

REPORT OF THE M.H.A. STEWARD

Return within 7 days to **Jo Hight, 137 Spurwink Rd, Scarborough, ME 04073**

Name of Show _____

Date(s) _____ Location _____

Recognized Stewards are governed by the provisions of the current Regulations. The Steward is responsible for a complete knowledge of the regulations, duties and authority that pertain to the office. The Steward is reminded that s/he has no authority in connection with the Management or judging of the show. S/he shall be available to judges, exhibitors and the show committee to clarify the application of the rules of the Association and to investigate any situation where the rules of the Association are involved. It is the Steward's duty to observe and report immediately any instance of a violation of the rules to the Show Committee and made recommendations for the improvement of the show. Violations and recommendations must be included in this report.

	Yes	No	Not Required
1. Was the show run off promptly? If no, please explain: __weather __scheduling __too many classes __too many entries __other_____			
2. Were sufficiently knowledgeable personnel provided?			
3. Was the show conducted in accordance with MHA Rules?			
4. Was a veterinarian on call/present throughout the show? (circle one)			
5. Were appropriate medical personnel on the grounds for the duration of the show?			
6. Was a blacksmith/farrier on the grounds/on call? (circle one)			
7. Were the rings of suitable size, in good condition, properly constructed?			
8. Were Hunter/Jumper courses in good condition/properly constructed?			
9. Was the footing suitable?			
10. Was the Secretary's Office efficient?			
11. Were communications good among announcer, ringmaster & secretary?			
12. Were schooling/warm-up areas provided & supervised for all breeds to use, particularly prior to their classes?			
13. Was good stabling available?			
14. Were parking facilities adequate?			
15. Were seating facilities adequate?			
16. Were food/refreshments available?			
17. Did the show provide watering facilities?			

Name/Date(s) of Show _____	Yes	No	N/R
18. Were there adequate toilet facilities?			
19. Were the grounds, ring, warm up/practice areas, stalls properly lighted?			
19. Was Management cooperative with exhibitors?			

Recommendations to the Show Committee:

Please give your overall impression of the show and recommendations for improvement.

Report of Violations:

Please state in full the specific nature of any violations or protests filed with names/addresses of offenders. Give name of show official to whom you reported violation, or who otherwise became familiar with such violation. Give names/address of witnesses who will confirm your report in whole or in part. (Attach another sheet if more space is needed.)

Name(s) of Judge(s): _____

Steward's Name _____

Address _____

Date _____ **Signature** _____

Copies for MHA (to Administrator), Show Manager and Steward's Records