



Australian Alpaca
ASSOCIATION

AAA YOUNG PARADERS COMPETITION GUIDE FOR CONVENORS AND JUDGES



Australian Alpaca
ASSOCIATION

Table of Contents

	1
Table of Contents	2
INTRODUCTION	4
HOSTING AAA YOUTH PARADERS COMPETITION	4
National Competition	4
State and Territory Competitions	4
Regional and District Competitions	4
COMPETITION SECTIONS	4
Showmanship	4
Stockmanship	5
Tasks	5
YPC CONVENOR RESPONSIBILITIES	5
Pre Show	5
During Show	6
Post Show	6
Managing Event Timetable	6
ROLES INCORPORATED IN A YOUTH PARADERS COMPETITION	7
YPC Judges	8
Course Builder	8
Promoter	8
MC	8
Chief Steward	9
Judge’s Scribe	9
The Runner	9
Scorers	9
Further YPC Stewarding Roles	9
Ring Steward	9
Marshalling Steward	9
Task Steward	10
Ribbon Steward	10
SCORING OF PARADERS	10

Showmanship Scores	10
Stockmanship Scores	11
Task Scores for Open	11
Age Champions and Reserves	11
Supreme Champion	12
Trainers Award	12
Breaking Tied Scores (Stockmanship)	12
Distributing Competitor Score Sheets	12
YPC Calculator	12
SCREENING REQUIREMENTS FOR INDIVIDUALS	12
Working With Children (WWC) Checks	12
TRAINING AND DEVELOPMENT FOR YPC OFFICIALS	12
Appendices	14
Document printing list	14
Score Sheets	14
Templates	14
Email Addresses	14
Email Templates (optional, use if convenor thinks it's useful for them)	15
Timetable example	16

Document version	Review notes
Original version	Content originally part of the 'Young Paraders Manual' as a single manual.
June 2020	Major update. Content moved into a separate manual aimed at Convenors and Judges, rather than competitors. Supporting documents and templates removed and saved individually.

INTRODUCTION

This content is to be used in conjunction with the Young Paraders Manual 1 June 2020.

Convenors need to be up to date with current;

- Young Paraders Manual
- [Showing and Judges Rules](#)
- [AAA's Working with Children Policy](#)
- [AAA Social Media Policies](#)

A printed copy of the most current Young Paraders Manual must be available at all times at the scorer's desk throughout any competition. A first aid kit with a sign must be available at the scorer's table.

HOSTING AAA YOUTH PARADERS COMPETITION

National Competition

The conduct of a National Young Paraders Competition (YPC) will be hosted by the AAA National Show each year. The Convenor of the YPC for this Event will need to work closely with the Halter & Fleece Convenor but at all times referring to the rules and regulations as set out in the Young Paraders Manual.

State and Territory Competitions

The conduct of State and Territory Competitions will usually be hosted by Agricultural Societies or/and the Royal Agricultural Societies (RAS) each year but can also be a stand-alone show. The organisation of state and territory competitions will be primarily the domain and responsibility of the relevant Agricultural Society, closely consulting with and at times delegating to a convenor who in turn will run the YPC.

Regional and District Competitions

The conduct of regional and district YPCs will be at the discretion of each individual convenor in consultation with the local Agricultural Societies and/or AAA regions.

COMPETITION SECTIONS

Showmanship

This section demonstrates excellence in preparation, presentation and handling of alpacas in the show ring. It enables young people the opportunity to demonstrate a sound understanding and general knowledge of alpacas, their conformation and husbandry needs. Showmanship (Open section) simulates the halter classes at a show. This section evaluates competitors on their knowledge of show ring presentation and etiquette, alpaca handling and ability to display the alpaca at its best to the judge for assessment. Showmanship (Preliminary section) will be judged in a pen situation where competitors will complete a hands-on assessment and be required to show an understanding of alpaca fleece conformation and husbandry.

Show presentation and etiquette will be included in this division.

Stockmanship

This section offers the opportunity to demonstrate excellence in the handling of alpacas in their normal daily management. This highlights the bond that can be formed between the alpaca and its handler through consistent training. Stockmanship is designed to simulate challenges that an alpaca and handler may face in day to day management, by progressing through a series of stations/challenges. Training, teamwork and trust between the alpaca and handler are the key focus of this competition.

