



Sound Horses-Honest Judging-Objective Inspections-Winning Fairly
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Information Release Guideline

I. Introduction: The guideline sets forth the terms and conditions under which SHOW information can be released to persons or organizations other than the Celebration Board of Directors, the United States Department of Agriculture (USDA), and United States Congress. The Celebration Board of Directors is the parent organization of SHOW and, therefore, has access to any and all SHOW information. In accordance with the Code of Federal Regulations under Title 9, SHOW is required to provide, upon request, most types of SHOW information to the USDA for review. Congress conducts oversight of the USDA and, therefore, its members must be provided access to SHOW information.

II. SHOW Information: SHOW information includes, but is not limited to, inspection and horseshow videos, tickets issued by Designated Qualified Persons (DQPs), statistics such as non-compliance rates, etc., DQP training records, business email, correspondence letters, horse show affiliation agreements, financial records, etc. **Any type of information request that is not addressed in this guideline will be provided by the SHOW staff to the SHOW Executive Committee (EC) for a decision.** These requests can be approved or denied by a simple majority (2 of the 3 members) email vote or at a regularly scheduled EC meeting by voice vote.

III. Fees for Processing Requests: SHOW will not routinely charge fees for researching and releasing information pursuant to a formal request. However, if the request requires a significant amount of research and time to collect and process, the SHOW staff can request the SHOW EC to impose a monetary fee for providing the information.

IV. Requests for Information: All requests for release of SHOW information must be provided in writing. Acceptable written requests include signed formal letters (mailed or faxed) and email correspondence with requestor title block information. All requests will contain the requestor's email address, mailing address, and telephone contact information. The requests must be specific on what information the requestor wants released. If the request is too general or vague, the SHOW staff will ask in writing for clarification or additional specifics from the requestor.

Requests for the following types of information must meet the terms in each section:

- 1) **DQP Inspection Videos/Tickets:** The requestor must be the horse owner, trainer, or exhibitor of record for the horse inspected to obtain a copy of the video/ticket; any other person who wants an inspection video must obtain the video from one of these parties.
- 2) **Center Ring Videos:** The requestor must list what show and classes. The requestor must have a vested interest in the class or classes requested. This includes the horse owner, trainer, or exhibitor of record for a horse entered in the class; also included are SHOW judges committee members charged with investigating a properly filed complaint against a judge; any other person who wants a center ring class video must obtain the video from one of these parties.
- 3) **DQP Individual Information:** The requestor must list which DQP for which the request pertains and specifically what information is requested. SHOW will not release the following DQP personal information: home, work, or mailing addresses, telephone numbers, formal education level, etc. The following information is releasable: last date the DQP attended qualification training; time period a DQP has worked for SHOW.

Note: Any requestor who wants information concerning specific DQP training and certification requirements as well as inspection procedures will be directed to review Code of Federal Regulations (CFR) Title 9, Part 11, sections 11.7 and 11.21. SHOW adheres to these regulations for DQPs.

- 4) **Statistical Information:** This includes information such as the DQP inspection noncompliance rate at a particular show, gross number of DQP tickets written at a show, types of violations written, etc. This type of information can normally be released to anyone who requests it in writing as set forth in section **IV. Requests for Information** above. This does not include individual horse or barn specific information. If the SHOW staff is not sure this section applies to a request, it will be forwarded to the SHOW EC for a decision.

V. Tracking and Fulfilling Requests: The SHOW staff will keep a spreadsheet log of all Requests for Information. This log will include, but not be limited to who made the request, the type of information requested, the date the request was received, the date it was approved and provided to the requestor or the date it was denied and a reason why. In addition, all written requests and SHOW responses will be kept on file as deemed appropriate for easy retrieval by the SHOW staff. The SHOW staff will attempt to provide an answer to the requestor within 15 calendar days of receipt of the written request. If an answer cannot be provided within 15 calendar days, the SHOW staff will provide the requestor with an estimated date for completion.