

# **ACA COMMITTEE HANDBOOK**

## **November 2009 Edition**

### **Contents:**

Page 1 – Contents

Page 2 – Campdraft dates, Setting a program

Page 3 – Status of Horse

Page 4 – Competitor Status, Nomination and Fees

Page 5 – Nominations Deposit, Sweepstake Campdrafts & Prizemoney Pool

Page 6 - Options for Committees to restrict Nominations

Page 7 – Compilation of Results

Page 8 – ACA Affiliation

Page 10 – Draft Fees

Page 10 – Membership Books

Page 11 – Cattle and Cattle Donors

Page 12 – National Finals Format

Page 15 – Public Liability Insurance

Page 17– Judges

Page 18 – State Ambulance Service

Page 19 – Draws

Page 19 - ACA Code of Conduct, Competitors

Page 21 – Announcers, Tips to enhance the running of a campdraft

Page 22 – NLIS Qld Requirements

Page 24 – NLIS NSW Requirements

Page 25 - Checklist

## **CAMPDRAFT DATES:**

### **The ACA does not allocate dates**

- Any committee wishing to run a campdraft should advise the ACA office as soon as possible.
- You will then be told which drafts in your area are running on your chosen date. However, the final decision on when to run is left to the committee.
- All help in finding a date that suits the committee is given from the ACA office.
- Once decided upon, the date of the campdraft is included in the ACA Calendar, which appears in every magazine, along with a contact phone number and also the ACA website on the internet. [www.campdraft.com.au](http://www.campdraft.com.au)
- It is the committee's responsibility to inform the ACA office of any changes in contact details regarding all correspondence.
- A committee postponing a campdraft, must notify the ACA office and have a new date approved.
- Should a committee wish to advertise their full program in the ACA News, advertising rates and closing dates for material are available from the office.

## **SETTING A PROGRAMME**

*Be mindful of the expense to competitors, versus the prizemoney, versus the profit margin for committees.*

### **CLASSES OF HORSES:**

#### **8.1 Maiden Horses.**

A Maiden horse ceases to be a maiden if it has won an event in any class or contest except Junior, Juvenile, Futurity and Encouragement Drafts or Team Events. Where awards are given and no additional entry fee is charged for any campdraft event, horse status will not be altered.

#### **8.2 Novice Horses.**

A Novice horse is a horse which has won first prize in a Maiden, Novice, Ladies or a Restricted Campdraft and remains a Novice until the horse has won a further five (5) Novice Drafts. A horse that has won an Open Campdraft ceases to be a Novice. A horse can win six (6) Novice Drafts if it has not won first prize in a Maiden Draft.

#### **8.3 Open Horses.**

An Open Horse is a horse, which has won a first prize in an Open Campdraft, or has completed its Novice status.

**A.8 Stallions must be tied up or enclosed by panels at all campdraft venues.**

## **STATUS OF HORSE:**

### **9.1**

Any event advertised as a Campdraft, either in written or verbal form of advertising, shall change the status of a horse whether the event is affiliated with a recognized Campdraft Association or not. For a competition to be deemed a Campdraft either entry fees are charged or prizemoney given.

### **9.2**

For a competition to be deemed a campdraft either entry fees are charged or prizemoney given. Where awards are given and no additional entry fee is charged for any campdraft event, horse status will not be altered.

### **9.3 Restricted Campdrafts.**

A win in a registered Breed Society Campdraft, or Invitation Campdraft will alter the status of the horse as per the status of the event. If the class is unspecified the status will be determined by the highest status of horse that competes.

### **9.4**

A win in restricted campdrafts (e.g. Shire, Stallion, Old Buffers, Associate, Zone Finals) will alter the status of the horse, as in Maiden. (*Note: ACA Zone Titles will not be affected – refer rule 9.2*)

### **9.5**

The status of a horse winning an unspecified class of draft will be determined by the highest class of horse that competes, e.g. if one Open horse competes then it is classed as an Open Draft.

### **9.6**

Where two or more horses tie for first place and a change of status is involved, the winner shall be determined by a run-off, however, under exceptional circumstances, a toss of coin or drawing straws is allowable to determine the winner. A tie for first place will be classed a win

### **9.7**

As a positive response to committees that wish to run a cattle-type contest without damage to a horses' status, the NCCA will accept the following types of contest without any penalty to the winning horse.

#### **Cattle Working Contest – Contest 1.**

If Cut-out and Horse-work points are allocated by the judge of the contest then both the first and second pegs must be removed from the course. The gate is optional to the committee.

#### **Cattle Time Trial – Contest 2.**

The normal campdraft course may be used, so long as the winner is determined on a "time" basis and neither Cut-out nor Horse-work points are allocated by the judge.

### **9.8**

Teams Draft does not affect the status of any horse.

**9.9** At campdraft training days no horses' status will be broken. (*ACA proviso – that only participants of the school or training day compete.*)

**9.10** Status of Horses's status will be as at the beginning of each Draft fixture.

## **COMPETITOR STATUS:**

### **10.1 Junior Rider.**

A junior campdraft competitor shall be aged from 8 years, and under 13 years.

### **10.2 Juvenile Rider.**

A Juvenile campdraft competitor shall be aged from 13 years, and under 17 years.

### **10.3 Associate Rider.**

An Associate campdraft competitor shall be aged from 17 years, and under 21 years.

### **10.4 Encouragement Rider.**

An encouragement campdraft competitor shall be 17 years and over and one who has not won an Open age draft. (e.g. Maiden, Novice, Open, Ladies, Associate) or a Restricted draft as in 9.3 and 9.4. A win will not alter the status of the horse; Competitors cease to be eligible to compete after winning Two (2) Encouragements, or one (1) open age campdraft.

## **NOMINATIONS AND FEES:**

**D.1** Fees are as set by the Management Committee from time to time.

**D.2** It shall be a condition of entry at all ACA affiliated Campdrafts that each and every competitor in campdraft events, accepts total and absolute personal responsibility for the risks involved during such event.

**D.3** A competitor has the right to nominate their horses in the order they wish to run them.

### **D.4 Nomination Fees and Added Entry:**

(a) Nomination Fees – Maximum of 3% of listed cash prize money. In addition a stock levy of up to \$10 may be charged with listed cash prize money of \$1000 or less. This is the only levy that will be allowed to be charged by a committee.

(b) Added Entry Drafts – Fees in excess of Rule D.4 (a) may be charged provided that all the excess is added to prize money.

(c) Open Drafts that are restricted to Open Horses – shall be allowed an increase in the nomination fee to a maximum of 6% of listed cash prize money.

(d) In the event of a Committee Postponing a Campdraft – a competitor is entitled to full refund of nominations.

**D.5** Refunds applicable to late scratchings will be at the discretion of the Committee with each case to be treated on its merits. It is a recommendation that a \$10 deposit per horse per draft be lodged with all entries. Such deposit is deductible from the nomination fee when the competitor pays their nomination fees. A 100% refund of the deposit shall be given if the competitor withdraws more than 7 days prior to 8am on the first morning of the program. This fee can be retained if the competitor does not withdraw in the allotted time frame.

