

POULTRY

ENTRY FORMS & PAYMENT DUE:

4.00 pm Friday 22 March 2019

□ ENTRY is by mail:

Bantam Club of NSW

36 Murray St

Merrylands NSW 2160. Ph 96356220

or email frankandjill@bigpond.com

LATE ENTRIES WILL NOT BE ACCEPTED

Entry Fee: \$3.00 per entry.

Entry Form: Entry form at back of Schedule

Full entry fees must accompany each entry form. Accepted entries will be acknowledged by email or phone call or SMS to mobile number.

ARRIVAL OF EXHIBITS:

- Birds are to be delivered to the Poultry Pavilion, Castle Hill Showground, Showground Road Castle Hill **between 4pm & 7:00 pm on Friday 29 March 2019. Also 7:30 am & 8:15 am Saturday**
- Proof of entry will be required before Pen Numbers are issued.

COLLECTION OF EXHIBITS:

- Exhibits will be available for collection from the Poultry Pavilion, Castle Hill Showground, **between 3:30pm & 4:30pm on Saturday 30 March 2019. Pen slip will be required.**

POULTRY SECTION COMMITTEE

Show Secretary Frank Williams

Chief Steward: Peter Gooch

Pavilion Manager: Colin Harris

Stewards: Ken Bergin, Michael Parkin, Ron Kilgour, Veronica Talbot-Windeyer, & members of the Bantam Club of NSW.

SPECIAL PRIZE:

VERN CARN MEMORIAL AWARD

**Champion Bird in Show will receive \$50.
Sponsored by the Carn Family**

POULTRY SECTION

PROUDLY SPONSORED BY

RIVERVIEW PRODUCE

198 Yarramundi Lane

RICHMOND NSW 2753

riverviewproduce@hotmail.com

Tel: (02) 4588 5318

SECTION REGULATIONS

In addition to the Rules and regulations of the Society, the following regulations apply to competitors and entries in Poultry Section.

- No Exhibitor shall handle his/her exhibit or any other exhibit without permission from a Committee Member.
- Birds entered in Trio or Pair Classes are not eligible to compete for a single award.
- Birds not passing Veterinary inspection will be rejected.
- Three entries make a new Class in AOB, AOV or AOC classes Please provide breed, colour and variety information on entry form and request new class to be provided.
- Minimum of three entries per class to qualify for BOB ribbon
- Junior Exhibitors must be between the age of 6 and 18 years and must pen their own birds. PLEASE STATE AGE ON ENTRY FORM. Junior Exhibitors may enter in the Open Class provided this is requested on the entry form.
- The Poultry Section will be conducted under the rules of the Exhibition Poultry Association of NSW.

WAIVER/INDEMNITY FORM

Each Exhibitor named on the entry form must sign the Waiver/Indemnity form found at the back of the Schedule.

Judges

Miss Hannah Jenkins & Mr. Ken Bergin

SPECIAL AWARDS:

- Champion of Show-\$50.00 and sash
- School Champion of Show-\$25.00 and sash
- Champion large fowl, Softfeather-\$20 and sash
- School Champion large fowl, Softfeather-\$15+sash
- Champion large fowl, Hardfeather-\$20 and sash
- School Champion large fowl, Hardfeather-\$15+sash
- Champion Bantam, Softfeather - \$20 and sash
- School Champion Bantam, Softfeather-\$15.00+sash
- Champion Bantam, Hardfeather - \$20 and sash
- School Champion Bantam, Hardfeather-\$15+sash
- Champion Waterfowl - \$20 and sash
- School Champion Waterfowl - \$15 and sash
- Champion Junior Exhibit - \$20 and sash
- Reserve Champion Junior Exhibit - \$15 and sash

YOUNG JUDGES POULTRY COMPETITION

Sunday 31 March 2019 at 1.00 pm in the Poultry Pavilion
Entries to be lodged at the Poultry Pavilion office, by 12:00 pm
on **Sunday 31 March 2019. Entry Fee: \$2.00**

The Competition is for competitors who are at least 14 years of age and have not yet reached their 25th birthday as at the 1st May, 2019.

It is hoped the winner will be able to proceed to the State Final of the Young Judges Poultry Competition at the Sydney Royal Easter Show in 2019.

The Young Judges Poultry Competition is sponsored by

THE BANTAM CLUB OF NSW.