Tasks

This is an optional Component for YPC for Open division only.

To qualify for champion and or trainer awards, Open competitors may be asked to complete two assessment tasks per competition (1 x Fleece, 1 x Conformation). Prior to the competition, the Young Paraders Judge, in collaboration with a AAA halter judge will choose the tasks to be used. Each competitor is to take on the tasks individually with no discussion of the task with others i.e. entrants, spectators, parents. A time limit of 10 minutes for each task will be set. Only one competitor can be completing tasks at any given time. Results cards are to be immediately handed to the task steward who will pass them to the scorer. Notification of the tasks will be provided to the competitors prior to commencement of the competition.

YPC CONVENOR RESPONSIBILITIES

Responsibilities include:

Pre Show

1. The Convenor must assure the AYE Committee that they have attended at least one approved AAA Ltd. Stewards' training course OR can prove prior show-convening experience OR work with a mentor.
2. Convenors must hold a current AAA membership.
3. Completion of an [event budget](#) and [risk assessment](#), forwarded to the [AYE Chair and State Representatives](#).
4. Communication with the [AYE State Representatives](#) to ensure that the event is AAA sanctioned. The event must be included in the AAA Events Calendar in order to be covered by AAA insurance.
5. Securing sponsorship and funding.
6. Regarding the judge
 - a. A request for a AAA Paraders Judge/s is to be made directly to the Judge Allocator using the [online form](#). A [Judges agreement](#) must be forwarded to the judge.
 - b. [Secure travel and accommodation arrangements](#) and relevant funding/sponsorship for the Judge.
 - c. Arrange for chaperone where necessary.
 - d. Brief the Judge on the YPC venue.
7. Establish communication and co-operation with the Convenor of any associated AAA alpaca halter competition at the same show.
8. Utilise a [Schedule](#), [Entry Form template](#) & [Animal Health Declaration Form](#) and send out to competitors. Also provide them to the relevant people for inclusion on websites.

9. Collaborate with Agricultural Societies/Show Secretary regarding all logistics/costing and organisation. Request inclusion of the YPC Schedule into the show catalogue.
10. [Ordering of ribbons](#) and trophies (see [Ribbon Steward section](#) for more detail)
11. Allocation of all other roles (see [roles](#) section) required to support the event.
12. Print and supply Score Sheets. See [appendix](#) at the end of this document outlining printing numbers.
13. Ensuring that all appointed volunteers have a current Working with Children Check.
The AAA & AYE require mandatory WWC check for individuals over 18 years of age involved in all youth activities. Review this information on the Relevant State/Territory Website prior to each YPC as States and Territories differ. Please check with relevant authorities for what is required to obtain a WWC Check. As per the current AAA WWC policy.
14. Supply the accurate dimensions of the area needed in metres for the course. (min 15m x 10m).
15. Source available stations for Stockmanship.
16. Ensure all usual infrastructure is provided in proportion to the number of participants and alpacas entered (pens, shade, bedding, seating, PA system, access to refreshments and amenities etc). AAA penning protocols must be adhered to.
17. As some competitors do not own alpacas, convenors need to make arrangements for suitably trained and show prepared alpacas to be sourced from participating mentor studs as required.

During Show

18. Provide and ensure all non member volunteers fill in([Non-member/Volunteer Steward Form](#)).
19. Providing and completing any [Injury register form](#) (should there be a need) within 24hours of said incident and sent to the AYE Chair and AAA head office.

Post Show

20. Non-member/volunteer steward forms must be collated and sent to [AAA Head Office](#) within 7 days after the show.
21. All completed [Animal Health Declaration Forms](#) must be collated and sent to [AAA Head Office](#) within 7 days after the show.
22. Expenses incurred for the show can be claimed back from the AAA (receipts are required). [AAA Reimbursement Forms](#) and [AAA Paraders Judges reimbursement forms](#) must be filled in, have receipts attached, and must be sent to [AAA Head Office](#) within 30 days of the expense. If funds are to be reimbursed from a specific account (e.g. state youth account) then please make a note of it on the form,
23. Submit a completed [Convenors report](#), together with all relevant competitor results on [YPC Calculator](#) post show (within a thirty day period from event date). Send to the AYE Chair and State Representatives.