If a competitor withdraws within 72 hours prior to 8am on the first morning of the program, committees are entitled to keep the entire amount of the competitors nomination fee, unless when extenuating circumstances apply.

**D.6** Committees must list the telephone number of the Secretary on their program.

**D.7** That all programs must be presented to the ACA for review.

**D.8** A committee who charges in excess of rule D.4 will be contacted by the ACA and asked to revise their program and represent the amended program before taking nominations failure to do so may result in said committee losing its affiliation.

## **NOMINATIONS DEPOSIT**

**R.10** A \$10 deposit per horse per draft be lodged with all entries. Such deposit is deductible from the nomination fee when the competitor pays their nomination fees. A 100% refund of the deposit shall be given if the competitor withdraws more than seven days prior to 8am on the first morning of the program.

**R.13** The following clause must be included in the “Conditions” printed on their program. “Any competitor who wishes to lodge a complaint at an affiliated campdraft must lodge the complaint in writing with the Secretary of the host committee within one (1) hour of the incident taking place. A fee of \$20 must be lodged with the complaint. If the complaint is dismissed by the Committee, the \$20 is forfeited”.

## **SWEEPSTAKE CAMPDRAFTS AND PRIZEMONEY POOL**

### ***E. SWEEPSTAKE CAMPDRAFTS AND PRIZEMONEY POOL***

**E.1** A committee may run Sweepstake contest as one or more of the contests on their program instead of a normal contest.

**E.2** The total nomination fee (including any Stock Levy, not exceeding \$10) the percentage of the prize money pool to be paid for round money and the number of places to be paid in all sweepstakes (Jackpot) drafts shall be specified on the program.

**E.3** The total amount of nomination fee retained by committee shall not exceed:-

- (a) \$12 one round plus Stock levy.
- (b) \$15 two rounds plus Stock Levy.
- (c) \$18 three rounds plus Stock Levy

**E.4** The total amount placed in the prize money pool shall not be less than:-

- (a) Open drafts - \$9 per horse.
- (b) Novice & Maiden drafts - \$8 per horse.
- (c) Ladies & Juveniles drafts - \$7 per horse.

**E.5** Where a draft has less than 50 competitors a 50% split will be employed. i.e. The total nomination fee excluding the Stock Levy, will be split 50/50. (50% committee & 50% prize money).

**E.6** Events that nomination fees exceed \$60 will employ a split of not less than 60% prize money, 40% committee.

**E.7** The ACA may withhold affiliation on a Sweepstake program if there is evidence that exploitation of the scheme will result from such affiliation.

## **PRIZEMONEY**

**R.6** All prizemoney should be evenly divided using the following tables.

- (1) **Three Round Draft:** - 1<sup>st</sup> Round 25%, 2<sup>nd</sup> Round 25%, Aggregate 50%

**(2) Two Round Draft:** - 1<sup>st</sup> Round 40%, Aggregate 60%

**(B) Four Places:**

1<sup>st</sup> 40% 2<sup>nd</sup> 30% 3<sup>rd</sup> 20% 4<sup>th</sup> 10%

**Five Places:**

1<sup>st</sup> 30% 2<sup>nd</sup> 25% 3<sup>rd</sup> 20% 4<sup>th</sup> 15% 5<sup>th</sup> 10%

**Six Places:**

1<sup>st</sup> 25% 2<sup>nd</sup> 21% 3<sup>rd</sup> 18% 4<sup>th</sup> 15% 5<sup>th</sup> 12% 6<sup>th</sup> 9%

**Eight Places:**

1<sup>st</sup> 20% 2<sup>nd</sup> 18% 3<sup>rd</sup> 16% 4<sup>th</sup> 14% 5<sup>th</sup> 12% 6<sup>th</sup> 10% 7<sup>th</sup> 6% 8<sup>th</sup> 4%

**R.7** Prizemoney to be split in the following way:

**(a)** Up to \$1,000 in any round or aggregate - 6 ways.

**(b)** Over \$1,000 in any round or aggregate - 8 ways.

**R.8** Committees pay to a minimum to sixth placing in all drafts.

**R.9** Committees pay to eighth placing in all drafts with over 160 starters.

## **OPTIONS FOR COMMITTEES TO RESTRICT CAMPDRAFT NOMINATIONS TO ACCOMMODATE ALL NOMINEES**

This section has been prepared so the committees who are starting to draw large numbers of competitors and who have waiting lists longer than the entry list can be aware of the options available to them.

The recent rule changes have enabled committees the flexibility to restrict both horses and riders in the number of first round runs that they are allowed. No longer do horses need to be restricted to class in order to limit runs. Instead committees can stipulate that each horse is allowed a maximum of 2 starts and allow the competitor to decide which two events they will enter. This rule is especially beneficial to committees who have a draw card event on their program such as a feature open, which all competitors wish to enter, even if they do only have maiden horses. This rule does not apply to ladies and juveniles i.e. a horse may have two first round runs as well as entries in Ladies and Juvenile events.

Committees can also now exercise the option of limiting competitors to a certain number of first round runs (not less than 8). This rule should be exercised carefully and after plenty of consultation as it can be very restrictive to some competitors. However if a combination of the other restrictions do not appear to be able to restrict the numbers enough, then this rule is certainly available.

The most important fact with all the above options is that preferred option needs to be stated on the program so that competitors are all aware well in advance which restrictions may be used so that this can be factored into their decision. This will result in a lot less animosity being directed at the committee by competitors as the position has been made clear right from the beginning.

1. Rule B.5 (a) '*Novice and Maiden Horses may not be allowed to start in an Open Draft if the committee so desires*'.

2. Rule B.5 (b) *'Maiden Horses may not be allowed to start in a Novice Draft if the committee so desires.'*
3. Rule B.5 (d) *'If in exceptional circumstances it is found necessary to limit Ladies to one horse in order to get the program completed then this is permissible.'*
4. Rule B.5 (3) *'If in exceptional circumstances it is found necessary to limit Juveniles to one horse in order to get the program completed, then this is permissible.'*
5. Rule B.5 (7) *'Committees have the right to exclude Juveniles from any draft they see fit.'*
6. Restrict riders to class eg, as in Rule 10.4 *'Encouragement. An encouragement campdraft competitor shall be 17 years and over and one who has not won an Open age draft.'*
7. D.9
  1. *Committees be given the right of restricting (to restrict) each rider to a number of first round starts at each venue; and*
  2. *The number of first round starts to be determined by the organizing committee (providing each competitor/rider has a minimum of 8 first round runs); and*
  3. *If restrictions are proposed, any such restriction is to be stated on the Committee's programme where possible.*
  4. *'Committees may restrict each horse to a maximum of two first-round starts excluding Ladies and Juvenile Campdrafts.'*