Judging commences at 9am **SHARP Saturday 30 March 2019.**

LARGE FOWL - SOFTFEATHER

BREED	Cock	Hen	Ckl	Plt
Australorp	1	2	3	4
Ancona	5	6	7	8
Andalusian	9	10	11	12
Araucana	13	14	15	16
Barnevelder	17	18	19	20
Australian (Chinese)	21	22	23	24
Langshan Black				
Australian (Chinese)	25	26	27	28
Langshan A.O.C.				
Croad Langshan	29	30	31	32
Campine	33	34	35	36
Dorking	37	38	39	40
Faverolles	41	42	43	44
Hamburgh Black	45	46	47	48
Hamburgh Silver Spangled	49	50	51	52
Hamburgh Gold Spangled	53	54	55	56
Hamburgh A.C. Pencilled	57	58	59	60
Leghorn White	61	62	63	64
Leghorn Black	65	66	67	68
Leghorn Brown	69	70	71	72
Leghorn A.O.C.	73	74	75	76
Minorca	77	78	79	80
Orpington Black	81	82	83	84
Orpington A.O.C.	85	86	87	88
Plymouth Rock Dark	89	90	91	92
Plymouth Rock Light	93	94	95	96
Plymouth Rock A.O.C.	97	98	99	100
Rhode Island Red	101	102	103	104
Rhode Island White	105	106	107	108
Sussex	109	110	111	112
Spanish	113	114	115	116
Silkie White	117	118	119	120
Silkie Black	121	122	123	124
Silkie A.O.C.	125	126	127	128
Silkie Bearded A.C.	129	130	131	132
Wyandotte White	133	134	135	136
Wyandotte Silver Lace	137	138	139	140
Wyandotte Gold Lace	141	142	143	144
Wyandotte A.O.C.	145	146	147	148
AOV Softfeather Large	149	150	151	152

LARGE FOWL - HARDFEATHER

BREED	Cock	Hen	Ckl	Plt
Australian Game	153	154	155	156
Malay	157	158	159	160
Modern Game	161	162	163	164
Indian Game Dark	165	166	167	168
Indian Game Jubilee	169	170	171	172
Pit Game Male over 6lbs	173		174	
Plainface				
Pit Game Male U/6lbs	175		176	
Plainface				
Pit Game Female Over		177		178
4.5lbs Plainface				
Pit Game Female Under		179		180
4.5lbs Plainface				
Pit Game Muff	181	182	183	184
Pit Game Henfeather	185		186	

O.E.G. Black Red D/L	187		188	
O.E.G. Partridge D/L		189		190
O.E.G. Black Red L/L	191		192	
O.E.G. Partridge L/L		193		194
O.E.G. Wheaten		195		196
O.E.G. Blue Red	197	198	199	200
O.E.G. Grey or Birchen	201	202	203	204
O.E.G. Duckwing AC	205	206	207	208
O.E.G. Pile	209	210	211	212
O.E.G. A.O.C.	213	214	215	216
A.O.V. Game Large	217	218	219	220

BANTAM - SOFTFEATHER

BREED	Cock	Hen	Ckl	Plt
Australorp	221	222	223	224
Ancona	225	226	227	228
Araucana	229	230	231	232
Belgium Barbu D'Anvers Quail	233	234	235	236
Belgium Barbu D'Anvers Lavender	237	238	239	240
Belgium Barbu D'Anvers A.O.C.	241	242	243	244
Belgium Barbu D'Uccle Millefleur	245	246	247	248
Australian Langshan Black	249	250	251	252
Australian Langshan Blue	253	254	255	256
Aust(Chinese) Langshan A.O.C.	257	258	259	260
Dorking	261	262	263	264
Frizzle A.C.	265	266	267	268
Japanese White or B/T White	269	270	271	272
Japanese Birchen, Black or Cuckoo	273	274	275	276
Japanese A.O.C.	277	278	279	280
Leghorn White	281	282	283	284
Leghorn Black	285	286	287	288
Leghorn Brown	289	290	291	292
Leghorn A.O.C.	293	294	295	296
Minorca	297	298	299	300
Pekin Black	301	302	303	304
Pekin White	305	306	307	308
Pekin Buff	309	310	311	312
Pekin Blue	313	314	315	316
Pekin A.O.C.	317	318	319	320
Plymouth Rock A.C.	321	322	323	324
Polish	325	326	327	328
Rhode Island Red	329	330	331	332
Rhode Island White	333	334	335	336
Rohde Island Rosecomb	337	338	339	340
Rosecomb Black	341	342	343	344
Rosecomb A.O.C.	345	346	347	348
Sebright Gold	349	350	351	352
Sebright Silver	353	354	355	356
Sussex	357	358	359	360
Wyandotte White	361	362	363	364
Wyandotte Silver Pencilled	365	366	367	368
Wyandotte Partridge	369	370	371	372
Wyandotte Silver Lace	373	374	375	376
Wyandotte Buff	377	378	379	380
Wyandotte Columbian	381	382	383	384
Wyandotte A.O.C.	385	386	387	388
AOV S/F Bantam	389	390	391	392