***All Templates for documents can be found on the [AAA web site under youth](#).**

Managing Event Timetable

Show Convenors must manage their show timetable according to the number of entries received for all classes. In doing so they will have regard for:

- a. judging start and finish times.

- b. arrival and departure times for Competitors and inspection requirements for alpacas.
- c. scheduled breaks for Judges and Stewards
- d. judge to competitor ratio. To ensure good flow on the day of competition it is required that 1 judge may only judge a maximum of 30 competitors. In the event of more than 30 competitors a second judge is to be allocated and so on.
1 Judge = 30 competitors, 2 Judges = 60 competitors.
- e. judging hours must not exceed 8 hours judging per day, excluding breaks.
If possible Convenors should allow a minimum of 10 minutes per competitor per section averaged for an experienced Judge over a whole day's judging including Showmanship & Stockmanship. These times allow for handing out place ribbons but championship awards need additional time.
It is necessary to allow more time for less experienced Judges or if there is an Apprentice, Judge Upgrade or Dual Judging requirements at the show.
- f. If entries exceed expectations, convenors must be prepared to re-schedule start and finish times, split sections out for judging by two different judges or consider running the show over an extra day. If substantial changes need to be made to the advertised schedule for start times, extra days, different Judges etc. All Competitors must be notified of the changes prior to the show.

A [timetable example](#) is available in the appendices of this document, to use as a guide.

The Convenor remains responsible for the overseeing of all other roles up to the moment that the event commences, at which time the Chief Steward assumes all responsibility for decisions concerning the conduct of the event.

The Convenor may choose to assume the role of Chief Steward.

ROLES INCORPORATED IN A YOUTH PARADERS COMPETITION

Whilst it is recognised that volunteer numbers may not always permit individual appointments to all of the following roles, this list defines the responsibilities which need to be accounted for in conducting the show. It is the responsibility of the Convenor to ensure that all responsibilities are appropriately delegated, recognising that some volunteers may need to serve in multiple roles. Some of these roles can be filled on the day by parent/guardians

Roles to fill before the event

- [YPC Convenor](#)
- [Chief Steward](#) (can be convenor)
- [YPC Judge](#)
- [Course Builder](#)
- [Scorer](#)
- [Promoter](#)
- [MC](#)
- [Judges Scribe](#) (can be Apprentice Judge)

Roles to fill on the day of the event

- [Runner](#)
- [Scorers assistant](#)
- [Ring Steward](#)
- [Marshaling Steward](#)
- [Task Steward](#)

- [Ribbon Steward](#)

YPC Judges

A judge cannot judge an event where they are either a teacher or relative of any competitors.

A judge that trains or mentors should not judge mentees where possible. A relative or student of the allocated judge may participate in a non-competitive status for the event but may still be considered for National competition.

The appointment of the Judge(s) to each Youth Paraders Competition will be published when possible in the Show Catalogue. The Judge is responsible for assessing the performance of Youth Paraders in every class listed for the Event.

In the Stockmanship Section, Judges have the final responsibility for the layout, order of stations and degree of difficulty set. The Judge may request changes to the course layout. The Judge alone will determine if each challenge was completed in accordance with the competition rules.

Judges will be provided with the list of Stations on the day.

Course Builder

Prior to the event the Course Builder in consultation with an experienced YP Judge is responsible for overseeing the construction, and supply of the various challenges/stations in the Stockmanship Section.

On the day of competition he/she is ultimately responsible for transporting the equipment, and all the tasks involved in setting up and taking down the course. These responsibilities may be delegated. The course builder will set up the course in consultation with the YPC Judge. The YPC Judge has ultimate responsibility for the course layout. The course may be varied to suit the experience levels of the competitors, and should take into consideration safety and aesthetics simulating farm, public or school settings.

Promoter

The Promoter's role is to promote the event to schools, potential participants and to the public. The Promoter will prepare a timeline for the lead up to the event, coordinating the timely distribution of information to the broadcasting and publishing media, relevant educational institutions and Agricultural Societies, as well as web-based alerts to AAA Regions, the AYE, Youth Group and social media. Where no Promoter is appointed, these tasks become the responsibility of the Convenor.

