

SECTION VIII

STEWARDS

2016 RULEBOOK

of the
American Shetland Pony Club
American Miniature Horse Registry
American Show Pony Registry
National Sport Performance Pony Registry



SECTION VIII

AMERICAN SHETLAND PONY CLUB, AMERICAN MINIATURE HORSE REGISTRY, AMERICAN SHOW PONY REGISTRY

STEWARDS

1.1 The Stewards Committee

- A. Shall recommend to the Board of Directors every application for enrollment, annual renewal, promotion, and classification of Stewards and report its decisions to the Director of Operations, but not to the Applicants. The Director of Operations shall issue to the approved applicant a Steward's Card good for the current calendar year only.
- B. Shall recommend to the Board of Directors whether to issue and/or renew a Steward's card for each applicant. Each applicant shall be notified of the Committee's decision.
- C. Shall consider new applications made on the official form and accompanied by the required fee, which is non-refundable. If approved, the applicant will be furnished an examination paper, which must be completed and returned to the ASPC/AMHR/ASPR Office within thirty (30) days from the date of receipt.

1.2 Recognized Stewards

- A. Definition – The word Steward in these rules applies throughout to a recognized Steward as a representative of the ASPC/AMHR/ASPR at a show.
- B. The Steward must be physically capable of performing the duties required of an official ASPC/AMHR/ASPR Steward.
- C. A recognized Steward must be a current senior member of ASPC/AMHR/ASPR in good standing. Failure to renew a Steward's membership by the deadline of March 1st of the current year shall be cause for being dropped from the roster of Stewards.

- D. Each approved ASPC/AMHR/ASPR show is required to employ and compensate an ASPC/AMHR/ASPR Steward. Only ASPC/AMHR/ASPR Stewards may officiate at ASPC/AMHR/ASPR approved shows, with the exception of USEF approved shows where a USEF Steward will officiate. The ASPC/ASPR Congress is required to employ at least two licensed large “R” stewards that will use two certified measuring sticks. The AMHR National show will be required to employ at least three licensed large “R” stewards that will use three certified measuring sticks.
- E. Temporary Cards - In emergency situations, the Stewards Committee shall have the authority to issue a temporary Steward’s card to an individual who is not currently an ASPC/AMHR/ASPR Licensed Steward. Such situations shall be limited to instances in which a show would otherwise be cancelled due to the unavailability of a Licensed ASPC/AMHR/ASPR Steward. In the event of the issuance of a temporary card, the card will be valid only for the duration of the show.

1.3. Application

- A. Each applicant must take the Steward’s exam and receive a score of 95% or better.
- B. Each new applicant must apprentice at two (2) sanctioned shows. This must be done within one (1) year of notification of passing the written exam. The applicant **MUST** also attend a Steward’s Clinic before being granted a card. A Licensed Steward shall be carded for either Miniature or Shetland division or both after all apprenticing and clinics have been completed.
 - 1. If only applying for an AMHR card, applicant must apprentice at two (2) AMHR sanctioned shows under two (2) different ASPC/AMHR/ASPR large “R” Stewards in two (2) different areas.
 - 2. If applying for an ASPC/AMHR/ASPR card, applicant must apprentice at two (2) ASPC/AMHR/ASPR sanctioned shows under two (2) different ASPC/AMHR/ASPR licensed large “R” Stewards in two (2) different areas.

- C. Approval to Apprentice Steward at a particular show must first be obtained from the Stewards Committee, then from both show management and the Licensed Steward.
- D. Apprentice Stewards are not permitted at the ASPC/ASPR Congress, the Ohio State Fair World Champion Show, or the AMHR National Show.
 - 1. An Apprentice Steward may apprentice at any National Area Show with the approval from the Stewards Committee, the show management and licensed big “R” Steward.
- E. The name of each Steward applicant, after completion of apprenticeship, will be published in The Journal. Senior membership of the Association is encouraged to advise the Stewards Committee as to the capabilities and integrity of an applicant.
- F. Final review of applicants will be made by the Board of Directors twice a year, at the annual meeting and the March meeting, before Steward Licenses are issued.

