



MELBOURNE  
ROYAL  
HORSES IN ACTION



2023 **Judges Guidebook**

## Welcome

On behalf of Melbourne Royal, thank you for your valuable contribution to the Melbourne Royal Show. It is impossible to retain our level of excellence without your contribution as an official judge at this year's event.

Prior to the commencement of the Melbourne Royal please take the time to read the Judges Guidebook carefully as it contains important information, which will assist you in your judging duties.

We hope that you enjoy your involvement in this year's Melbourne Royal.

## Personnel and Contacts

Equestrian Events Manager:

Joanne Lee-Archibald.

E: [horses@melbournerooyal.com.au](mailto:horses@melbournerooyal.com.au)

Melbourne Royal Reception

P: 03 9281 7444

## Ring Officials

Horse Committee:

- Warren Warboys – 0412 677 645
- Leanne Taranto – 0407 343 447
- Elizabeth Porter – 0407 552 660
- Dean Matthews – 0419 003 101
- Bernadette Hearn 0417 367 602

Chief Steward:

- Dean Matthews

Arena Commentators:

- Brett Hickey
- Peter Heagney
- Steve Peters

Arena Manager:

- Tanya Wilson

## Event Entry Ticketing

Judges will receive the following event entry ticketing:

You will receive an e-ticket along with Car Park e-ticket for Gate 7 (if applicable) prior to the Show via email, which will allow you entry on the first day of competition. You can retain the e-ticket on your smartphone for scanning at all gate entry points.

The remaining entitlements will be presented to you once you have arrived at the Horse Officials' Suite upon commencement of your judging duties.

## Facilities

The Horse Officials' Suite is located on the western side of Main Arena. Judges can view the Main Arena from the Horse Officials' Suite. Judges are to report to the Horse Officials' Suite at least half an hour prior to the commencement of their first class.

Toilets are located in between Main Arena and the Langs Road Horse Pavilions and can be accessed via the stairs behind the Horse Officials' Suite. It is advised that you receive an escort to the toilets to alleviate any potential interaction with competitors.

## Meals

A continental breakfast will be available in the Horse Officials' Suite.

Lunch will be served in the Horse Officials' Suite and Judges will be provided with a meal card. A table reservation for horse officials will be made each day for dinner in the Members Dining Room.

Morning and afternoon tea will be available in the Horse Officials' Suite or if judging timetable is in operation during these times, morning and afternoon tea will be available to you on ground via your allocated Stewards.

Please ensure you have advised the Equestrian Events Manager of any dietary requirements via your judge's confirmation document or email to [horses@melbournerooyal.com.au](mailto:horses@melbournerooyal.com.au).

## Attire

Judges should present themselves in a business-like manner. Comfortable closed toe shoes are suggested. Men should wear a collar and tie, trousers and coat. Moleskins are acceptable but denim and jeans are not. Appropriate clothing should be taken into consideration if wet or extremely hot weather is forecast. All Judges are required to wear a hat whilst on the Main Arena.

## Award Presentations

Award presentations are to take place in front of the main grandstand. At the completion of the class, all exhibits are to line-up facing the grandstand. As the Arena Commentator announces the results, the exhibit will step forward to be sashed.

Prizes are not to be awarded until the Arena Broadcaster has announced the results.

## Ribbons and Trophies

All prizes associated with your relevant classes will be distributed to you for presentation by your official ring stewards.

Your official ring stewards will hand the ribbons to you, the judge or presenter during award presentations. Ribbons will be handed to you, the judge so that the writing on the ribbon can be read by the rider. This will ensure all official photographs are kept to Melbourne Royal award protocol. All perpetual trophies, rugs and/or garlands will also be available for presentation by you, the judge or presenter for special classes.

If for safety reasons any of the above prizes cannot be safely given to horse and/or rider in the ring your official ring steward will advise competitors that collection may be made at the Horse Superintendent's Office and advise the Equestrian Events Manager at the conclusion of judging.

## Emergency Procedures

In the event of injury to horse or rider/handler or other emergencies your official ring stewards will radio the Arena Manager with clear instructions on the situation and appropriate assistance will be sent and the Melbourne Royal protocol will follow.

## Safety

The Main Arena is at all times to be regarded as a construction site for the purpose of safety and risk management for all stewards, judges and competitors. It is required of all persons who enter the Main Arena to follow all directions and observe all safety measures.