MC

The MC is the public face and voice of the AAA, whose purpose is to engage the general public. The task takes on several roles, initially, as a master of ceremonies to open the show, welcome competitors and visitors, and to introduce and welcome the Judge. Throughout the show the MC will serve as announcer, calling class numbers and descriptions and announcing competitor numbers as they enter the ring. Utilising a roving microphone, whilst the event is in progress the role changes to one of educating, entertaining and engaging the general public about alpacas and the AAA. At the conclusion of the event, the MC will acknowledge and thank the host show society, all volunteer appointees, Judge, Convenor and Stewards, sponsors, facilitators, competitors and the general public for their attendance and support.

Chief Steward

The Chief Steward is responsible for the conduct and control of all YPC Stewards, personnel and competitors during the event. The Chief Steward should satisfy himself that all those nominated by the Convenor for stewarding roles have accepted those roles, and are familiar with their responsibilities. The Convenor may nominate him/herself as chief steward. On commencement of the event, all decisions relating to the conduct of the YPC must be directed through the Chief Steward, who must be available to engage with exhibitors, parents, teachers, and supervisors at all times during the conduct of the event to resolve disputes and arbitration/ interpretation of the rules. The ruling of the Chief Steward is final in all matters relating to the conduct of the event. The YPC Chief Steward will inform competitors of any changes to the catalogue and show procedures as well as liaise closely, where applicable, with the Alpaca Halter Show Chief Steward. The Chief Steward will at all times, have readily available access to the current Young Paraders Manual for interpretation of rules and regulations.

Judge's Scribe

The Scribe will accompany the Judge in the show ring, and is responsible for recording the Judge's verbal scores and comments. The Scribe needs to know the abbreviations and scoring procedure for the YPC. If an Apprentice Judge is available they will take on the role of the scribe

The Runner

This role may be a handy competitor on the day who is not in the current section of the competition. The Runner's role is to discreetly convey the Judge Score Cards to the results table, moving unobtrusively between the Judge and the official table with a minimum of disturbance to the proceedings in the ring.

Scorers

As each competitor completes their class, the Judge's score Sheet is conveyed by the Runner to the official table, where the Scorer is responsible for entering and collating the scores, and determining the placings. The Scorer needs an assistant. The Scorer is also responsible for tabulating results and overseeing the distribution of Judge's Individual Score Sheets to competitors at the conclusion of the event (see Scoring of Paraders Section for more detail).

Further YPC Stewarding Roles

Volunteers are required to fill the following stewarding roles:

Ring Steward

In the Open Showmanship Section the Ring Steward assists the Judge in directing competitors similar to a halter class. In Preliminary the Steward will hold an alpaca for the competitor while they do a hands on assessment. The steward is only there to hold the lead of the alpaca and may not assist in any way. In Stockmanship, should a station be dismantled or changed the ring steward will reset the station at that competitors' completion.

Marshalling Steward

The Marshalling Steward assembles competitors and animals in their correct classes ready to be judged, arranging them in order as per the catalogue, and confirming both exhibitor numbers and IAR tags for each pair. The Marshalling Steward must inform the Chief Steward should there be any variation from the published schedule.

Task Steward

The Task Steward is responsible for keeping relevant time on the tasks (10 mins) and for handing the Score Sheet to each competitor and asking the Judge's question which will already be written on a sheet. They must only read the question and not discuss it with the competitor. The competitor does their own evaluation of the alpacas or fleece that have been chosen by the judge. No Steward is necessary in the pen but a competitor may put a lead on an alpaca and hand the lead to the Steward standing outside the pen.

Ribbon Steward

The Ribbon Steward facilitates the efficient delivery of ribbons to the Judge appropriate to each class, minimising delays. The Convenor is responsible for organising ribbons and trophies, unless that role has been delegated. Ribbons required are:

- 1st, 2nd, 3rd, 4th, 5th, 6th and Highly Commended in each age class across 2 sections in each division (Open & Prelim Showmanship and Stockmanship)
- 1st, 2nd, 3rd, 4th, 5th, 6th and Highly Commended in each age class for Introductory (no champions in Introductory) Ribbons may be replaced with certificates
- One Champion and Reserve Champion across both Open and Preliminary Divisions for each age class (6 champions and 6 reserve champions)
- Open Supreme Champion Young Parader
- Preliminary Champion Young Parader
- One Trainer Award (Open Division only) Please note this is the most prestigious of the awards.