## **COMPILATION OF RESULTS.**

- 1.5 ***Sufficient competitors to fill all placings must be taken into any final.***
- 1.6 **Regardless of the number of placings receiving prizemoney (committee decision), all placings must be given back to sixth place where there are less than 160 starters or back to eighth place where more than 160 starters when completing official result sheets.**
- 1.7 **Determining Placings:-**
  - (a) Two Round Draft.  
Cut-out points must be added to first round points to determine placings if there are less than 6 or 8 double scores.
  - (b) Three Round Draft.  
Horses with double scores contesting a final must place above those horses entering a final with a total score that includes a cut-out score only. (e.g. 6 horses contest final of a three round draft – 4 with double scores and 2 with a total score that includes a cut-out score only. The two horses with a total score that includes a cut-out, contest 5<sup>th</sup> and 6<sup>th</sup> placings).
- 1.8 **A Tie for First:-**

If there are two or more horses on the same score at the conclusion of an event or final of an event, placings will be decided on the run off scores.

Refer to NCCA 9.6

**Note:- ACA only Result sheets are required to be sent back to the ACA within 7 days.**

## **ACA AFFILIATION**

### **THE BENEFITS:**

Your Campdraft is included in the Annual Series of Drafts to find the best horses and riders in the Country. Your Drafts will be run under the standard rules and regulations of the National Campdraft Council of Australia and the ACA, which have been endorsed by drafters, and which contributes to harmonious relations. Your Campdraft dates and program details are included in the ACA NEWS, which is a free publicity service to affiliated Committees. Your results are published in the ACA NEWS and on the ACA WEBSITE, guaranteeing that your draft is not forgotten the moment it is over. ACA Councillors are ready to assist with any problems that may occur.

### **THE OBLIGATIONS:**

Committees must adhere to the Regulations of the National Campdraft Council of Australia and the ACA as stated in the Rule Book. This means that prizemoney must meet the minimum requirements. A judge or judges from the ACA Panel must be selected. The ACA are to be advised of the desire for affiliation, at least four weeks before the event and a copy of the program must be submitted. The official result sheets must be returned within seven (7) days of the drafts and the Affiliation Fees must be paid.

### **THE PROCEDURE:**

Either fax, write or email to the ACA advising your chosen date, the number of drafts you wish to affiliate, the name of your judge or judges and the details of your prizemoney and entry fee, plus the fees to cover the cost of Affiliation and Insurance. If everything is in order, acceptance is automatic. If there are points not correct you will be advised of same and the steps necessary to rectify the problem.

Provided the affiliation has been received early enough, the dates and program details are then listed in the ACA NEWS and the ACA WEBSITE. Ensure that the result sheets are completed and returned to the ACA within seven (7) days.

**B.1** Affiliation fees shall be set by the Management Committee from time to time.

**B.2** The ACA does not allocate dates. However, once a date has been set any affiliated committee postponing a campdraft must notify the President of the ACA and have a new date approved.

**B.3** A limit of three affiliated programs per year applies to any one town. However, if in the opinion of the Management Committee further affiliations are desirable they will be approved.

**B.4** A certified First Aid person who is in reliable direct contact with the State Ambulance Service will be allowed in lieu of the Ambulance attendance at ACA drafts.

\*(It is a recommendation that the State Ambulance is in attendance where possible – information on applying for the service is available from the ACA Secretary).

**B.5 Affiliation Requirements:**

(a) An Open Campdraft in order to be affiliated must be Open to all Open horses and carry a total cash prizemoney of at least \$400. Novice and Maiden horses may not be allowed a start in an Open draft if the Committee so desires. This must be prominently displayed on the program.

(b) A Novice Campdraft in order to be affiliated must carry a total cash prizemoney of at least \$300. Maiden horses may not be allowed a start in a Novice draft if the Committee so desires. This must be prominently displayed on the program.

(c) A Maiden Campdraft in order to be affiliated must carry a total cash prizemoney of at least \$100.

(d) A Ladies Campdraft in order to be affiliated must carry a total cash prizemoney of at least \$100. If in exceptional circumstances it is found that it is necessary to limit Ladies to one horse in order to get the program completed, then this is permissible.

(e) At least 20 horses must start in Open, Novice and Maiden class contests or Standing's Points will not be allowed to placegetters.

(f) At least 10 horses must start in Ladies and Juvenile contests or Standing's Points will not be allowed to placegetters.

**(g) Juvenile Draft Affiliation:**

1. In the event of Committees running Juvenile drafts, they must run one affiliated draft for Juvenile riders 13 years and under 17 years. They are then at liberty to run any number of unaffiliated additional Junior drafts to suit local age groups.
2. Juvenile riders to be judged under the same rules as affiliated drafts.
3. If in exceptional circumstances it is found that it is necessary to limit Juveniles to one horse in order to get the program completed, then this is permissible.
4. Juveniles to compete on horses of their own choice.
5. Competitors under the age of 18 must wear skullcaps when competing in all events. The chinstrap must be securely fastened under the chin.
6. Riders under the age of 18 must wear skull caps in the main arena.
7. Committees have the right to exclude Juveniles from any draft they see fit.
8. Persons under 17 years riding stallions at Campdrafts, when not competing, must be accompanied and supervised by an adult mounted on a horse.

Committees may restrict each horse to a maximum of two first round starts excluding Ladies and Juveniles Campdrafts.

## **DRAFT FEES**

Draft fees are charged to committees at the following rates, irrespective of the number of starters. All prices inclusive of GST. (After 1<sup>st</sup> April 2009)

Maiden	\$36-00
Novice	\$36-00
Open	\$48-00
Res. Open	\$48-00
Ladies	\$18-00
Juvenile	\$18-00

Encouragement, Junior and old buffer drafts can be run, however as there are no end of year points awards, these drafts do not incur fees. The ACA does not charge any other levies or fees to affiliated committees.

## **NO OTHER FEES OR LEVIES CAN BE CHARGED BY COMMITTEES**

### **MEMBERSHIP BOOKS ISSUED TO COMMITTEES**

Every competitor at an ACA affiliated campdraft must be a member either 'Ordinary' or 'Casual' therefore they will be covered by the ACA Public Liability Insurance Policy as individuals. This requirement is an association rule that must be adhered to at all ACA affiliated campdrafts.

There are two types of membership:

'Ordinary' – which covers the member for 12 months and receives 6 ACA Magazines per year.

Adult	\$60.00
Couple	\$110.00
Family	\$145.00
Juvenile	\$25.00 (13 yrs to under 17 yrs) receive magazine
Junior	\$10.00(no magazine)
Mini	\$10.00(no magazine)
Non-competing	\$36.00

'Casual' – which covers the member for the duration of that event only.

Adult	\$25.00
Juvenile	\$10.00
Mini	\$8.00

In both categories the competitor is covered for Public Liability Insurance that is if the competitor causes an accident at a campdraft and sued personally then they are covered. This is not a personal accident insurance cover.

