

South East Koi Club
英國錦鯉愛好會東南俱樂部

Benching Protocol
for our
English Style Show.
設營規則

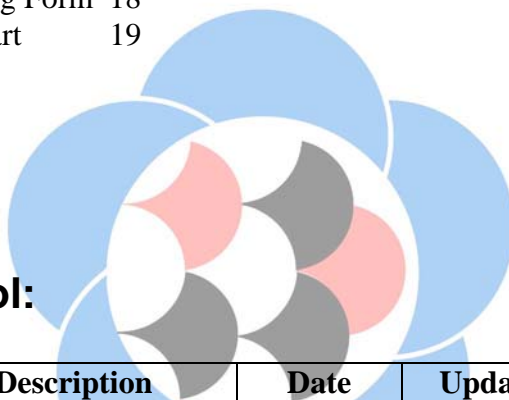
Version 1.7 – May 2010

Proprietary Notice: © COPYRIGHT South East Koi Club 2010

No part of this document may be reproduced, transmitted or otherwise disclosed in any form or by any means for any purpose except as expressly authorised in writing by the author. Information contained in this document is subject to change without notice and shall not constitute a commitment on the part of South East Koi Club:

Table of contents.

Purpose	4
1. Equipment	5
1.1 Equipment preparation	6
2. Personnel	7
3. Roles & Responsibilities	8
4. Guidelines	10
5. Authority	12
6. Contingency vats	14
7. Recovery vats	14
8. Notes	15
9. Definitions	15
10. Show Criteria	16
11. De Benching	17
Appendix A – Benching Form	18
Appendix B – Flowchart	19



Version Control:

Version	Short Description	Date	Update
v1.0	Original version	10/Jan/04	Woollands.
v 1.1	JSC amendments	11/Apr/04	Woollands
v 1.2	KHV disinfectants	21/Sep/04	Woollands
v 1.3	Bio Security procedures	26/Mar/06	Woollands
v 1.4	2006 Show Diag	28/Mar/06	Woollands
v 1.5		3/May08	Woollands
v 1.6	JSC/HSC compatibility	Nov 09	Woollands
v 1.7	Consultation with P Reynolds	June 2010	Woollands

Authors:

This document was co-written by Gary Richards, Terry Wells and Bernie Woollands, All members of the South East Koi Club

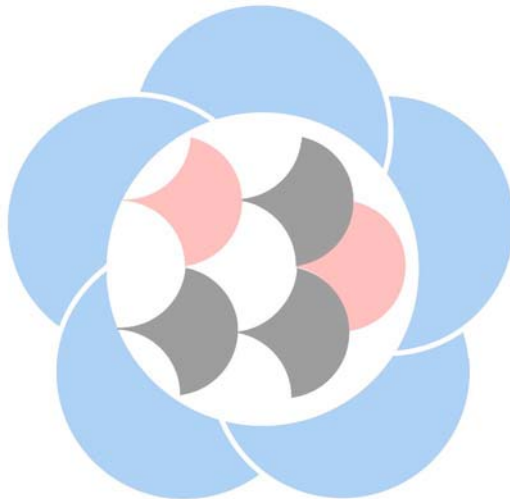
Proprietary Notice:

© COPYRIGHT South East Koi Club 2010

No part of this document may be reproduced, transmitted or otherwise disclosed in any form or by any means for any purpose except as expressly authorised in writing by the author.

Information contained in this document is subject to change without notice and shall not constitute a commitment on the part of South East Koi Club.

Reserved for diagram of current show layout.



Purpose:

The purpose of this document is to lay down clear guidelines and where necessary, codes of conduct for show officials of the ***South East Koi Club*** engaged in the physical benching of fish at South East Shows.

“Having represented fish during the revision of the Animal Welfare Act I now see firsthand how the legislation has improved animal welfare generally and the best interests of Koi specifically. The ethos of the Act has been understood by the South East Koi Club members and well demonstrated in their Rules and Guidelines for use at all Koi shows held under their auspices to ensure the highest possible Koi welfare standards.”

**Dr P A Reynolds BSc PhD BA Consultant in Fish Medicine.
19th June 2010 .**



1. Equipment:

The following equipment should be available for benching and it is the responsibility of the benching team to ensure that is fit for purpose.