SCORING OF PARADERS

The results are tabulated on a single sheet for each class, and the completed results sheet given to the Judge for the later presentation of place ribbons. Each score is entered into the [YPC Calculator](#) and is kept for reference in calculating Open and Preliminary placings, Champions and Trainers award. The YPC Calculator must be sent to AYE Chair and relevant State Representatives after each show.

The score sheets required will be outlined in the '[Document Printing List appendix](#)'.

Showmanship Scores

These are recorded in the following order:

1. In the Open Division the Showmanship Group Score Sheet is completed by the Judge in the ring and taken by the Runner to the Results Steward.
2. Those results are then transcribed onto the Open Showmanship Individual Score Sheet.
3. In the Preliminary Division, before each competitor enters the ring and proceeds to the penning enclosure, the Preliminary Showmanship Score Sheet for that competitor is collected from the Scorer's table by the Runner who delivers it to the Judge, who in turn, enters the scores for that competitor at the penning enclosure.
4. It is then returned by the Runner to the Scorer, exchanging it at the table for the empty Score Sheet of the next competitor to be tested. The Scorer then transcribes the scores onto the YP Class Result Sheet and the YPC Calculator. This will determine the final placings in that class.

5. The completed YP Class Result Sheet is returned to the Judge for the presentation of the place ribbons, at a time determined by the Judge. A copy is kept of each YP Class Results Sheet for later reference in calculating Open & Preliminary Champions and Trainers Awards.

Stockmanship Scores

The Stockmanship Score Sheet is an individual scorecard, with a box indicating which competitors have nominated for the Trainers Award.

At the conclusion of each competitor's course, the results are taken and transcribed onto the same YP Class Results Sheet used in the showmanship class. This sheet determines the placings in each class for the Stockmanship Section. Scores are entered into the YPC Calculator.

Any pair that changes the order or goes outside the course during their class cannot place higher than a pair that completed the course correctly. This will be demonstrated by a large circle being put on the score sheet. This circle needs to be transferred to the YP Class Results Sheet as a circle around the competitors Stockmanship Score and a circle placed in the column on YPC Calculator.

This Competitor is ineligible for Champion, Reserve or Supreme Awards

Task Scores for Open

The judge will provide to the scorer the [Task Score Sheet](#) answers and score allocations. This gets entered onto the YP Class Score Sheet and into the YPC Calculator.

Showmanship, Stockmanship and Task scores are added together to determine the competitors overall score

Age Champions and Reserves

Champion of Age (in both Preliminary and Open Divisions) will be awarded to the highest combined score of the day.

Champions in each division in other age groups will only be awarded if their scores are within 80% of the overall Champion's score.

Reserve Champions in each division will only be awarded if their scores are within 70% of the overall Champion's score.

For example:

- Champions top combined score of the day = 150 points. Other Age Champions must attain a minimum of 120 points (80% of 150).
- Champions top combined score of the day = 120 points. Reserve Champions must attain a minimum of 84 points (70% of 120).

The Scores to determine whether a champion or reserve champion has attained a high enough score can be validated against the summary page of the YPC Calculator.

The YP Class Results Sheet now contains all information required to determine Champion and Reserve Champion in that Age group.

Supreme Champion

The Champion scores in each class are transferred onto that Division's Champion Results Sheet. The Supreme Champion is the overall highest scorer over the 3 age groups in each Division of Open and Preliminary.

Trainers Award

The winner of the Trainers Award (must be nominated on their entry form) is included on this sheet.

There is only one Trainer's Award given in Open Stockmanship.

This is the trainer with the highest successful score in Stockmanship. The winner of the Trainer Award is transferred to the same sheet and is the overall highest scorer over the 3 age groups in Open Stockmanship.

Breaking Tied Scores (Stockmanship)

Ties are to be broken using ranked challenges selected by the Judge prior to the beginning of the class.

Distributing Competitor Score Sheets

The Scorer is also responsible for overseeing the distribution of the Judge's individual score sheets to competitors at the conclusion of the event.

YPC Calculator

This has been designed to simplify scoring and to have backup for future reference. The Calculator automatically adds the section scores together to compare against the handwritten score sheet. This does not replace Competitors Score Sheets that are handed out after the presentation of Awards. All relevant documents together with the completed calculator need to be submitted to the Convenor promptly.