The implementation of Casual Memberships took the form of CM Books and resulted in certain requirements for the ACA administration – (a) As a controlled document ACA needs to be able to produce every page from start to finish (Auditing requirement) – (b) Every person paying a

Membership (Annual or Casual) has to be listed on the Membership Register with their Name and Address (requirement of Incorporation).

It is important that the information is complete and legible.

The following points may be of assistance to committees in the use of these books.

- Casual Membership books are in triplicate:-
  - Page 1 – White – ACA Copy and remains in the book to be returned to ACA office as soon as possible after the Draft
  - Page 2 – Yellow – Members copy / Tax Invoice
  - Page 3 – Green – Committee copy to be retained by the committee for their records / reference.
- Provision has been made for Annual Memberships to be paid using the CM Books – please try to include the Membership number if it is a renewal.
- **All** those paying memberships – Annual or Casual – are required to sign a Release & Waiver (guardians to sign for Juveniles / Juniors).
- All CM Books (used & unused), Reconciliation Sheet and cheque/s to be returned to the ACA office as soon as possible after Draft.
- All copies of cancelled pages to remain in book.
- Ages of Juveniles to be recorded.
- A list of volunteer workers – on each occasion - to be forwarded to ACA office.

## **CATTLE AND CATTLE DONORS**

- One of the most important aspects of any campdraft is the CATTLE.
- Obtaining enough cattle to run a draft is in itself often a difficult task.
- In recognition of the support given by cattle donors, the ACA has available ‘certificates’ that can be presented to any cattle donor from any committee.
- Committees are asked to supply the name of the cattle donor to the ACA office and these will be printed, signed and laminated, so that they are ready for presentation.

***The ACA Code of Conduct for Campdraft Cattle must be adhered to at all times.***

- Tip:**
1. When approaching cattle donors for cattle, enquires as to their favourite charity and offer to make a substantial donation to that charity for the use of the cattle. (Try and avoid having to pay for cattle and then having to pass on the cost to competitors)
  2. The ACA has available a nationally accepted Code of Conduct for the care and treatment of campdraft livestock. This document may add some weight to your request for cattle.
  3. Also discuss the donors preferences for cartage, musterers, backyard men etc., with the donor.
  4. Introduce the cattle donors to the public at an appropriate time for due recognition of their support, and maybe present certificates of recognition to them at that time.

Also, consider having the cattle donors present some of the awards over the weekend.

\* When deciding on the number of cattle required for your event, the following tips will ensure a better draft.

- (1) Fresh cattle should be provided for ALL competitors in: –
  - (a) Draft run-offs.
  - (b) Cut-out run-offs.
- (2) Number of horses for Second Rounds and Finals: -
  - (a) At least 20 horses per 100 entries should start in any second round.
  - (b) At least 10 horses per 100 entries should start in any final.

***Sufficient competitors to fill all placings must be taken into any final.***

**R.20** Speary horned cattle should be tipped.

## ACA NATIONAL FINALS

### ACA FINALS FORMAT

The ACA NATIONAL FINALS CAMPDRAFT must include an Open, Restricted Open, Novice, Ladies, Juvenile, Rookies and Zone Challenge.

- Double points will be added to the previous year results.
- Standard points will be added for the coming year.
- Open and Novice drafts to be two eliminating rounds and final.
- Res. Open, ladies and juvenile to be one full round and final
- Rookies to be full rounds. Invitations will be sent by the ACA Secretary who then advises the organizing committee of the competitors for the final. The number of eligible horses shall be in direct ratio to the number of sponsors (ie 6 sponsors, 6 top available horses may start at the Finals).
- The ACA secretary organizes the two rounds of the Rookie horse competition.
- Eligibility criteria for entry at the National Finals is full ACA Membership for the rider and ACA registration for the horse. These details will be verified by the ACA secretary on closing of entries.
- For the National Finals Drafts, all horses shall be allowed the status they held at the end of competition year prior to the Finals.
- Juvenile riders turning 17 during competition year are eligible to compete at the National Finals in the juvenile campdraft
- Responsibility for Zone Challenge falls to the ACA and its Zone Councillors. Nominations to be forwarded to organizing committee secretary no later than two hours before staging the Zone Challenge campdraft. Riders for each category of the zone challenge, shall be randomly selected.

- Grand Entry consists of at least the zone challenge participants with the relevant flags and banners. Grand entry to be co-ordinated by the ACA and Zone Councillors.
- A new draw shall be done for every round.

## **ACA COMMITMENT**

### **A FINANCIALS**

- All end of year Championships ribbons and trophies will be supplied by the ACA.
- Finalist caps and badges (top ten) to be supplied by ACA.
- The ACA assists financially with the running of the National Finals. \$9,000 is made available to the organizing committee for use at their discretion.
- The ACA pays the accommodation and traveling expenses of the announcers and their partners for the Finals campdraft.
- The ACA pays accommodation and traveling expenses of the judges and their partners for the finals.
- Rookies Horse Comp:  
1-5 ribbons for rounds and weekend aggregate, plus trophy for weekend winner  
End of year aggregate ribbons and trophies supplied by the ACA.
- Zone Challenge ribbons and trophies supplied by the ACA
- The ACA makes available unlimited advertising space in the magazine and on the web page for the use of the organizing committee. Magazine dates and advertising deadlines to be made available to organizing committee on verification of them hosting the National Finals campdraft.

### **B ACA RESPONSIBILITY**

- The ACA appoints the campdraft judges from nominations made by the Management Council.
- The ACA has a National Finals Sub-Committee who will be available to assist the organizing committee in planning the event. Interested committees should contact the ACA office for contact details.
- The ACA will be available during the event to assist the organizing committee.
- The ACA will manage, host and cover all expenses of the ACA major sponsors.
- The ACA will make available to the organizing committee any sponsors for the Final.
- The ACA makes available to the organizing committee the names, logos, all relevant material and areas of interest of the major sponsors and any other sponsors they are managing.

### **C HOST RESPONSIBILITY**

- The organizing committee is at liberty to secure any sponsorship it is able to, keeping in mind conflict of interest with ACA sponsors.
- Any outside advertisements to be met by the host.
- The organizing committee hosts the judges and their partners and announcers and partners for the finals campdraft.
- The organizing committee supplies all campdraft ribbons, trophies and prizemoney for events run (Open; Res. Open; Novice, Ladies, Juvenile).

- Cutout optional to the committee – eg either highest score from the particular draft or the aggregate.
  - ◆ An ACA Management Council Meeting is generally held at a suitable venue at the Finals, prior to the start of the draft.
  - ◆ The Zone Challenge, if possible to be the last event on the program, to allow the ACA Secretary time to calculate end of year awards.

