

Brookfield Show Society Inc.
Guidelines for Chief Stewards and Stewards
(Including Volunteers)

Definitions:

Brookfield Show Society Inc. Here after called 'the Show Society';

Brookfield Show Society Inc. Executive include: President, Vice presidents, Secretary and Treasurer;

Brookfield Show Society Inc. Membership include: Those present at monthly general meetings and are financial member;

Chief Steward: Elected at Brookfield Show Society Inc AGM;

Steward: Nominated by the Chief Steward to help with coordination of each section of the show or affiliated body, for example The Museum, Community bar, Bush Christmas and Opera that operate outside Show times.

Volunteer: Nominated by the Chief Steward to help with coordination of each section of the show or affiliated body, for example The Museum, Community bar, Bush Christmas and Opera that operate outside Show times.

'Show' is the annual Brookfield Show

Preamble:

Chief stewards and Stewards are an essential and valued part of the Show Team . Without Stewards under the guidance of Chief Stewards, the show would not operate. Each section of the show is an integral part to the overall success of the Show.

All sections have expenses to fulfil its activity. This guideline is for Chief Stewards and Stewards to ensure they are can claim for legitimate expenses associated with their activity. Any discrepancies will be adjudicated by the Show Society Executive and their decision is final.

The Treasurer, prior to the Show, will give all Chief Stewards a profit and loss form to attach any receipts for reimbursement. These expenses will be reimbursed as soon as reasonably possible by the Treasurer.

Claims for expenses:

Legitimate claims by the Chief Steward or nominated Steward can include,;

- All postage to Sponsors, entrants, judges, advertising etc;
- Printing of entry forms, schedules, timetables, advertising (please remember the Show Society has a photocopier and printer);
- Reasonable costs to transport (not including air travel unless prior approval of the Treasurer) and accommodate Judges and Associate Judges and sponsors for the duration of the show;
- Costs for paper and ink;
- Advertising in relevant press in consultation with media / publicity officer; (please remember the Show Society will also be advertising in local and metropolitan press);
- Parking for Judges and sponsors administered through Show Society passes;
- Food and beverages will be provided to Stewards and volunteers (however not to friends and Families) on the day of volunteering by the CWA Moggill branch Steward veranda;
- Alcohol can be purchased at a discounted price through the show bar at the completion of the section event;
- Volunteers including stewards will be given free entry to the Show on the day of volunteering;

Items not included in this list may be approved for payment by the Treasurer in consultation with the Show Society Executive and their decision will be final.

Remember:

- We have an interactive web page to help save on postage and advertising. Please make use of this facility by contacting Hayden our webmaster (hayden@haydensites.com.au).
www.brookfieldshow.com
- Please use the show society printer, photocopier, paper, staples, envelopes etc to save on costs;
- The above items can be accessed by contacting Show Society executive.

Non-legitimate claims can include but are not limited to:

- Time associated with section organisation (we are a volunteer community organisation);
- Travel to and from showgrounds;
- Travel to pick up trophies or prizes;
- Travel to pick up judges;
- Travel to pick up or return equipment;
- Accommodation for Stewards and volunteers
- Fuel costs of volunteers
- Car washing

Any query as to what can be claimed can be made to any general meeting or the Treasurer. The final decision will be made by the Show Society Executive and no correspondence will be entered into.

Notice to Chief Stewards

Entry fees may be paid for by cash, cheque made payable to 'Brookfield Show Society' or direct debit – BSB # 124029 ACCOUNT # 10513949 (Please include section and surname in ref).

If a sponsor wants a tax invoice, please contact the Treasurer.

Petty cash and Eftpos facilities are available for each section, please contact the Treasurer.

Prize money under \$100.00 may be paid in cash to the entrant except if GST is payable to non-hobby participant.

ALCOHOL AND DRUG ABUSE POLICY

1. The Queensland Chamber of Agricultural Societies Inc. considers that any Judge, Steward or Person who is affected by alcohol or drugs while performing a duty at an Agricultural Show or Show Committee organised function, is considered an unacceptable form of behaviour, which will not be tolerated under any circumstances.
2. The Chamber considers that all persons assisting at a Show or function should be free of any intimidation or embarrassment caused by any person who is affected by alcohol or drugs.
3. The Executive of the Show Society or person in charge of the Event must ensure that any Judge, Steward or Person is not subject to any behaviour, which is a personal embarrassment to the Members of the Show Society or renders the Show Society in disrepute.
4. Any reports of alcohol or drug abuse will be treated seriously and action will be taken immediately to remedy the problem.
5. Disciplinary action may be taken against any person who is in breach of these protocols.
6. Any Judge, Steward or person affected by alcohol or drugs by their actions may be liable under the Workplace, Health and Safety Act.
7. Disciplinary action arising from any incident involving alcohol or drug abuse may involve a warning, dismissal or referral to authorities.

IMPORTANT NOTICE FOR ENTRANTS

Due to current changes to public liability the following clauses will be included in the Show Society's Rules and Regulations. Please note: When you sign off on your entry form you will be agreeing to the following inclusions.

- Agree to compete/exhibit at the Brookfield Show at my own risk.
- Agree not to make any claim against the Brookfield Show for any injury or loss sustained.
- Agree to compete/exhibit at my own risk and to indemnify and keep indemnified the Royal Agricultural Society of Queensland, together with any other organisation or person involved in the conduct of any show against all claims, suits, actions, or demands, which may be brought in respect of any injury or other loss sustained by me in the course of competing/exhibiting at the show and agree to exonerate the committee of management of the Show Society together with any other organisation or person involved in the conduct of any agricultural show from all loss or injury to me whether due to alleged negligence or otherwise.
- Acknowledge that no insurance is provided on my behalf and I am responsible for arranging my own public liability and all other insurances