1.4 Renewal

- A. ASPC/AMHR/ASPR Stewards must attend an ASPC/AMHR/ASPR clinic every five (5) years to retain their Steward’s license.
- B. Only sanctioned ASPC/AMHR/ASPR shows officiated by a Licensed Steward will count toward a Steward’s “R” rating.
- C. An individual who has allowed their ASPC/AMHR/ASPR Steward’s license to lapse for one year or longer must re-apply for a license and must take the written test and apprentice one (1) sanctioned ASPC or AMHR show (Shetland or Miniature).
- D. Stewards that have not had a Steward’s license for two (2) years (24 months) shall not be granted an Apprentice Steward, nor will any Steward that has not officiated at two (2) sanctioned Shetland shows and two (2) sanctioned Miniature shows within the two (2) years (24 months).

- E. The Stewards Committee will require all Stewards who have not attended an ASPC/AMHR/ASPR Steward clinic within the last five (5) years, or officiated at an ASPC/AMHR/ASPR sanctioned show within three (3) years after obtaining a license, or for any three (3) year period thereafter, to re-apply for a license in order to retain their recognized status. Failure to attend a Steward's Clinic once every 5 years shall be cause for the steward to be dropped from the Roster of Stewards. They must take the written test and apprentice one (1) sanctioned ASPC or AMHR show (Shetland or Miniature).
- F. The Stewards Committee shall carefully review all applications for renewal and consider all letters of complaint from members. The Stewards Committee and/or the ASPC/AMHR/ASPR Board of Directors may at its discretion refuse to issue or renew a Steward's card at its expiration. In such an instance, the renewal fee will be returned to the applicant.
- G. USEF Stewards are not recognized as licensed ASPC/AMHR/ASPR Stewards, except at sanctioned USEF Shows. USEF Stewards may apply for an ASPC/AMHR/ASPR Stewards application and will be required to take the written test and apprentice at one (1) sanctioned AMHR Miniature Show.
- H. Steward Grandfather Card Clause: In order to receive a grandfather status, a Steward must have received all of his/her big "R" designations for the Shetland and Miniature divisions, must have attended at least one Stewards clinic in the last five consecutive years or take an open book test and must have held their Steward card a minimum of ten years. Once grandfathered a grandfather Steward will be required to take (1) one open book test every five years or attend a clinic to keep grandfather card status.

1.5 Fees

- A. Stewards who have a Steward's card for the current annual year may commit to serve as Steward for a show or shows in the upcoming annual year so long as he or she pays the annual licensing fee and otherwise complies with the

rules governing Stewards. Any other individual, including Apprentice Stewards, who take a show before paying the annual licensing fee applicable to the show in question, or who do not possess a Steward's card at the time he or she commits to a show, will be fined \$50.00. Stewards' annual licensing fees are not to be paid for by show management. Any Steward's dues not paid by March 1st of the year in question will be charged \$100.00 plus the Steward's fee.

- B. Licensed Steward Annual Renewal (See Custom Work Order).
- C. New Applicant Steward – fees are non-refundable (See Custom Work Order).

1.6 Steward Classifications

- A. Stewards that have had their ASPC/AMHR/ASPR Steward's license for less than two (2) years will receive an "r" designation beside their name in The Journal.
- B. Stewards that have had their ASPC/AMHR/ASPR Steward's license for more than two (2) years will be eligible for an "R" designation beside their name in The Journal.
- C. Before promotion can be obtained for an "R", licensed Stewards must have officiated at two (2) sanctioned Shetland shows for a Shetland "R" and two (2) sanctioned Miniature shows for a Miniature "R" within a two-year span of time.
- D. Attendance at an ASPC/AMHR/ASPR Steward Clinic will count for retention of a Steward's license for both Shetland and Miniature Divisions, but does not count toward the requirement of show officiated for an "R" rating.
- E. ASPC/AMHR/ASPR Stewards will be designated as Shetland Stewards (SP) and Miniature Stewards (MH), each will be classified independently.
- F. Each new Steward is required to acquire a certified measuring stick with an assigned number on it. This is the stick that they should use for each show that they do.