#### **D ACA AWARDS DINNER**

- The host organizes the end of year dinner and awards night assisted by the ACA.
- The ACA will appoint MC for dinner, and pay expenses of the MC
- The host will arrange entertainment for the dinner.
- The host will pay all costs for entertainment.
- The ACA will be responsible for seating of guests and major sponsors and their dinner tickets.
- The host will be responsible for draft sponsors
- The Secretary of the host, in conjunction with the Secretary of the ACA and the MC will organize the format of the dinner.

#### **Please Note:**

#### **THE HOST COMMITTEE AGREES TO THE FOLLOWING:**

1. All posters, programmes, T.V. advertisements and media releases must be approved by the A.C.A. Secretary before they are used.
2. That the host committee are running the Finals for the A.C.A. and that they do not have the right to market the naming rights for the National Finals.
3. The host committee will give due recognition to the A.C.A. Major Sponsors and will incorporate them in any official proceedings during the Finals.

## INSURANCE COVER

### PUBLIC LIABILITY

*The ACA has negotiated a policy for Public Liability with Elkington Bishop Molineaux Insurance Brokers Pty Ltd  
Cover is for Campdrafting Only. Does not include Rodeo, Roping, Cutting etc or any associated activities. If in doubt please call ACA office.*

The policy has cover as follows:

1. **Public Liability**                      **\$20,000,000.00 (Twenty million)** each and every occurrence.

**Note:-**     *All ACA members will be covered by this policy at a campdraft affiliated with the ACA. It is not a personal accident policy – competitors hurt whilst competing will not be covered, unless negligence on the part of the committee can be proven.*

2. **Products Liability**                      **\$20,000,000.00 (Twenty million)** any one occurrence and in the aggregate and one period of Insurance.

3. **Errors & Omissions**                      **\$1,000,000.00** any one occurrence and in the aggregate any one period of Insurance.

#### **Endorsements:**

**Care, Custody & Control Clause** The indemnity under this Policy is hereby extended to include liability arising out of property in the Insured's Legal Care, Custody and Control, providing the Limit of Occurrence and subject to the Insured bearing the first \$1,500 each and every occurrence (Cost inclusive).

4. **Directors & Officers & Company Liability**

**\$10,000,000.00 (ten million)** any one claim and in the aggregate any one period.

5. **Voluntary Workers**                      **\$1,000,000.00 (one million)** in total in respect of any one period of insurance.

Note:-     *Committee members are covered with the Voluntary Workers Policy while travelling to and from meetings, working bees etc., that are directly related to campdrafting. They are also covered while mustering, droving and working in the back yards.*

**Further information re: costs/cover, are available from the ACA office.**

18<sup>th</sup> November 2009

Dear Committee Members/Executives',

I am writing this letter directly to you in an effort to explain the slight changes to our Public Liability Insurance. As of the 24<sup>th</sup> August 2009 we have changed underwriters. Our new underwriters have accepted our policy with very few differences. In fact there are only 5 which I have outlined below. This letter has been perused by our brokers in this regard and approved for publication and distribution.

- 1. No Spectators are allowed in the Ring whilst a competitor is actually competing**
- 2. Only One competitor is allowed to compete at any one time**
- 3. Waiver must be signed (the ACA's current procedure is adequate – no further action required)**
- 4. Arena's must be fenced.**
- 5. If a committee is to construct a new grandstand, this work must certified by a registered builder/structural engineer.**

These changes should not result in too much disruption to your events, but where they do I apologise. However this has been found necessary in order to secure adequate Public Liability cover for campdraft events. To further discuss any issues you may have with Public Liability Insurance, please feel free to contact the office or myself. With respect to point 4 above (Arena Fences), certain councillors in all zones have been appointed to audit the grounds within the area of operations (list attached). Please feel to contact any of these councillors if have any queries re: your arena.

Care Custody and Control Insurance of Cattle has also been re-negotiated with our new insurance company and the limit set for this at \$50, 000 with a \$5, 000 excess. As has been stated in previous correspondence, this is not a transit policy, nor is it a commercial payment policy. It only covers cattle where negligence can be proven on the behalf of the committee or its volunteers. The ACA is currently investigating options for cattle in transit cover for committees. More information will be made available if anything progresses on this front.

On a seperate matter to the insurance matters outlined above could those committees who hold encouragements drafts please forward the winners names along with your results sheets to the ACA office for recording purposes.

If you have any further questions on any of the above, please do not hesitate to contact the ACA for clarification. I urge all committees to continue to be mindful of saftey at all times as we have a very good track record; one which helps to keep our premiums at record low levels when compared to other equine disciplines. A lot of this is thanks to the practical, common sense approach that our committees apply to their operations and for that we are eternally grateful.

Yours Sincerely

Sean Dillon  
ACA President

## **JUDGES.**

Judges for all affiliated Open Drafts must be drawn from the approved Open Judges Panel where possible. In the event that no approved Open Judges are available to judge an Open Draft, the approval of the Secretary of the ACA must be obtained to use a Trial Judge from the panel.

In the event that no approved Trial Judges are available to judge an Open Draft, the Secretary of The ACA must be advised so that approval may be obtained to use a Judge from outside the panels.

Judges selected to be advised that they must adhere to the Rules of the NCCA and ACA and that they should attend a Trial Judges Seminar at their earliest convenience, so that they may be appointed as an approved Trial Judge to avoid further inconvenience. The Committee shall submit a report on the Judges performance if required to the Secretary of the ACA.

Trial Judges can judge any draft other than Open Draft except in the circumstances listed above.

For major Campdrafts, one judge be appointed for each campdraft prior to the commencement of the program.

*A current Judges List is available on the ACA Website or from the office on request.*

## **PAYMENT:**

- Judges should be asked to state their fees when invited to judge campdrafts.
- Recommended fees are- \$100 per day plus 25 cents per kilometer each way plus accommodation
- The majority of judges usually waive the day fee or else take it as a refund on nominations, which should be kept to a reasonable amount.

*\*This is a guide only, and we strongly recommend that payment be discussed when the invitation to judge is extended. This will avoid any unnecessary confrontation after the draft has been judged.*

## **RESPONSIBILITIES:**

- Judges are expected to liaise with committees on their arrival to discuss issues such as-  
\*number of cattle available \*how cattle run \*type of ground etc.
- We encourage judges to liaise with the backyard men, the numbers required in the camp, keeping fresh cattle for the finals etc.
- Campdraft Judges are to give their Address over the Public Address system for the benefit of spectators.
- Committees are encouraged to engage more than one (1) judge for the full program, depending on nominations (It is difficult for the judges to concentrate for long periods of time, therefore, committees should consider this when selecting judge/s).
- The ACA recommends that refreshments be supplied to the judge at regular intervals.
- Ensure that the ambulance or first aid is in attendance prior to the commencement of the draft.