- ❖ Vats for disinfecting benching equipment.
- ❖ Vats for rinsing disinfected equipment.
- ❖ 4 Contingency Vats and 2 Recovery vats.
- ❖ Pan nets of different sizes, 2 off each.
 - Small pan nets 20-24" diameter for fish size 3 and under
 - Larger pan nets 28" diameter for fish size 4 and over.
- ❖ Benching bowls.
- ❖ Disinfectant. (e.g. Virkon, Virasure or FAM30)
- ❖ Disposable paper toweling.
- ❖ Gel based hand sterilization products
- ❖ Foot bath for access/egress to centre ring.
- ❖ Splash Screens

Diagram 2 – Splash screens at the 2005 show.



1.1 Equipment preparation.

- 1.1.1 Disinfecting and Rinsing vats should be arranged in pairs inside the centre ring ensuring that the Rinsing vat is within easy reach of the Disinfecting vat.
- 1.1.2 Ideally there should be two pairs of vats located at either end of the centre ring thus minimising the distance travelled between benchings.
- 1.1.3 All nets and bowls should be inspected and made safe prior to the show.
- 1.1.4 All nets and bowls should be placed in the Disinfecting vats prior to use.
- 1.1.5 All nets and bowls should be placed in the Disinfecting vats when not in use.
- 1.1.6 Disinfecting vats should be topped up (10%) after the first day of the show.
- 1.1.7 Rinsing vats should undergo a 30% water change after the first day of the show.
- 1.1.8 Hand sterilization Gels and Paper Towels to be stationed near the Disinfecting and Rinsing vats and at entrance to show ring.
- 1.1.9 The foot bath to be prepared and positioned at the entrance/egress to the centre ring and the centre ring perimeter fencing adjusted to allow no other access/egress except via this point.
- 1.1.10 Foot bath to be dosed liberally with 2 gallons of Virkon/FAM30 or similar product at regular intervals throughout the day.
- 1.1.11 Splash screens to be erected between each vat.

2. Personnel.

Benching personnel shall consist of :-

a ***Bencher*** – who's responsibility is to measure, classify and admit fish into the show.

an ***Assistant*** – who is responsible for debuggging fish, netting fish and generally assisting the ***Bencher***.

Pre Benchers – additional staff responsible for de-bagging fish ahead of benching team during busy times.(see 4.1.7)

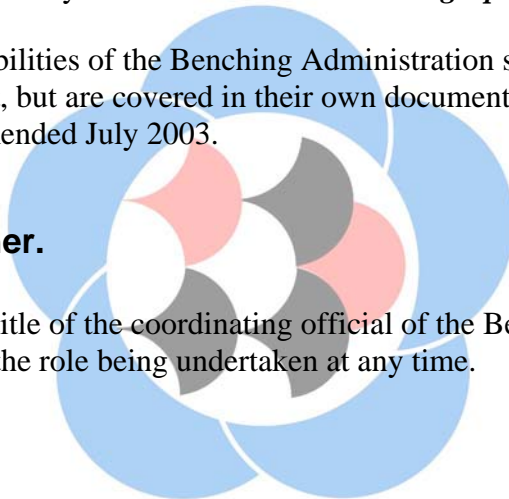
These titles are roles; the personnel involved can interchange responsibilities providing both are competent or are under training by a competent exponent of the pertinent role.

The Benching personnel will be accompanied by members of the ***Benching Administration*** staff, namely the ***Recorder*** and the ***Photographer***.

The roles and responsibilities of the Benching Administration staff are beyond the scope of this document, but are covered in their own documented model dated February 1994, and amended July 2003.

2.1 Chief Bencher.

Is the nominal title of the coordinating official of the Benching Team irregardless of the role being undertaken at any time.



Note:

Benchers should not bench their own exhibits.

If this is unavoidable then examination and measurement of their exhibits must be monitored by an impartial centre ring official.

3. Roles and Responsibilities.

**NB: Additives to the water in the transport bags could have an adverse affect on water testing.*

3.1 Bencher.

- 3.1.1 Should be cognizant of the ***South East Show Rules and Guidelines***, and is responsible for the correct measuring, classifying and accepting of fish into the show.
- 3.1.2 Is responsible for removing fish from their bags and bowling them for inspection.
- 3.1.3 Is responsible for explaining to the exhibitor the reason for refusing ^{#1} a fish's entry into the show.
- 3.1.4 Is responsible for relaying the class and size to the ***Recorder***.
- 3.1.5 Should ensure that all equipment is disinfected and rinsed before commencing benching.
- 3.1.6 Can make the decision to remove Koi from bag by allowing a small amount of bag water to mix with the water in the vat if it cannot be helped, after successfully determining that the bags contain no additives or discoloured water.
- 3.1.7 Must examine the Koi completely to ensure their body shape is normal and there are no skin lesions of any kind that may exclude the Koi from the show. Such lesions include visible parasites, growths, injuries, ulcers and excess mucus.
Can exclude a Koi on own authority for visible parasites, infected wounds, or excessive Carp Pox (Cyprinid Herpesvirus).
- 3.1.8 Must report suspected koi welfare issues to the Koi Welfare Team.
- 3.1.9 Must report suspected water quality issues to Chief Bencher.

