

Master Definitions Schedule and Glossary

Purpose

This Master Definitions Schedule and Glossary applies across all AgShows NSW policies, procedures, manuals, forms and related governance documents.

Where a term defined in this document appears in any AgShows NSW policy, procedure or form, that definition shall apply unless expressly stated otherwise.

Interpretation

This Master Definitions Schedule and Glossary prevails over any inconsistent definition contained elsewhere in AgShows NSW policies, procedures, manuals or forms.

AgShows NSW: AgShows NSW is the trading name for Agricultural Societies Council of NSW.

Allocated Area: Means an area allocated to an Exhibit by a Member Organisation.

Appeals Panel: Means a panel appointed by the Governance Committee of AgShows NSW to determine an appeal in accordance with the Appeals Framework.

Applicant: Means the person in whose name an Application for Entry is lodged with a Member Organisation and includes their representatives and agents.

Application for Entry: Means the form of application for entry of an Exhibit at a Show and includes entry forms.

A Sample Confirmatory Testing: Means the confirmatory laboratory analysis undertaken on an A Sample following a preliminary screening result.

A Sample Preliminary Screening: Means the initial laboratory screening undertaken on an A Sample to identify the possible presence of a Prohibited Substance.

Attendant: Means any person assisting with, accompanying, handling, preparing or otherwise in charge of an animal or Exhibit at a Show, whether or not they are the Owner, Exhibitor or Competitor.

Australian Racing Forensic Laboratory (ARFL): Means the laboratory approved by AgShows NSW to analyse samples collected under the Prohibitive Substance Testing Program and includes any successor laboratory approved by AgShows NSW.

Award: Means any item or recognition awarded at a Show and includes, without limitation, ribbons, rosettes, sashes, trophies, medals, certificates, titles, prizes or cash prizes.

B Sample: Means the secondary sample collected and retained for verification, confirmatory testing or further analysis where required.

Board: Means the Board of Directors of AgShows NSW, including the President.

Book: Includes a Stud Book, Herd Book or Flock Book.

Bullying: Repeated unreasonable behaviour that causes harm, distress or risk to someone's health or wellbeing. This may include intimidation, humiliation, exclusion, spreading rumours, undermining someone's role or misuse of power. Serious one-off behaviour may also be treated as bullying.

Chief Steward: Means a Steward appointed to act as Chief Steward for a Class or Section and includes Steward-in-Chief and assistant Stewards-in-Chief.

Class: Means an exhibition or competition category in respect of which an Award is scheduled.

Commercial Space: Means space allocated to Commercial Exhibitors (excluding amusement operators) for which rent is paid to the Member Organisation. Local and community organisations may be allocated space free of charge.

Committee: Means the governing committee of a Member Organisation or the committee responsible for the relevant section, event or activity.

Competitor: Means a person who participates, or intends to participate, directly in a competition, exhibition, class or event at a Show.

Complaint: Means a written expression of dissatisfaction or concern regarding conduct, behaviour, decisions, actions or omissions, made with the expectation it will be assessed and responded to. A Complaint must be in writing and identify the complainant.

Conflict of Interest: Means a situation where a person's personal, professional or financial interests conflict with, or may reasonably be perceived to conflict with, their duties or decision-making responsibilities.

Contractor: Means a person or entity engaged to provide services who operates independently and ordinarily:

- is paid for work performed or outcomes achieved
- supplies their own equipment

- holds relevant insurance
- may subcontract
- controls how work is undertaken
- offers services to others
- may make profit or loss

Examples include amusement operators, food vendors and market stallholders.

Day of Exhibition: Means the day an Exhibit competes before a Judge.

Disciplinary Committee: Means the committee elected by AgShows NSW with authority to determine jurisdiction, oversee disciplinary matters, and appoint Disciplinary Panels in accordance with the Rules for Discipline.

Disciplinary Panel: Means a panel appointed by the Disciplinary Committee Chair to conduct an inquiry, hearing or determination of a disciplinary matter and to impose outcomes or penalties where appropriate.

Discrimination: Discrimination is treating someone unfairly because of who they are. This includes but is not limited to unfair treatment, age, disability, race, gender, religion, family status, sexual orientation or other personal characteristics protected by law.

Early Guilty Plea: Means a written admission by a Participant acknowledging responsibility for alleged misconduct at an early stage, in accordance with the Rules for Discipline, and waiving the right to a formal hearing and any right of appeal.

Entrant: Means a person who participates, or intends to participate, directly in a competition, exhibition, class or event at a Show.

Equine Veterinary Nurse (EVN): Means a suitably qualified and authorised Equine Veterinary Nurse approved to collect blood samples and undertake related duties under the Prohibitive Substance Testing Program.

Event: Means an Agricultural Show or activity conducted by or under the authority of a Member Organisation.

Exhibit: Means any animal, livestock, object or item (animate or inanimate) entered in, displayed at, or forming part of a competition, class or event at a Show.