## **JUDGES** **CONDUCT:**

*It is the ultimate responsibility of the judge to see the draft runs to its full potential*

- It is the judge's prerogative to dictate numbers of cattle in the camp and cattle handling procedures, but, this should be done in consultation with the committee taking into account normal practice for the area.
- The judge should have the right of crowd control where necessary, to give equal and maximum opportunity to all the competitors.
- Under the Judges Code of Conduct, judges are expected to dress appropriately, conduct themselves in a manner befitting the position, and judge according to the rules.
- The ACA has in place mechanisms to deal with judges who act our side these boundaries, and encourage committees to send in a written report to the Secretary of the ACA within fourteen (14) days of the campdraft taking place, so the matter can be dealt with promptly.

## **COMPLAINTS:**

- Complaints against a judge must be submitted in writing to the Secretary of the ACA within Fourteen (14) days of the campdraft taking place.
- Any such complaint, shall set out the grounds of complaint and the facts and circumstances relied on in support of those grounds, and be signed on every page by at least five (5) persons, who shall state their involvement in such draft – e.g. competitor, spectator, ACA Councillor, ACA Trial Judge or an Open Judge.

## **TIP:**

- Make sure that someone is given the job of “hosting” the Judge and his/her partner. Often judges are left to sit on a horse all day without anyone bringing them a cup of tea or a sandwich. Having time out to eat is often beneficial to a judge to regain concentration and clear the mind!
- If the judge has not brought horses to ride in other events, a little attention could be given to them so that they are not left out of things completely. (some judges have no trouble fitting in with locals, but others do).

## **STATE AMBULANCE SERVICE**

**R.1** The State Ambulance Service is to be in attendance where possible. See also Affiliation – Rule B.4 page 20

- We recommend that the State Ambulance Service be used in preference to any other type of service.

- Where it is impossible to have this service, a qualified First-Aid Person who has direct contact to a State Ambulance Service may be used.

To apply for the State Ambulance Service, contact your nearest Ambulance center and discuss the situation with them. In most cases, the Ambulance can be obtained for a greatly reduced fee donated to the Local Ambulance Committee. This is a great saving, and a much preferred option for most committees as the money remains in the local area and not sent out of town as is the case with the standard fees.

Contact the Ambulance at least 28 days before the draft.

## **DRAWS**

Whilst the draw is being completed, have someone take a copy of the 1<sup>st</sup> round score sheets aside and thoroughly review the scores/number of scorers. They should check all scores not just those which may have been highlighted. This data should cross reference with the final draw sheet.

### **Draw for Finals**

All competitors need to be randomly redrawn, and not evenly spaced. If a competitor has more than one horse in the final, and happens to draw consecutive draws, the program waits for this rider to swap mounts. If somebody is forgotten from or overlooked from the draw, then a whole new draw must be conducted. It is advisable not to announce the draw or start the draft before the draw is completed and checked.

**R.1** A completely separate draw should be made for Campdraft Finals and all finalists be required to run in accordance with the draw.

**R.2** A second round in any Campdraft should be merely a follow on of the first round draw.

**R.3** **Draw:-** All horses to be run in the order as nominated by the owner.

### **Suggested Method of Drawing –**

- (a) All those with three or more horses – draw the owner's name and write in the first horse. Space their other horses through the draw as evenly as practicable depending on the number of total nominations. Anything less than twenty (20) horses between rides to be avoided if possible.
- (b) All those with two (2) horses – draw the owner's name and write in first horse.
- (c) All those with one (1) horses – draw the owner's name and write in their horse.
- (c) All those with two (2) horses – write in second horse in order of their first draw.

**R.4** Leave spare line between each entry to allow for adjustments where necessary- e.g. Any person with one horse should not be right at the end.

**R.5** Leave a spare nomination position every fifteen or so for emergencies of if you Need to shuffle someone on the day.

### ***TIP:***

*For the computer literate, Mylett Software has an excellent program available which is capable of doing draws and printing out the draws, invoices, receipts etc. It is very much a time saver and is currently used by many committees.*

*Contact: Kathryn Duncan on ph/fax (07) 3341 2211*

# ACA CODE OF CONDUCT

## COMPETITORS

**All competitors shall compete with integrity and sportsmanship. The spirit of the sport is based on fair and friendly competition with respect for fellow competitors. Committees have the right to expect ‘courtesy’ and ‘co-operation’ from competitors at all times.**

### Competitors shall

1. Accept the program set by a Committee.
2. Abide by nomination requirements set out by a Committee.
3. Accept Judge’s decision. A competitor may only discuss with the Judge
  - (a) ONLY course points, or
  - (b) In a polite manner, aspects of the judges ruling on their run.
4. Compete in accordance with the policy statement in the NCCA’s “Code of Conduct for the Care and Treatment of Campdraft Livestock.”
5. Abide by rules and provisions of the ACA at all times.
6. Adhere to dress code.
7. Be present when called to enter the camp – disqualified after three (3) calls.
8. Acknowledge the judge when advised to start run.
9. Call out when wishing to exit camp.
10. Stop immediately the whip or whistle has gone.

### The ACA will act upon

1. Complaints against competitors will only be accepted in writing, with five (5) signatures on all pages submitted, or by a letter from the organising Committee, or the Judge. If action against that competitor is warranted, a letter of warning, suspension from competing for a minimum of three (3) months and / or membership cancellation, are options the ACA will adopt.
  2. Illegal entries.
  3. Unacceptable behaviour eg. Mistreatment of horse, abusive and bad language etc, in competition by a competitor can lead to disqualification by the Judge for that run and subsequent runs in that draft.
- A.9: If a competitor is deemed to have breached any area of any of the Codes of Conduct by any two ACA Councillors, then a generic letter will be sent to them by the ACA in regard to the incident. They will have fourteen (14) days to exercise a right of reply. If the letter is not challenged or the incident is later confirmed, then this will count as the competitor’s first warning. Further breaches over a one year period will be referred directly to the Code of Conduct Sub-Committee with a view to impose a suitable period of suspension on that competitor.”

## **ANNOUNCERS**

The Announcer plays a very important role in the success of your Campdraft. You need to bear in mind the following points when choosing an Announcer:-

- Choose someone who has good dictation.
- A voice that carries well and can be heard.
- Someone who talks too fast is often not understood by those trying to listen.
- On arriving at the grounds, the Announcer should be made familiar with the programme.
- Know what special events such as Special Presentations, Entertainment, Services etc., are being held and what times these events are on.
- Prior to the commencement of each Draft, the Announcer should liaise with the Judge and arrange for that Judge to use the PA System for the Judges Address.
- The Announcer should also check for any special requests that the Judge may have.

### **A good Announcer will:**

- Be alert and aware of what is happening around the ground.
- Welcome Competitors on behalf of the Committee.
- Thank the Judges for their time and effort.
- Continually mention Sponsors and Cattle Donors throughout the programme.
- Keep the draft moving, by giving numbers all the time, calling the numbers and the names of the next twenty (20) or so Competitors, including scratchings, so that the Competitors following can be prepared.
- Give progressive scores to keep the Draft interesting.
- Announce 2<sup>nd</sup> rounds and finals draws as soon as possible to keep competitors informed and give them time to saddle their horses in the correct order.
- Refrain from pre-empting Judges decision.
- Refrain from excessive intake of alcohol.

