



Convenor Process - Judges Appointment to a Show

When a Judge is appointed to officiate a show endorsed by the AAA, the following process applies:

1. When the Convenor has confirmed their acceptance of the Judge, the Judge Allocator will send two emails:
 - a) one to the Convenor "Confirmation of Judge for X Show 2020" to confirm the appointment of the Judge and requesting that you coordinate any travel arrangements with the Judge and the AAA Office and providing the Judge's contact details (email). This email includes the Judges Agreement Form and Judges Travel Request Form which you, as the Convenor are requested to arrange for the Judge to complete and return to you to forward to the AAA office once any potential costs have been confirmed.
 - b) one "Confirming Your Appointment as Judge for X Show 202x", to confirm that appointment with the Judge

The Judge Agreement includes space for the Judge, to indicate their travel and accommodation needs – Airfare, Car Hire, Motel, Parking (airport) and Mileage (to/from home and airport, OR home to show, if this is the cheaper travel option). It is understood that airfare costs will change frequently until the flight is booked, so the Judge is not required to submit the cost HOWEVER if they are opting to drive to the show rather than fly then they are advised they are to check the cost of flights to confirm that claiming mileage to drive to the show is the cheaper travel option. (or note that the maximum reimbursement will be at the cheapest option)

If there is a Show Society or Agricultural Council involved, please indicate on the Judges Agreement what expenses they will cover (such as accommodation, travel costs etc). Please ensure that you liaise with the relevant contact at the Show Society to ensure that Judge's accommodation and travel are booked (if applicable) and those details are provided to the Judge in a timely manner.

2. When you receive the forms from the Judge Allocator, please forward them to the Judge as soon as possible so that they can be completed and returned. If there are any special requests or circumstances that you need to convey to the judge, this is a good time to have a conversation with them to ensure they know exactly what the accommodation and travel arrangements are that you require to meet your show budget.
3. The Judge will complete and sign the Judge Agreement and Judges Travel Request Forms and return them to you as quickly as possible (within 7 days). Please follow up with the Judge if they have not replied to you within this timeframe.
4. On receipt, review the costs are as discussed and agreed, and forward the forms to the AAA Office who will arrange necessary travel and accommodation bookings. Please note any expenses that will be covered by another party eg Show Society or Agricultural Council.
5. The AAA office will send you and the Judge a copy of the itinerary containing the booking details when completed, and return the Judges Agreement form with the known cost of Airfares and Motel Accommodation, and an estimate, if applicable, of car hire costs.
6. The Judges have been requested to book airport parking (if required) as soon as flights are booked to take advantage of pre-booked rates (which are generally cheaper). They should also be able to work out their mileage cost for driving from HOME – AIRPORT – HOME. To assist you to manage the Show expenses, Judges have been requested to advise you of these amounts ASAP.
7. After the Show, the Judge will submit their claim for reimbursement of applicable out of pocket expenses, such as airport parking costs and mileage charges to The AAA office



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accounts@alpaca.asn.au) . The office will cross check against the judge's agreement that these costs are within the range you had budgeted.

PLEASE NOTE: As Regions do not receive payment for shows from eAlpaca until the show expenses have been reconciled, the Judges have been advised that their reimbursement claim must be submitted as soon as possible after the show. We understand that many regions require this payment to pay for other Show and event expenses, (this also means the Judge is reimbursed promptly and not out of pocket).

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