**SPECIAL AWARDS FOR
BANTAM CLASSES
SPONSORED BY
THE BANTAM CLUB OF NSW**

BANTAM - HARDFEATHER

BREED	Cock	Hen	Ckl	Plt
Australian Game	393	394	395	396
Indian Game Dark	397	398	399	400
Indian Game Jubilee	401	402	403	404
Indian Game A.O.C.	405	406	407	408
Modern Game Black Red	409	410	411	412
Modern Game Duckwing AC	413	414	415	416
Modern Game Pile	417	418	419	420
Modern Game Birchen	421	422	423	424
Modern Game Blue Red	425	426	427	428
Modern Game Brown Red	429	430	431	432
Modern Game A.O.C.	433	434	435	436
O.E.G Black Red D/L	437		438	
O.E.G. Partridge D/L		439		440
O.E.G. Black Red L/L	441		442	
O.E.G. Partridge L/L		443		444
O.E.G. Wheaten or Clay		445		446
O.E.G. Blue Red	447	448	449	450
O.E.G. Duckwing AC	451	452	453	454
O.E.G. Spangle	455	456	457	458
O.E.G. Blue	459	460	461	462
O.E.G. Pile	463	464	465	466
O.E.G. black	467	468	469	470
O.E.G. Brown Red	471	472	473	474
O.E.G. Cuckoo	475	476	477	478
O.E.G. Crele	479	480	481	482
O.E.G. A.O.C	483	484	485	486
Pit Game Plain Face	487	488	489	490
Pit Game Muff	491	492	493	494
Pit Game Henfeather	495		496	
A.O.V Game Bantam	497	498	499	500

WATERFOWL

BREED	Drake	Duck
Muscovy White	501	502
Muscovy Black/White	503	504
Muscovy Blue/White	505	506
Muscovy A.O.C.	507	508
Indian Runner White	509	510
Indian Runner A.O.C.	511	512
Campbell, Khaki	513	514
Campbell, White	515	516
Orpington	517	518
Pekin	519	520
Rouen	521	522
Cayuga	523	524
Silver Appleyard (Standard)	525	526
Any other Breed	527	528

WATERFOWL - Bantam

BREED	Drake	Duck
Appleyard	529	530
Mallard, Natural	531	532
Mallard, White	533	534
Mallard A.O.C.	535	536
Any other Breed	537	538

WATERFOWL - GEESE

BREED	Gander	Goose
Chinese	539	540
Emden	541	542
Toulouse	543	544
Any other Breed	545	546

TURKEY

BREED	Male	Female
White	547	548
Bronze	549	550
Any other Breed	551	552

GUINEA FOWL

BREED	Male	Female
Any Colour	553	554

BREEDING TRIOS

TYPE	
Large - Softfeather	555
Large - Hardfeather	556
Bantam - Softfeather	557
Bantam - Hardfeather	558

BREEDING PAIRS

TYPE	
Large Fowl - Softfeather	559
Large Fowl - Hardfeather	560
Bantam - Softfeather	561
Bantam - Hardfeather	562
Waterfowl - Any Breed	563
Geese - Any Breed	564
Turkey - Any Breed	565

JUNIOR EXHIBITORS

BREED	Cock	Hen	Ckl	Plt
Large Softfeather AV	570	571	572	573
Large Hardfeather AV	574	575	576	577
Bantam Softfeather AV	578	579	580	581
Bantam Hardfeather AV	582	583	584	585
Waterfowl AV	Drake	589	Duck	590

EGG COMPETITION

Both Hen and Bantam Egg competitions will be judged in the Poultry Pavilion.