3.2 Assistant.

- 3.2.1 Is responsible for ascertaining whether any water additives have been used by the exhibitor when bagging the Koi for transport.
- 3.2.2 Is responsible for opening and positioning bags for the ***Bencher***.
- 3.2.3 Is responsible for ensuring that the fish are photographed.
- 3.2.4 Is responsible for disinfecting and rinsing benching bowl between benchings.

- 3.2.5 Is responsible for preventing interruptions and outside influences affecting the benching process.
- 3.2.6 Should be equally cognizant of the *South East Koi Club's Show Rules & Guidelines*.
- 3.2.7 Must count the number of pre-released Koi in the vat before benching and ensure that this number tallies with the completed Benching Form.
- 3.2.8 Must report suspected water quality issues to Chief Bencher.

3.3 Pre-bencher.

- 3.3.1 Should be cognizant of the *South East Koi Club's Show Rules & Guidelines*.
- 3.3.2 Is responsible for ascertaining whether any water additives have been used when bagging the Koi for transportation.
- 3.3.3 Can make the decision to remove Koi from bag by allowing a small amount of bag water to mix with the water in the vat if it cannot be helped, after successfully determining 3.3.2
- 3.3.4 Water discoloured in any way must not be released into the vat.
- 3.3.5 Must report any Koi welfare issues to *Koi Welfare Team*.
- 3.3.6 Must report suspected water quality issues to *Bencher*.

3.4 Chief Bencher.

- 3.4.1 Must ensure that the number of Koi in the vat tallies with the number of Koi documented on the Benching Form.
- 3.4.2 Must correlate suspected non-scientific water quality issues identified by the Benching Team and liaise with Water Testing Team.
- 3.4.3 Must correlate and inform Koi Welfare Team of any suspected health problems.
- 3.4.4 Must ensure that any potentially disputed Show Classification is documented for the verdict of the Senior Judge.
- 3.4.5 Must ensure exhibitor signs Benching Form and keeps the white copy (the *de-facto* De-Benching Form).

4 Guidelines.

- 4.1.1 The order of benching vats will be in accordance with the arrival of the fish as recorded by the ***Vat Allocation Officer***, part of the ***Benching Admin*** team.
- 4.1.2 Bags should be floated in the vat for a period of time to allow equalisation of temperature. Unless stated otherwise by the ***Water Management team***, that time period shall be 45mins.
- 4.1.3 The ***Vat Allocation Officers*** shall inform the entrant of the 'floating' time period.
- 4.1.4 The exhibitor should be present during the benching process, and the paperwork signed off immediately after benching.
- 4.1.5 The preferred method of benching fish is to transfer fish from travel bag to benching bowl by hand.
- 4.1.6 Water from the fishes travelling bags should be prevented from contaminating the water in the vat.
- 4.1.7 Fish may be released from their bags prior to benching for several specific reasons ^{#2}; such contingencies need not be supervised by the benching team but can be undertaken by a show official, who is responsible for ensuring that water is disposed of in the approved manner.
- 4.1.8 Pre-released fish will need to be guided into the benching bowl by the use of a net. Contact with the fish is to be avoided wherever possible see note ^{#3}.
- 4.1.9 A net of the appropriate size should be used at all times.
- 4.1.10 Handling of large koi (size 5 plus) should be minimised as much as possible.
- 4.1.11 Count the number of pre-released fish in the vat before benching and ensure that this number tallies with the completed benching form.
- 4.1.12 Ensure that no benching utensil (net or bowl) drips water over any other vat.