## **TIPS TO ENHANCE THE RUNNING OF A CAMPDRAFT**

*We recommend that all entries are paid for when nominating, or at least fully paid prior to the commencement of the Draft. It is a good idea if prize money is calculated at the end of each Draft.*

- Post draws where Competitors can see them easily and have as many scratchings shown on them as possible.
- Consider the safety aspects when competition runs late in the day and darkness interferes with the Draft.
- Programmes should be available to all Competitors and should be clearly stating all prizes, monies, trophies and also any restrictions.
- Programmes should be as fair and equitable to all Competitors as possible.
- Aim to offer Competitors suitable facilities that are safe and user friendly.
- Committees need to be mindful of the charges for food and drink and the comfort of all those in attendance.

# CATTLE AT SPORTING EVENTS

## NLIS REQUIREMENTS FOR QUEENSLAND

### From 1 January 2008

For cattle used at sporting events.

All cattle being consigned to a sporting event will need to be identified with an approved NLIS device prior to movement;

- *the animals will require scanning (one reading only) either prior to travel, at the event or when reaching their return destination and all relevant details of the forward and return movements of the cattle must be reported to the NLIS database within 48 hours of completion of the event.*

*To assist organizing committees comply with the requirements of the Stock Identification Regulation 2005 for their event(s) there are a number of options including:*

- *engaging NLIS service providers or agents to read and report to the NLIS database;*
- *borrowing or purchasing NLIS reading equipment and having a member of the committee provide the database report (upload);*
- *while electronic reading provides a much more accurate and quicker method of providing the information, if cattle are tagged at the time of the travel, NLISID sequential numbers can be easily manually recorded entered into a computer the movement reported to the database when cattle return home;*
- *Note - use of service providers to report to the database will require them to have a third party authorisation to access the account for the PIC where the draft is held.*

Committees **should note** the required information is outline below:-

- The RFID or NLISID (visual) number of each animal used at the event;
- The PIC of the home property;
- The PIC of the sporting ground;
- The destination PIC if cattle not returning to origin PIC
- The waybill number(s) the animals were travelled to and home from the sporting event; and
- The date of the movement.

Remember: - Both outward and back to home movements need to be recorded

# QLD Committee Responsibilities at Sporting Events

## General Information:

- It is the responsibility of the receiver of the cattle (i.e. event committee) to ensure that the transfer of information to the NLIS database occurs within 48 hours of completion of the event;
- Either organize a responsible person/team or contract a NLIS service provider to perform the reading and database transfers;
- All sporting / show grounds must be registered with DPI&F and have a PIC number; and
- All sporting events and shows must have a sporting event account with the NLIS database.

## Opening a Database Account:

- To open sporting event account go to: [www.nlis.mla.com.au](http://www.nlis.mla.com.au) and click on create new account.
- The database will email you a user name and password. The account is now ready the use.
- You will receive an NLIS Database Quick Start Guide in the mail once account opened. This guide will step you through all steps required to successfully complete a mob based movement or a full cattle transfer.

## Completing a Cattle Transfer (reading & transferring tags on the database)

### 1) Process – Inward Movement:

- Scan or manually read the NLIS devices
- In the file you will need to input the following information in each column
  - the NLIS or RFID numbers (column A)
  - the **FROM** (home) PIC (column B)
  - the **TO** PIC (the PIC of the grounds) (column C)
  - the NVD/waybill number (column D)
  - the date of movement (column E)
- Save file as a Comma Separated Value (\*.CSV) or Text (\*.txt) format

### 2) Process – Outward Movement:

- Create a new file using the information saved for the inward movement and:
  - reverse the **FROM** and **TO** PICs (when transferring the cattle home)
  - enter the date the cattle returned home.
- Save file as a Comma Separated Value (\*.CSV) or Text (\*.txt) format

### 3) Handy Hints:

- When using a reader the software supplied with the reader may be very helpful and do the majority of the work for you.

- Once the transaction is completed - ensure you check your transaction history to confirm that it was successfully uploaded and accepted by the database.

For further information on NLIS transfers using Sporting Event Accounts please contact Doug McNaught 0427582113, or [douglas.mcnaught@dpi.qld.gov](mailto:douglas.mcnaught@dpi.qld.gov).

## **NLIS REQUIREMENTS FOR NSW**

The following information has been published courtesy of the NSW DPI website <http://www.dpi.nsw.gov.au> , NLIS Procedures for Cattle from 1<sup>st</sup> September 2007 - BC&MS PRO 2007/038

### **3.5 Sporting Events**

Places where campdrafts, rodeos and similar sporting events are held must have a 'property' PIC, as for showgrounds.

All cattle moving to a sporting event must be identified with NLIS devices. Previous permits exempting cattle from identifiers are no longer valid. Lost tags need not be replaced while the cattle are at the event.

All movements to and from a sporting events must be recorded on the NLIS database.

- The cattle must be individually scanned and transferred on the database within 7 days of each movement. Mob based transfers are no longer allowed.
- Database transfer is the responsibility of the owner or person in charge of the stock. The owner is ultimately responsible if it is unclear who is in charge of the cattle. The event officials, as the 'person in charge' of the cattle while at the event, may need to scan and transfer the cattle if the owner declines to do this or to provide the cattle unless the event officials accept responsibility for data transfer. The owner and event officials should negotiate responsibilities to ensure that both parties meet their legal obligations.
- A higher level of accuracy is required if the cattle are from EUCAS property or being moved to a different property after the event.

If the event is held on a producer's property, then that property's PIC is used to transfer introduced cattle. Cattle from that property which are used in the event and do not leave the property do not have to be transferred on the NLIS database.

### **NLIS Reader subsidy**

A subsidy of \$330 (inc. GST) is now available for each producer or group of producers who purchase NLIS reading equipment. NSW DPI website at :-  
<http://www.dpi.nsw.gov.au/agriculture/livestock/nlis/cattle/reader-subsidy>.

### **NLIS Contacts**

General enquiries to NLIS Helpline 1300 720 405.