ENTRY FORMS & PAYMENT DUE: to The Bantam Club of N SW

On or before 4.00 pm Friday 22 March 2019

Cheques / money orders payable to The Bantam Club of NSW

□ **ENTRY is by mail:** to

Show Secretary Frank Williams

The Bantam Club of NSW

36 Murray St

Merrylands NSW 2160.

LATE ENTRIES WILL NOT BE ACCEPTED

Entry Fee: \$2.00 per entry.

Entry Form: Use Poultry entry form at back of Schedule.

Full entry fees must accompany each entry form

Accepted entries will be acknowledged by email or phone call or SMS to mobile number.

STAGING: Before 9am Saturday 30 March 2019. Proof of entry will be required before Carton Numbers are issued:

Judging Saturday 30 March 2019

Prize Money: 1st \$8, 2nd \$4

Note: Eggs to be staged in egg cartons. **(Graded commercial stamped eggs will not be judged)**

H1, 6 Hen Eggs

H2, 6 Bantam Eggs (non waterfowl)

H3, 6 Duck Eggs

COLLECTION OF EXHIBITS:

- Exhibits will be available for collection from the Poultry Pavilion, Castle Hill Showground, **between 3:30pm & 4:30pm on Saturday 30 March 2019.** Proof of entry will be required.

ENTRY FORM

POULTRY

ENTRY FORMS & PAYMENT DUE:

By mail on or before: 4:00 pm 22 March 2019

Please complete both the sections of the Entry Form except for the Pen No column

The Exhibitor's copy of the form will be available at penning time showing the pen Nos allocated

The Exhibitor's copy will be required at unpenning time.

ClassNo.	Details	Pen No.
1		
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ClassNo.	Details	Pen No.
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23		

#	Entries @	Total
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#	Entries @	Total
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POSTAL ENTRIES MUST INCLUDE ENTRY FEE, AND SIGNED WAIVER / INDEMNITY FORM. *I hereby enter the above exhibit/s subject to the Society's Regulations and Conditions of Entry & Admission as set out in the Schedule.*

Signature _____ Date _____

PLEASE PRINT

Title _____ Name _____

Email _____

Address _____

Post Code _____ Telephone No. _____

Date of Birth (Junior Exhibitor) _____

ENTRY FORMS & FEES POSTED to,

Show Secretary Frank Williams

Bantam Club of NSW,

36 Murray St Merrylands NSW 2160.

Entries must be received by the closing dates shown in Schedule.

LATE ENTRIES WILL NOT BE ACCEPTED. EXHIBITS WILL NOT BE RELEASED AT THE CONCLUSION OF THE SHOW WITHOUT THE PRODUCTION OF ENTRY FORM with PEN NUMBERS.

Name _____

Phone _____ #

Email _____

Castle Hill & Hills District Agricultural Society Inc.

SECTION #: 12	SECTION DESCRIPTION: POULTRY
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BULK SCHOOL ENTRY FORM

ENTRY FORMS & PAYMENT DUE FOR BULK ENTRIES: BY MAIL on or before 22nd March 2019

NOTE that the closing date is also for BULK ENTRIES MADE BY TEACHERS ON BEHALF OF THEIR STUDENTS

Please read Show Rules and Section Rules and Regulations See relevant section for details of Collection of Exhibits

School Class	CLASS entered	CHILD'S NAME	DATE OF BIRTH	DESCRIPTION OF ENTRY	ENTRY FEE
TOTAL ENTRY FEES \$					

IF MORE THAN ONE PAGE USED, FILL IN DETAILS BELOW ON THE TOP PAGE ONLY & STAPLE FORMS TOGETHER

I hereby enter the above exhibits subject to the Society's Regulations & Conditions of Entry as set out in the Schedule.

Signed by Teacher on behalf of named students: _____ Date _____

THE TEACHER MUST ALSO SIGN THE SCHOOL GROUPS WAIVER/INDEMNITY FORM

ENTRY FORMS & FEES POSTED to,
Cheques / money orders payable to The Bantam Club of NSW
 Show Secretary Frank Williams
 Bantam Club of NSW
 36 Murray St Merrylands NSW 2160.

