judge Only	Senior Judge	Deal with all queries and protests	SAEQA NEC
		Set up and Chair a Ground Jury if there is a protest	
		Set up Appeal Committee if there is an Appeal	
Multiple Judges	Appoint a Senior Judge AS per 1.12-1.14	Senior Judge Deals with the above	SAEQA NEC
Other Judges		Judge	Senior Judge

Normal Shows with Multiple Classes	Role	Responsibility	Accountability/Defer To
Overall TD	As set out in 2.2	As set out in 2.2	SAEQA NEC
1 Judge Only	Senior Judge	Judge	TD
Multiple Judges	Appoint a Senior Judge As per 1.12-1.14	Judge	TD
Other Judges		Judge	TD and Senior Judge

Championships and CN Status	Role	Responsibility	Accountability/Defer To
Overall TD	As set out in 2.2	As set out in 2.2	SAEQA NEC
Multiple Judges	Appoint a Senior Judge AS per 1.12-1.14	Judge	TD
Other Judges		Judge	TD and Senior Judge
Spotter		Spot	TD and Senior Judge
Steward	Manage Warm Up Arena		TD and Senior Judge

In the event of an Official Protest

Ground Jury	Role	Responsibility	Accountability/Defer To
President of the Ground Jury (TD)	Independent Mediation	Deal with the Protest	SAEQA NEC – can be overruled by the Appeal Committee
OC		Judge	
Senior Judge*		Judge	
CD		Spot	

- If the protest is against the Senior Judge personally then the Steward or another judge in that class will sit on the Committee.

#### **4.0 PROTOCOL FOR DEALING WITH A DISPUTE ( between officials)**

- 4.1 Disputes must NEVER be dealt with publicly.
- 4.2 If it is necessary to deal with the issue immediately, the Senior Official should ask all the other officials to either meet in the Judges box or in an area removed from the public eye before the class continues on to the next phase. The class should NEVER be interrupted between Parts 1 and 2.
- 4.3 Judges should not be interrupted whilst they are judging. If there is an issue the marks/scores should rather be adjusted after discussion as per 2 above, and before the next phase.
- 4.4 Any changes to the scoring must be dealt with discreetly by the announcer.
- 4.5 Mediation should ALWAYS be achieved by respectful discussion allowing everyone an opportunity to be heard.
- 4.6 It should however be dealt with as quickly as possible to avoid delays in the class.
- 4.7 There is no shame in admitting one is wrong. If an official feels aggrieved by the decision taken it is recommended that the officials concerned talk about it afterwards in private showing decorum and respect.
- 4.8 No judge may EVER disagree by raising their voice or engage in a public altercation whilst in the arena, or where they can be overheard by the public.
- 4.9 Senior Judges and TD's however may never use their position to bully or disrespect other officials who defer to them.