Technical Assistance: NLIS Project Officer (02) 4828 6647

## **CHECKLIST**

1. Set Date. Check with ACA for any clashes 12 months ahead
2. Book Venue, if necessary 12 months
3. Organise Cattle 6 months
4. Seek Sponsorship 12 months
  
5. Set Programme 6 months
  
6. Select Judges and book accommodation for them 3 months
7. Organise Musterers, Backyard Men 3 months
8. Book Announcer and Timekeeper, any office staff 3 months
  
9. Book Ambulance 2 months
10. Start Advertising Programme 2 months
  
11. Order Ribbons and Trophies 6 weeks
12. Advise ACA of any Certificates for Cattle Donors 6 weeks
  
13. Check Facilities for repairs, including watering points,  
Electricity and fencing/yards 6 weeks
  
14. Organise Caterers 6 weeks
15. Organise Bar – License, Attendants etc 6 weeks
  
16. Organise Feed for Cattle if required 4 weeks
17. Organise Water Trucks if required 4 weeks
18. Make sure a suitable Judges Horse is available 4 weeks
  
19. Order P.A. System if necessary 4 weeks
20. Check to have a Blackboard, Stop Watch etc ready for Scorers/  
Timekeepers 4 weeks
  
21. Organise a person to look after Sponsors 4 weeks
  
22. Collect Bushes for Pegs (if using PVC Pegs, have the bushes  
In the top of them) 1 week
  
23. Do the Draw as soon as possible Last Week

## **PREPARATIONS FOR & THE RUNNING OF CAMPDRAFT**

ENSURE THE CAMPDRAFT IS AFFILIATED:

1. Australians' Campdraft Association Inc. - Advise Date following Annual Meeting

### **ADVERTISING:**

Press Releases	

- **LETTERS SEEKING SPONSORSHIP**

- **PROGRAMME:** Printing – Obtain Quotes

Contact ACA

Post

- PROGRAMME & COMPLIMENTARY TICKETS FOR SPONSORS.
- AMBULANCE
- RIBBONS

### **TROPHIES.**

<b>EVENT</b>	<b>FIRST</b>	<b>CUT-OUT</b>
Maiden		
Novice		
Open		
Junior		
Juvenile		
Minor		
Associate Rider		
Maiden Rider		
Lady Rider		

- NATIONAL ANTHEM. Play before Campdraft commences.
- PUBLIC LIABILITY INSURANCE # ACA
- WORKERS INSURANCE # ACA
- PUBLIC ADDRESS
- 

**PERMITS** - Liquor - At least four (4) weeks before (Copy for President & each Bar)

Stock - Owners to complete

- POSTERS SHOWING SPONSORS Secretary
- CHIEF CATTLE STEWARD
- SPRAY UNIT AND CHEMICAL
- CHIEF CATERING STEWARD

## **CAMPDRAFT**

<b>ITEM</b>	<b>NAME</b>	<b>PHONE NO</b>
Loosen Cut Out Yard & Main Arena		
<b>Judge – Maiden</b>		
<b>Judge – Novice</b>		
<b>Judge – Open</b>		
<b>Judge – Ladies</b>		
<b>Judge – Junior &amp; Juvenile</b>		
Judge's Accommodation		
Draw		
Board for Draws		
Placing Draw Around Ground etc		
Judge's Horse		
Announcer		
Check Electric Timer		
Stop Watch		
Whistle		
Scrap Books & Marking Pens		
Scores for Judge		
Cards & Timer (in office)		
Score Sheets – Manual		
Score Sheets – Computer		
Entrance Gate to Camp		
Gates on Front of Camp		
Exit Gate from Arena to Yards		
Exit Gate near Cut-Out		
Cattle Behind Hessian		
Cattle Movement		
Yards Before Cut-Out		
Back Yards		
Yard Sticks & Crow Bar		
PVC Pegs & Bushes		
Urn, Tea, Coffee, Cups, Sugar, Spoons		
Refreshments from Canteen		
ACA Certificates to be Presented to the Cattle Donors.		

## **CAMPDRAFT STOCK.**

<b>DONOR</b>	<b>No.</b>	<b>TYPE</b>	<b>FROM</b>	<b>TO</b>	<b>TIME</b>

- **CARTAGE OF STOCK:**

**REFRESHMENTS:**

<b>ITEM</b>	<b>NAME</b>	<b>PHONE NO.</b>
Chief Steward		
Menu		
Ordering/Collection of Food & Drinks etc		
Turn On Hot Water for Kitchen		
Turn On Refrigerators		
Refrigerator for Sandwiches		
Gas Bottles		
Bar-B-Que		
Stewards		
Bar-B-Que Cook		
Stewards – Soft Drinks		
Meat Slicer		
Change, Till etc		
Meal Tickets		
Bain Marie & Dishes		
Signs Showing Prices		

**EVENING FUNCTION:**

<b>ITEM</b>	<b>NAME</b>	<b>PHONE NO.</b>
Venue		
Music		
Menu		
Cook		
Meal Cost		
Wood		
Tarps for Band Cover		
Raffle Prize		
Raffle Tickets & Sellers		
Stewards		
Change, Till etc		
Meal Tickets		
Council Bain Marie from Hall		
Signs Showing Prices		

**LIQUOR BOOTHS:**

<b>ITEM</b>	<b>NAME</b>	<b>PHONE NO.</b>
Cool Room		
Collect Cool Room		
Return Cool Room		
Liquor License		
Marked License Area		
Communications – eg 2 way radio		
Stocking Up of Cool Room		
Determine Time Table for Stewards		
Ice – Quantity Required		
Change		
Change, Tills		
Containers for Drinks		
Spirit Pourers		
Order Drinks (Stubbies/Cans etc)		
Soft Drinks		
Cigarettes, Tally-Ho, Matches & Lighters		
Container to sit on table for Spirit Cups		
Plastic Cups		
Tables for Bar		
Close Down of Bar & Takings		

**STEWARDS FOR MAIN BAR:**

<b>NAME</b>	<b>FROM</b>	<b>TO</b>	<b>PHONE NO.</b>

**CHANGE:**

	OFFICE	GATE	BAR 1	BAR 2	DRINKS	CANTEEN	NIGHT MEAL	TOTAL
\$50								
\$20								
\$10								
\$5								
\$2								
\$1								
50c								
20c								
10c								
5c								

- BAGS - Cloth & Plastic
- CLIPS
- PORTS
- RUBBER BANDS
- CHANGE TILLS

**GATE:**

ADMISSION	Adults High School Primary School	
Admission Price Board		
Table & Chairs		
Change		
Port		
Change Till		
Money Bags		
Bags worn by Gatekeepers		
Clean Gatekeepers Building		

**GATEKEEPER TIMES:**

NAME	FROM	TO

**SECRETARY'S OFFICE:**

<b>ITEM</b>	<b>NAME</b>	<b>PHONE NO.</b>
Nominations, Payments etc		
Change		
Tape Player, Tapes & National Anthem		
Lockable Change Till for Office		

**GROUNDS:**

Electricity		
Rubbish Bins		
Rubbish Collection on Day		
Toilets & Toilet Paper on Day		
Toilets – Clean etc		
Water Supply		
Mowing, Slashing etc		
Clean Water Troughs		
Extension Leads/Double Adaptors		
Water Truck on Day		
Chairs, Tables & Seating		
Bunting		
Hessian in Main Arena & Cut-Out		

<b>TYPE</b>	<b>NAME</b>	<b>PHONE NO.</b>

**HAPPY CAMPDRAFTING.**

# NOTES