PLEASE PRINT (TEACHER'S DETAILS)
 Title: _____

 First Name:
 Surname:
 School: _____ Email: _____

BULK Entries are due on the date ABOVE.
POSTAL ENTRIES
MUST INCLUDE ENTRY FEE AND SIGNED THE SCHOOL GROUP WAIVER / INDEMNITY FORM.

EXHIBITS WILL NOT BE RELEASED AT THE CONCLUSION OF THE SHOW WITHOUT PRODUCTION OF ENTRY FORM with PEN NUMBERS.

Address _____

 Postcode _____ Telephone No. _____

AGRICULTURAL SOCIETIES COUNCIL OF NEW SOUTH WALES LIMITED
CASTLE HILL ANNUAL SHOW
ANIMAL HANDLING PARTICIPANT RISK ACKNOWLEDGMENT & WAIVER

Name of Participant

Address of Participant

Contact No. of Participant **Email**

Agricultural Societies Council of NSW Limited and the Castle Hill & Hills District Agricultural Society Inc (“the suppliers”) advise that participation (including passive participation) in animal handling at an agricultural show contained elements of risk, both obvious and inherent. The handling of animals is a dangerous recreational activity as animals can act in a sudden and unpredictable way, especially when frightened or hurt.

1. By signing this waiver I acknowledge that:
 - 1.1 participation in animal handling is a recreational service for the purposes of section 139A of the Australian Competition and Consumer Act (Cth) 2010 and also a recreational activity for the purposes of section 5K of the Civil Liability Act (NSW) 2002;
 - 1.2 participation in animal handling is a hazardous activity and may result in injury, loss, damage or death to me;
 - 1.3 participation in animal handling requires certain skills and experience. I declare that I have sufficient skills and experience to be able to safely and properly participate in the events;
 - 1.4 animals can act in a sudden and unpredictable ways, especially if frightened or hurts, or if exposed to loud or unfamiliar noises;
 - 1.5 animal showing events will be held in close proximity to rides and large groups of people and that there may be loud and unfamiliar noises which can frighten animals;
 - 1.6 If the event is held outdoors, there are risks to me as a result of the weather conditions, including either extreme hot or cold weather, rain or wind;
 - 1.7 insects or other animals may cause animals to become frightened and act in an unpredictable way;
 - 1.8 there is inherent in events involving the handling of animals the risk of suffering injury including injuries caused by animals;
 - 1.9 I use the facilities of Castle Hill & Hills District Agricultural Society Inc entirely at my own risk, as I find them and with the prior acceptance of the risk of possible danger to me.
2. If I suffer injury, loss or damage (“loss”) while participating in an animal handling event, I will not hold the suppliers, their employees or agents legally responsible for any loss I suffer. I will not sue the suppliers, their employees or agents for any claims, costs, damages or liability. I agree to release the suppliers and their employees from legal responsibility for the services I have been provided and/or activity I have participated in.
3. I acknowledge and agree that my participation in the event and associated activities is dangerous and may have inherent risks as a result of which personal injury (& sometimes death) may occur. I acknowledge that the event and associated activities carry with them a significant risk of physical harm. I accept and assume all such risks of personal injury or death in any way whatsoever arising from these activities and here waive my individual right to sue the suppliers for all claims I or my representatives may have for such personal injury or death against the suppliers in any way whatsoever arising from or in connection with these activities.
4. At the time of participating in the event, I have not been to any degree under the influence of alcohol or illicit drugs.
5. I will not consume any alcohol or illicit drugs while participating in the Event and agree that such use may result in me being excluded from the Event or other events with no entitlement to any refund or money paid for entry to the suppliers.
6. I agree to be bound by the rules and guidelines of the Agricultural Societies Council of NSW Inc as varied from time to time.

Where the participant is OVER 18 years of age.

1. I agree that I have read and understood this waiver prior to signing it and agree that this waiver will be binding on my heirs, next of kin, executors and administrators.
2. I acknowledge that the suppliers have permitted me to participate in the activity the subject of this document in reliance upon the matters acknowledge by me and the representations I have made herein.
3. I agree that this waiver shall be governed in all aspects by and interpreted in accordance with the laws of New South Wales.

Signature Date

Where participants are UNDER 18 years of age (to be completed by a parent or guardian)

I being a parent or legal guardian of the above named participant Date of Birth

.....hereby consent to my child participating in the Castle Hill Annual Show.