1.7 Complaints

- A. On receipt of a written complaint that a recognized ASPC/AMHR/ASPR Steward has failed to attend a show or perform his or her duties according to the rules, the Stewards Board of Governors shall investigate the complaint, and if deemed necessary, will refer the matter to the Hearing Committee for hearing. The complaint must be made in accordance with the rules.
 - 1. In the event that the accused is found guilty at the hearing, he/she may be censured and/or have his/her Steward's card revoked by the Board of Directors. Notice of such revocation will be printed in The Journal and posted to member shows. Any further disciplinary proceedings will be handled by the Hearing Committee.
 - 2. At the discretion of the Hearing Committee, a Steward who is accused of wrong-doing pursuant to this section may have his/her Steward's card temporarily suspended for a period not to exceed forty five (45) days pending a full consideration of the matter by the Board of Directors.
- B. Any Steward officiating at a show, after being suspended or expelled from the ASPC/AMHR/ASPR, shall automatically forfeit his Steward's card and be disbarred from officiating at recognized shows.
- C. Failure of a recognized Steward without due cause to attend the show or perform his duties in accordance with the rules shall constitute cause for disciplinary action.

1.8 Disciplinary Action

- A. The Stewards Board of Governors shall include six individuals: Chairman of the Steward Committee, and 5 licensed Stewards, selected by the President.
- B. The Stewards Board of Governors and/or the Board of Directors being duly notified of a request for disciplinary action against a licensed ASPC/AMHR/ASPR Steward may, after the due process hearing, revoke by majority vote said Steward's license.

- C. Guidelines for the Discipline of ASPC/AMHR/ASPR Licensed Stewards. If a licensed Steward is found by the Steward Board of Governors to be in violation of the Rulebook or professional behavior expected of this position, he/she will be disciplined in the following manner.
1. First Offense: Steward will receive a written letter of discipline and have said letter placed in his/her file.
 2. Second Offense: Steward will receive a written letter of discipline, must pay a fine of \$25.00-\$50.00, and the letter will be placed in his/her file.
 3. Third Offense: Steward will receive a written letter of discipline, must pay a fine of \$50.00-\$100.00, and the letter will be placed in his/her file.
 4. Fourth Offense: Steward's license will be recommended to be revoked for a minimum of one year or permanently, depending on the seriousness of the offense(s). The National Board of Directors will handle this decision at their next board meeting.
- D. Failure to pay these fines will result in a loss of his/her license.
- E. This does not mean that a licensed Steward who commits a SERIOUS offense cannot have his/her license revoked on the first offense. The Stewards' Board of Governors will present their findings to the National Board of Directors and the Board of Directors will make the final decision at their next meeting. The Steward in question cannot contract any new ASPC/AMHR/ASPR Shows until the matter is resolved.

1.9 Conflict of interest

- A. The following people at an ASPC/AMHR/ASPR show are ineligible to serve as Stewards: chairman, secretary, other officer, manager or other show employees, judge or exhibitor at that show.
- B. No member of a Steward's family may show where the Steward is officiating.

- C. No clients of a Steward may compete as an exhibitor, rider, driver or handler at any show where the Steward is officiating. Stud fees and broodmare board excluded.
- D. No pony/horse owned by a Steward and/or family member can show at any show where he/she is officiating.
- E. All owner/lessee relationships on animals involving the Steward must be affected or terminated 30 days prior to those animals entering in a show competition at which the Steward is officiating.
- F. No pony/horse may be shown that has been contracted by the Steward to receive a remuneration for the sale, purchase or lease of any pony/horse to or from, or for the account of such person within a period of 30 days prior to the show unless the sale or purchase has been made at public auction and the sales company is paid directly for the ponies or horses.
- G. No Steward may be a house guest of a person who is exhibiting at the competition or whose family is exhibiting at such competition where the Steward is officiating.
- H. No individual who is directly or indirectly associated with a company or organization that acts as Show Manager for a show may serve as Steward for that show. The terms “company” and “organization” mean any unity that has as one of its purposes, the performance of duties related to horse show management and shall include, but not be limited to, sole proprietorships, general and limited partnerships, corporations (both for profit and not-for-profit) and limited liability companies.
- I. Remuneration and expenses paid to a recognized Steward shall not affect the amateur status of the recipient as an owner or exhibitor.