All stewards, judges and course builders must wear a high-visibility vest whilst a vehicle is on the Main Arena. This includes transiting on and off Main Arena. Vests will be available from the Horse Officials' Suite and judging marquees.

## Points to Assist for Your Judging Experience at Melbourne Royal

- Arrive at least 30 minutes prior to commencement of assigned classes.
- Meet with the Equestrian Events Manager for your official welcome.
- Meet with Chief Steward for discussions relevant to your allocated classes for the day to allow your familiarisation of timetable.
- As an official judge you will be introduced to your official stewards for the day. You may also have to opportunity to meet with fellow judges at the event.
- Upon meeting your official stewards you, the Judge, may choose to discuss how you wish to have the horses work on the circle and discuss work-outs prior to commencement of event to assist with time restraints.



- Workouts for Turnout and Top 10 classes are prepared prior to the day and displayed in superintendent's office at the commencement of the show. Your allocated Stewards will advise you of those prechosen workouts and distribute to the relevant competitors at the commencement of the class.
- A workout should be no longer than two minutes. This maximum time allowance assists us in delivery an event that keeps in line with our official published timetable.
- As a judge you should consider all aspect within your workout. Please consider class requirements, ability and age of competitors, workouts that will deliver your required criteria for placements, arena area availability allocated to you. The workout should always reflect requirements to suit the class allocated to you.
- At no point are you, the Judge to have access to official paperwork with competitor information.
- Refreshment packs will be available from the Officials' Suite and your allocated stewards will take packs on ground so if you require a refreshment outside of our allocated hospitality times, please feel free to ask your steward to assist you.
- As the official judge you will view the horses at the walk, trot, and canter (if judging a ridden class) on the circle prior to making your selections. Your steward will instruct exhibitors on paces and direction upon your request. You will be allocated sufficient time to observe each horse at each gait allowing you to judge each horse as fairly as the next.
- Exhibits will work on the circle in heats no more than twelve. If fourteen horses are presented, then your stewards will divide the exhibitors into relevant heat numbers for you to commence your class judging.
- You may advise your steward of the horses you wish to call in by colour or neck number not by competitor names.
- Your stewards will advise competitors of the workouts.
- Your official stewards will have the next horse to work presented to your arena. Please note we allow the competitor to walk in a small circle next to the line-up on the track prior to commencement of their workout.
- Your stewards will place competitors in their correct position advised by you, the judge, following their workout or alternatively you may decide to keep them in the line-up as you had called in and then once they have all completed the workout you may then choose your placing's and your steward will follow correct presentation procedure for them to be called forward for presentation of awards.
- In ridden classes, select no more than eight horses to complete workouts. If advised of timetable constraints by our Ringmaster, you will be advised to call in a maximum of 6 competitors for workouts and placing's.
- Your stewards will present your championship line-up to you. The presented exhibits will be those eligible within our schedule listing.
- The format for championships is as follows – the championship exhibits will be presented to you for assessment. Workouts to be completed and assessed by you, the judge. Once you have chosen your champion, please advise your Steward. The champion exhibit will stay within the line-up. The steward will call the second-place getter to the champion exhibit forward to complete the workout. Once you have made your decision for the reserve champion your steward will advise the exhibits to adhere to our presentation standards and presentations will commence with guidance of your official ring stewards and our official championship procedures.
- If at any time you are required to judge utilising a score system, please refer to our turnout judges information to assist you with your role at [www.melbournroyal.com.au/media/9178/2023-melbourne-royal-horses-mounted-turnout.pdf](http://www.melbournroyal.com.au/media/9178/2023-melbourne-royal-horses-mounted-turnout.pdf).
- If at any time you are required to judge utilising a preferential judging system, please refer to our rulings to assist with your role.
- No half marks will be given in the scoring.



# MELBOURNE ROYAL HORSES IN ACTION



Melbourne Royal is a member-based, not-for-profit organisation that has been proudly inspiring excellence in agriculture and food production since 1848, conducting a range of world-class events, awards and competitions each year.

Celebrating a remarkable 175 years in 2023, Melbourne Royal looks forward to celebrating agriculture, cultivating events and strengthening communities for many more generations to come.

For more information, visit [melbourneroyal.com.au](https://melbourneroyal.com.au)

## Contact us

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