I confirm that I have read and understood and explained to the participant, this waiver prior to signing it and agree that this agreement will be binding on my (and their) heirs, next of kin, executors and administrators.

I acknowledge that the suppliers have permitted the participant to participate in the activity the subject of this document in reliance upon the matters acknowledged by me and the representations I have made herein.

I agree that this waiver shall be governed in all respects by and interpreted in accordance with the laws of New South Wales.

Signature Date

**AGRICULTURAL SOCIETIES COUNCIL OF NEW SOUTH WALES LIMITED
CASTLE HILL ANNUAL SHOW**

SCHOOL GROUPS AT ANIMAL HANDLING EVENTS & PARTICIPANT RISK ACKNOWLEDGMENT & WAIVER

Agricultural Societies Council of NSW and the Castle Hill and Hills District Agricultural Society (together **the Suppliers**) advise that participation (including passive participation) in animal handling and competitions at an agricultural show contains elements of risk, both obvious and inherent. The handling of animals is a dangerous recreation activity as animals can act in a sudden and unpredictable way, especially when frightened or hurt.

1. By signing this waiver I acknowledge that:
 - 1.1 participation in animal handling is a recreational service for the purposes of section 139A of the **Australian Competition and Consumer Act (Cth) 2010**, and also a recreational activity for the purposes of section 5K of the **Civil Liability Act (NSW) 2002**;
 - 1.2 Participation in animal handling is a hazardous activity and may result in injury, loss, damage or death to me;
 - 1.3 Participation in animal handling requires certain skills and experience. I declare that I have sufficient skills and experience to be able to safely and properly participate in the events;
 - 1.4 Animals can act in a sudden and unpredictable ways, especially if frightened or hurt, or if exposed to loud or unfamiliar noises;
 - 1.5 Animal showing events will be held in close proximity to rides and large groups of people, and that there may be loud and unfamiliar noises which can frighten animals;
 - 1.6 If the event is held outdoors, there are risks to me as a result of the weather conditions, including either extreme hot or cold weather, rain or wind.
 - 1.7 Insects or other animals may cause animals to become frightened and act in an unpredictable way;
 - 1.8 There is inherent in events involving the handling of animals the risk of suffering injury including injuries caused by animals;
 - 1.9 I use the facilities of the Castle Hill & Hills District Agricultural Society entirely at my own risk, as I find them and with the prior acceptance of the risk of possible danger to me.
2. If I suffer injury, loss or damage ("loss") while participating in the Event, I will not hold the suppliers, their employees or agents legally responsible for any loss I suffer. I will not sue the suppliers, their employees or agents for any claims, costs, damages or liability. I agree to release the suppliers and their employees from legal responsibility for the services I have been provided and/or activity I have participated in.
3. I acknowledge and agree that my participation in the event and associated activities is dangerous and may have inherent risks as a result of which personal injury (& sometimes death) may occur. I acknowledge that the event and associated activities carry with them a significant risk of physical harm. I accept and assume all such risks of personal injury or death in any way whatsoever arising from these activities and here waive my individual right to sue the suppliers for all claims I or my representatives may have for such personal injury or death against the suppliers in any way whatsoever arising from or in connection with these activities.
4. At the time of participating in the event, I have not been to any degree under the influence of alcohol or illicit drugs.
5. I will not consume any alcohol or illicit drugs while participating in the Event and agree that such use may result in me being excluded from the Event or other events with no entitlement to any refund or money paid for entry to the suppliers.
6. I agree to be bound by the rules and guidelines of the Agricultural Societies Council of NSW Limited as varied from time to time.
 - **I acknowledge that I have read the document warning me of the risks of my participation in the activity;**
 - **I have made any further enquiries which I feel are necessary or desirable and fully understand the risks involved in this activity;**
 - I sign the document freely and voluntarily without any inducement made to me.**

Name of School

Participant's Name (PRINT)	DOB	Participant's signature	Contact No.
		I have read & understood the statement	
		I have read & understood the statement	
		I have read & understood the statement	
		I have read & understood the statement	
		I have read & understood the statement	
		I have read & understood the statement	
		I have read & understood the statement	

Copy if required for additional participants.

I, have observed the signing and signing of this document by the participants listed above.

..... Date

Signature of responsible officer/witness