



## Judges – Appointment to a Show

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

When the show convenor has confirmed their acceptance of the judge, the Judge Allocator will send two emails:

1. one “Confirming Your Appointment as Judge for X Show 202x”, to confirm that appointment with you (the Judge);
2. another to the Convenor “Confirmation of Judge for X Show 2020” to confirm the appointment of yourself as the Judge and requesting that the Convenor coordinate any travel arrangements with you and the AAA Office and providing your contact details (email). This email includes the Judges Agreement Form and Judges Travel Request Form which the Convenor is requested to arrange for you to complete and return to the Convenor to forward to the AAA office once any potential costs have been confirmed.

The Judge Agreement includes space for you, as the Judge, to indicate your 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 you are not required to submit the cost HOWEVER if you are opting to drive to the show rather than fly then you should check the cost of flights to confirm that claiming mileage to drive to the show is the cheaper travel option. Reimbursement will be to a maximum of the flight cost if that is the cheaper option

When you receive the forms, please complete and sign the Judge Agreement and Judges Travel Request Forms and return them to the convenor as quickly as possible (within 7 days).

The convenor will forward the forms to the AAA Office who will arrange necessary travel and accommodation bookings. When the booking is confirmed, the office will forward your travel itinerary to you, and a copy to the convenor (this provides them with the cost of airfares and accommodation). Please check that these details are correct and that everything has been included.

When the AAA office advises you of the booking details, if required, please book your airport parking to take advantage of pre-booked rates (which are generally cheaper). You will also be able to work out your mileage cost for driving from HOME – AIRPORT – HOME. To assist the convenors manage their show expenses, please advise the convenors of these amounts ASAP.

After the Show, please submit your claim for reimbursement of any out of pocket expenses including your airport parking costs and mileage charges, to [accounts@alpaca.asn.au](mailto:accounts@alpaca.asn.au) for approval **WITHIN 14 DAYS OF THE SHOW**.

**PLEASE NOTE:** Regions do not receive payment for shows from eAlpaca until the show expenses have been paid, and many regions require this payment to pay for other Show and event expenses, so it is greatly appreciated if you submit your reimbursement claim as soon as possible after the show (this also means you are reimbursed and not out of pocket).