Exhibitor: Means a person who participates, or intends to participate, directly in a competition, exhibition, class or event at a Show.

Exhibition: Includes parade, contest, competition or display.

Exhibition Pass: Means a pass issued by a Member Organisation enabling entry to the Showground.

Executive Officer: Means the Executive Officer of AgShows NSW or authorised delegate.

Groom: Means an Attendant who prepares livestock Exhibits for judging.

Group: Means a geographical grouping of Member Organisations recognised by AgShows NSW.

Group Class: Means a Class comprising two or more animals or items.

Harassment: Harassment is unwanted behaviour that makes someone feel offended, intimidated, humiliated or threatened.

It can happen once or repeatedly, in person or online, and may include verbal abuse, inappropriate comments or actions, bullying, or misuse of authority.

Honorary Life Member: Means a privilege granted in accordance with a Member Organisation's constitution, usually providing free entry for life.

Inquiry: Includes any investigation, hearing, disciplinary proceeding, appeal or review.

Judge: Means a person appointed to adjudicate a Class.

Judging Competition: Means a competition where prospective Judges are assessed.

Life Member: Means a person granted lifetime membership in accordance with a Member Organisation's constitution.

Member: Means a person who pays membership fees in accordance with a Member Organisation's constitution.

Member Organisation: Means a current member of Agricultural Societies Council of NSW.

Misconduct: Means any conduct, action, omission or behaviour by a Participant that is detrimental to the interests, integrity, safety, welfare or reputation of AgShows NSW, a Member Organisation, a Show, or any person or animal at a Show, and includes (without limitation):

- a breach of any policy, rule, procedure or code of conduct;
- behaviour that is unsportsmanlike, inappropriate, abusive, threatening or disrespectful;
- conduct that prejudices the orderly conduct, safety or integrity of a Show or event;

- misuse of complaints or disciplinary processes, including vexatious, frivolous, malicious or bad-faith complaints.

Serious Misconduct: Means misconduct that, by its nature or impact, warrants escalation beyond local resolution and may include (without limitation):

- prohibited substance offences;
- bullying, harassment or discrimination;
- violence, threats or intimidation;
- dishonesty, fraud or criminal conduct;
- significant breaches of safety, welfare or integrity;
- conduct causing serious reputational damage to AgShows NSW or a Member Organisation.

Non-Competitive Exhibit: Means an Exhibit not eligible to receive Awards.

Owner: Means the person in whose name an animal or exhibit is registered or who otherwise holds proprietary rights in the animal or exhibit.

Participant: Means any individual who takes part in, is involved in, or is connected with an event or activity conducted by, or under the authority of, a Member Organisation, including passive participation or use of facilities. A Participant includes an entrant, competitor, exhibitor, handler, owner, responsible person, attendant, show official, or any other person whose conduct may be subject to these policies. Participants may be adults or minors, with parental or guardian consent required where applicable.

Person: Includes individuals, firms, partnerships, companies and corporations.

Prohibited Substance: Means any substance, compound or agent (whether endogenous or exogenous) capable of affecting the performance, behaviour, health or welfare of an animal or exhibit.

Responsible Person: Means the person who has responsibility for an animal or exhibit at the relevant time and may include, depending on the circumstances, the Owner, Competitor, Exhibitor or Attendant.

For the avoidance of doubt, more than one person may be deemed a Responsible Person in relation to the same matter.

Sample: Means any blood, urine, saliva, tissue, hair, faeces or other biological material collected from an animal or Exhibit for the purpose of detecting a Prohibited Substance.

Show: Means an Agricultural Show or event conducted by a Member Organisation at which exhibits, animals or participants compete, display or participate.

Show Official: Means any person authorised by a Member Organisation to judge, officiate, steward, manage, supervise or conduct any part of a Show or event.

Single Class: Means a Class comprising one item.

Staff Member: Means employees of a Member Organisation or AgShows NSW.

Steward: Means a person appointed as such by a Member Organisation.

Suspension: Means a specified period during which a Participant and/or an animal or exhibit is disqualified from participation in any Show or event conducted by a Member Organisation, other than as a spectator.

Swabbing Steward: Means a person accredited or authorised by AgShows NSW to conduct sample collection, maintain chain of custody requirements and undertake duties associated with the Prohibitive Substance Testing Program.

Testing Program: Means the AgShows NSW Prohibitive Substance Testing Program, including sample collection, laboratory analysis, investigations and related disciplinary processes.

Unprofessional Conduct: Unprofessional conduct is behaviour that does not meet the expected standards of courtesy, respect and behaviour at a Show or AgShows NSW activity.

This may include rudeness, inappropriate language, ignoring reasonable directions from Show Officials, or behaviour that reflects poorly on the Show or Member Organisation.

Volunteer: Means a person working for a Member Organisation without remuneration.

Whistleblower Disclosure: Means a disclosure of serious wrongdoing made in accordance with applicable legislation and afforded confidentiality and protection under law.