SCREENING REQUIREMENTS FOR INDIVIDUALS

Working With Children (WWC) Checks

The AAA & AYE requires mandatory WWC check for individuals over 18 years of age involved in all youth activities. States and Territories differ please check relevant authorities for what is required to obtain a WWC Check. All appointed volunteers must have a current Working with Children Check.

Working with Children Checks are conducted at a State or Territory level and in accordance with local legislation. This is in accordance with AAA WWC policy.

If any WWC documentation is required for your state requirements these should be completed and submitted along with your convenors report.

TRAINING AND DEVELOPMENT FOR YPC OFFICIALS

To confidently run a YPC, it is recommended that all volunteers should participate in a training programme conducted at an AYE recognised Young Paraders Stewards Training Day run in their

state, attend an AYE Youth Camp, or work with a mentor. For further information and assistance contact your States Representative

Appendices

Document printing list

Score Sheets

The following score sheets will be required:

- a. [Open Showmanship Group Score Sheet](#) (One per Age Class - Junior, Int., Senior)
- b. [Open Showmanship Individual Score Sheet](#) (One per Competitor)
- c. [Preliminary Showmanship Individual Score Sheet](#) (One per Competitor)
- d. YP Class Results Sheet (One per Class - [Junior Preliminary](#), [Intermediate Preliminary](#), [Senior Preliminary](#), [Junior Open](#), [Intermediate Open](#), [Senior Open](#))
- e. [Stockmanship Score Card](#) (One per Competitor)
- f. Division's Champion Results Sheet (One each for [Open](#) & [Preliminary](#))
- g. Trainers Award Results are on the Open Divisions Champions Results Sheet (no extra score sheet needed).

Templates

[Judge application](#)

[Manual](#)

[Scoresheets](#)

[Emails – invitations, participant reminder](#) (optional, use if convenor thinks it's useful)

[AAA Reimbursement Form](#) (for general costs)

[AAA Paraders Judges Reimbursement Form](#)

[Timetable](#)

[Entry Forms](#)

[Herd Declaration](#)

[Schedule](#)

[Convenors Report](#)

[Marshalling Sheet Template](#)

Email Addresses

AYE Chair	ayechair@gmail.com
AAA Head Office	info@alpaca.asn.au
AYE State Representatives	https://alpaca.asn.au/australian-alpaca-youth-education-committee/

Email Templates (optional, use if convenor thinks it's useful for them)

Initial email to questions, requests for forms, etc

Hi _____

Thank you for your email. Please read the attached entry form carefully and fill it out.

The schedule for the day and paraders manual are also attached - please read these carefully and read the manual with [child's name].

The manual has all you need to know about dress code, rules, etc.

In the entry form, you will notice that there is a box for class number - check the last page of the attached schedule to find the numbers you need.

Please let me know if you have any questions.

Week before Show

Hi _____

Here are some details for the upcoming [show name].

The show is being held at [showground name]. Please enter via the gate on [gate address rather than general address for showground]. Please check schedule and know the entry gates for your show

I have attached a picture of the map to help. [Include map of gate entrance and road] [Include map of showgrounds if available]

Arrive between **8am and 8.30am** as judging starts at **9am**. The competitors will be assigned their animals and number on the day.

It would be great if any parents coming are able to help with some jobs on the day.

We can assign jobs on show day, and these will include:

- helping the scorer
- helping the kids line up for the ring
- running the activities for the public
- Please make sure your WWCC is current

The dress code for both girls and boys competing is a collared, long sleeve shirt, black pants/jeans, black or brown boots, a belt and an Akubra style hat (the hat is only for Stockmanship).

Let me know if you have any questions. You can reach me either by email or more quickly on my mobile: _____

Timetable example

*Please note: this is an example ONLY, Competitor numbers will determine if these times have to be altered to be suitable for each event and show.

8am – 8.30am	Arrival and allocation of jobs
8.30am – 9am	Welcome and run through day
9am – 10.30am	Open and Preliminary Showmanship
10.30am – 11am	Set up Stockmanship
11am – 12pm	Introductory Stockmanship
12pm – 12.30pm	Ribbons
12.30pm – 1.15pm	Lunch
1.15pm – 3pm	Open and Preliminary Stockmanship
3pm – 3.3pm	Ribbons and thank you's
3.30pm – 4pm	Finish and pack up