- 4.1.13 When not required, nets and bowls must be removed from the vat to avoid potential injury to the inhabitants.
- 4.1.14 All nets and bowls to be disinfected and rinsed between benchings.
- 4.1.15 The ***Bencher , Assistant and Pre-benchers*** must disinfect and rinse their hands and forearms to above the elbow between benchings in the same manner as the nets and bowls
- 4.1.16 The ***Bencher , Assistant and Pre-benchers*** must then cleanse their hands with the the gel based hand steralizing products supplied at the Bio-Security stations, drying their hands on the disposable paper towels.
- 4.1.17 Only the ***Bencher , Assistant and Pre-benchers*** are authorised to manhandle fish in the show vats; exigencies and emergencies notwithstanding.
- 4.1.18 Wearers of rings that have sharp or protruding edges that cannot be removed are excluded from benching
- 4.1.19 ~~Benchers (incl Pre-benchers) should remove watches and rings prior to and throughout benching. Rings that cannot be removed should be devoid of any sharp edges and covered by a waterproof plaster.~~
- 4.1.20 ~~Waterproof plasters should be of a colour that is a striking contrast to that of the vat (i.e. blue). So that in the event of one coming loose in a vat they can be easily seen. Staff requiring wound dressings are now excluded from Benching.~~
- 4.1.21 Inter-vat movement of fish must be accomplished using double bags held horizontally by two hands. Koi from sizes four and over must be carried by a minimum of two people. No other method of inter-vat transport is permitted...
- 4.1.22 No smoking, eating and/or drinking is permitted whilst benching



(Diagram 3 – Correct inter-vat movement of fish)

5 Authority:

- 5.1.1 The ultimate authority for the show and the conduct of all benching staff lies with the **Show Chairman** or his name delegate of authority.
- 5.1.2 The ultimate authority for the acceptance of exhibits into the show resides with the **Chief Bencher**.
- 5.1.3 The ultimate authority for show classification rests with the **Senior Judge** whose word is final.
- 5.1.4 Disputes between exhibitor and the club's Benching Team are covered by rule 2.11 of the **South East Show Rules & Guidelines**.

“Violent and abusive conduct towards Koi Club officials & volunteers will not be tolerated and offenders will be asked to leave. All prizes and trophies will be forfeit. “



(Diagram 4 – Hand gel dispenser, 1 of 6 deployed inside the Centre Ring.)

6. Contingency Vats.

The Contingency Vats are 4 small vats available in the unlikely event that a koi jumps from its vat. Centre ring officials discovering such an event are to place them in an unoccupied Contingency Vat unless they have personally witnessed the jump and are therefore 100% certain of the vat the fish came from. If in any doubt – follow procedure. At no time should any cross contamination be risked.

Once the fish is settled examine the vats in the vicinity reconciling the content against the photographs affixed to the vat. Once the correct location is identified the fish can be returned to its vat using the recognised procedure for moving fish. (see 4.1.23 & Diag 3)

Then contact the Benching Admin advising them of the situation, the photo number of the fish so that the owner can be contacted and advised.

- 6.1.1 Once used in this manner the Contingency Vat must be emptied, disinfected and dried before refilling for further use.
- 6.1.2 Should all Contingency vats be in use or not available then a Recovery Vat can be utilised as a temporary measure. However, 6.1.1 must be employed before returning vat to the Koi Welfare Team.

7. Recovery Vats.

Two Recovery Vats are located within the Centre Ring under the responsibility and control of the Koi Welfare Team.

They are to be set up according to the same procedure and water quality criteria as the Exhibition Vats and then excluded from the water testing regime until occupied.

The ***South East Koi Club*** accepts that in the case of ‘long-distance exhibitors’ residence in the Recovery Vat could be for the duration of the show.

- 7.1.1 Once occupied their water testing regime is to be co-ordinated with the ***Chief Welfare Official***.
- 7.1.2 Once the occupant(s) are removed the Recovery Vat is to be emptied, disinfected and dried before refilling for further use.
- 7.1.3 Should both Recover Vats be in use then the Exhibition Vat will be used, However the vat will be covered and all its occupants removed from the competition, i.e. they will not be judged.

8. Notes.

#1 This applies to the detection of parasites and to the welfare of a fish through other exclusion causes during the Saturday benching period. Parasites excluded, other possible exclusions are to be referred to the Senior Judge whose decision is final.

#2 Fish will be permitted to be pre-released under the following circumstances:-

- Showing signs of being unsettled.
- Excessive waiting in bag through delays or congestion in benching.

#3 This is equally applicable to those assisting the judges by netting fish for closer inspection. The object is to guide the fish into the benching bowl, or bring it to the surface for closer scrutiny. In both cases the fish is to be manoeuvred keeping contact with the net to a minimum.