1.10 Performance of Duties - Judges

- A. A Steward should not dictate to the Judges or management, but should immediately report to the appropriate officials any violations of the rules which might invalidate a class.

- B. A Steward should remain available to Judges, exhibitors and management at all times to clarify the application of ASPC/AMHR/ASPR rules and investigate any situation where the rules are not upheld.
- C. The Steward's responsibility is to ascertain that all Judges are licensed in the divisions they are hired to judge.
- D. The show management shall designate a suitable, convenient area in which the Judge may rest between classes, so located as to be free from disturbance by exhibitors and/or spectators. The Steward and/or show management shall be responsible for enforcing this rule.
- E. Any exhibitor or trainer is prohibited from speaking to the Judge regarding the placement of animals. If such a conversation is deemed necessary by an exhibitor or trainer, he may make arrangement with the Steward who will designate the time and place of the meeting. The Steward must be present at this meeting.

1.11 Performance of Duties - Measurements and Paperwork

- A. Only measurements recorded by the Official Show Steward, at sanctioned ASPC/AMHR/ASPR Shows, are recognized. (Authorized Stewards can only officially measure animals at sanctioned ASPC/AMHR/ASPR shows where they are contracted to steward.) Note exception: inspection and measuring for a Miniature Hardship is not required to take place at a sanctioned show.
- B. Show management is responsible for furnishing the Show Steward with a witness, preferably a member of the Horseshow Committee or the organization sponsoring the show, for the measuring of all horses/ponies requiring measurements. Show management will provide a table and chairs at the measuring area.
- C. The Steward's responsibility is to measure, with a witness present, all animals required to be measured. No back numbers will be released until all necessary measurements have been completed. It is the Stewards responsibility to have sufficient measurement forms. Additional forms can

be acquired from the National Office. (Please allow (7) working days for delivery).

- D. It is the Steward's responsibility to furnish the ASPC/AMHR/ASPR with a Registration Correction Report on any animal that does not match the description on their registration papers and are not expired papers.
- E. American Show Pony Registration forms for the American Show Pony may be acquired from the Steward, for an eligible pony to be temporarily registered at the show, until registration papers are received from the National Office.
- F. Cards Required:
 - 1. Amateur cards are required. Exhibitors can apply for an Amateur card at any sanctioned ASPC/AMHR/ASPR show prior to amateur classes and be allowed to show. To become an amateur, exhibitor must be a current member of ASPC/AMHR/ASPR and furnish proof of the same. A Steward and/or show management will collect \$15 per application, and forward the application and fee to the National Office with their Steward Report.
 - 2. Youth may show without a Youth Membership, however points and placings will not be entered by the ASPC/AMHR/ASPR and youth are not eligible for any ASPC/AMHR/ASPR Youth Awards.
 - a. Youth may apply for membership with the Show Steward.
 - b. There is no fee for Youth Membership.
- G. The Steward's responsibility is to furnish the ASPC/AMHR/ASPR with a written report (on the form furnished by the club) as to the conduct of the show, including any offense or violation of the rules (even if a protest was not filed), measurement forms, ASPR applications, Junior/Senior applications, and Amateur applications.
- H. Reports must be mailed (Postmarked) within 5 days after the completion of the show. If two or more Stewards are

used at a show each Steward must individually file a report. Stewards are asked to mail their report via “certified mail”.