9. Definitions.

9.1.1 **Benching** as defined in the South East Benching Admin Model under – Fish Management.

“Fish Management Function. This team are responsible for the physical examination of the fish and their classification and measurement. During this phase the fish will be released from their bags and preferably handed into the Benching Bowl where they will be subjected to a quick but thorough examination to ensure that they comply with the BKKS Show Rules & Guidelines regarding health matters. Next, they are categorised into one of the 13 Show classifications and measured for size. A team of two minimum, three optimum is required for this function. One to remove fish from the bags, another to assist, and the third to carry out the examination and classification. Obviously people involved in this part of the process need to be efficient at handling fish and fully conversant with the show rules and show classifications. Furthermore, they need to be diplomatic and circumspect when dealing with members of the public. Their behaviour reflects heavily on our public relations and reputation.”

9.1.2 **South East Show Rules & Guidelines** refers to the current edition available to all via our website www.koi-clubs.com/SouthEast

9.1.3 **South East Benching Model** refers to the documents published in January 1994 edition of the BKKS Magazine and Spotlight July 2003.

9.1.4 **Non-scientific water quality issues**, are suspect water conditions that may or may not be detrimental to the welfare of the exhibits. e.g. smelly water, spawning, exhibits showing signs of distress or discomfort.

10. Show Criteria.

10.1 Show Sizes

Size 1 (15 -25cms)	Size 2 (>25-35cms)	Size 3 (>35-45cms)
Size 4 (>45-55cms)	Size 5 (>55-65cms)	Size 6 (>65-75cms)
Size 7 (over 75cms)		

Please note – Koi under 15cms are not permitted.

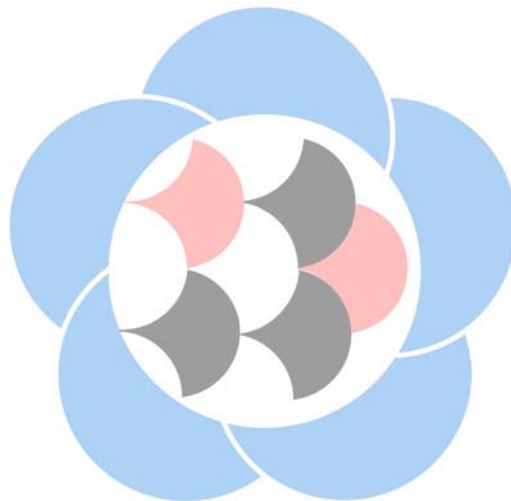
10.2 Show Classes

Kohaku	
Sanke	
Showa	
Utsurimono	
Bekko	
Asagi/Shusui	
Koromo	(incl Goshiki, Goshiki-Sanke, Goshiki-Showa, Koromo-Sanke & Koromo-Showa)
Kawarimono	
Hikari-Muji Mono	
Hikari-Moyo Mono	
Hikari-Utsuri Mono	
Tancho	(Go Sanke only incl GinRin)
Kinginrin	(Go-Sanke only)




11. De benching.

- 11.1 Exhibitors must produce their white Benching Forms before being permitted to de-bench.
- 11.2 Exhibitors must sign the Debenching Release Form.
- 11.3 Exhibitors requiring the temporary loan of the South East's nets must be presented with a thoroughly disinfected and rinsed net.
- 11.4 The hose of the South East's oxygen bottle should be thoroughly disinfected and wiped before being loaned to an exhibitor and immediately after.



Appendix A.

Example of the South East Benching Form.



SOUTH EAST KOI CLUB
Organisers of the International Koi Keepers' Show

BENCHING FORM

Name of Exhibitor: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Mobile: _____

Admin Use Only

Vat Number: _____

Number of Fish: _____

Photo Number	Classification	Size

Photo Number	Classification	Size

CONDITIONS: All Koi are exhibited at the owner's risk. Whilst the South East Koi Club will endeavour to ensure the Koi's welfare is not compromised during their residence at the Show, no responsibility can be undertaken for loss or damage.

Koi can not be removed from the Show without the top (white) copy of this form being produced to the officials.
De-benching will not begin until 20 minutes after the conclusion of the prize giving ceremony.

Do not lose this form as it is proof of ownership.

Signature: _____

Confirming acceptance of the above conditions and cognisance of the South East Koi Club's Show Rules & G.,
a copy of which is shown on our website www.koi-clubs.com/SouthEast

Appendix B.

Flow chart of key benching operations and actions.