1.12 Performance of Duties - General

- A. Dress: Show officials should dress in correct attire. Recognized Stewards are representatives of ASPC/AMHR/ASPR and should dress appropriately. Shorts, skorts, jeans, skirts above the knee, T-shirts and strapless tops are not considered correct attire. No stable, farm, individual name, animal name, or business promotional apparel may be displayed on a Steward. Footwear should be appropriate for the purpose. Closed toe/heel foot attire is required.
- B. All show officials must wear identification and be easily identified as an official of the show.
- C. A Steward is the representative of the ASPC/AMHR/ASPR and should point out in a diplomatic manner any instance where club rules are not enforced.
- D. Stewards are required to have a current copy of the ASPC/AMHR/ASPR Rulebook at all sanctioned ASPC/AMHR/ASPR shows where they are officiating.
- F. It is the Steward’s responsibility to verify that show management has posted emergency numbers for veterinarian, blacksmith, and doctor/EMT/ambulance at the show office, and that performance patterns and course designs are posted two hours prior to specific classes.
- G. It is the Steward’s responsibility to make routine inspections of the stable and trailer areas.
- H. All eligible first and second place class halter winners must compete in their respective Championship classes, or forfeit their winnings, unless excused by show management or a Steward.
- I. It is the Steward’s responsibility to inspect the show ring and make certain that no unsafe conditions exist. Items not allowed along the inside show ring rail include, but are not limited to, the secretary/announcer table, ribbon

tables, award tables, storage of obstacles or jump equipment, etc.

- J. It is the Steward's responsibility to inspect all courses to insure the technical details are in accordance with ASPC/AMHR/ASPR regulations. i.e., Hunter, Jumper, Halter Obstacle, Driving Obstacle, and Precision Driving classes.
- K. It is the Steward's responsibility to walk the Hunter/Jumper, Halter /Driving Obstacle courses with the designer, Judge(s) and exhibitors prior to the start of the class.
- L. It is the Steward's responsibility to time Liberty classes, and to be in possession of a stopwatch. The Steward should be in the same location as the Judge(s) to adjudicate the class. Timing will begin when the halter is dropped, (not when the music starts). The show announcer will announce TIME when the 1½ minutes performance time has ended to signal the exhibitor that they can begin the catch. Continue to time the catch. When the 2 minute catch time has elapsed, the show announcer will announce TIME to signal the end of the catch if the animal has not been caught. If the catch is not completed in the 2 minute allotted time frame, the exhibitor is disqualified.
 - 1. It is the Steward's responsibility to act as the official Timer at the show i.e., Jumper, Hunter, Halter/Obstacle courses, etc.
- M. The Steward or Ringmaster shall be held responsible for supervising and recording a "Time Out" if an official timer is not available. (USEF Rule Book, GR833). A competitor is entitled to request a time-out for a period not to exceed five minutes in aggregate (no more than one time in a class) in order to repair broken equipment, replace a shoe or rectify a similar accident. The exhibitor must go to the center of the ring for any such emergency which will constitute a request for time out. Time shall be taken from the moment the exhibitor goes to the center of the ring except in the event of a pony casting a shoe. Time shall not start until the farrier or his assistant touches the shoe or the pony. No more than 3 minutes will be allotted

to find a shoe. If at the expiration of five minutes, the repair has not been made, or the shoe has not been located, the contestant may proceed as is or be eliminated. Any exhibitor not involved in a “time out” may make minor adjustments that can be performed with the assistance of one attendant and not be charged with a “time out”.

1.13 Show Duties – Protests/Violations

- A. The Steward’s responsibility is to protect the interests of exhibitors, Judges and show management.
- B. Without waiting for a protest, the Steward’s responsibility is to report to the show committee any misrepresentation or substitution of an entry.
- C. The Steward’s responsibility is to report to the show committee any offense or violation of the rules and pursue charges against the violator if the violation is not properly handled by the show management.
- D. All violations are to be reported to the ASPC/AMHR/ASPR and written report filed. All show officials, the Judge, Steward and Show Manager are to be notified of said action.
- E. Conduct on the part of any exhibitor or trainer of a detrimental, un-sportsmanlike or abusive nature will be reported immediately to management by the judge or steward. Management may suspend the offender for the duration of the show. Said offense must be reported to ASPC/AMHR/ASPR Hearing Committee by the steward. The offender shall be subject to such additional penalties as the Hearing Committee may affirm, including, but not limited to censure, suspension, expulsion or forfeiture of prizes.