



Show Convenors and Stewards Manual

December 2020

Introduction

The information published in this document is largely drawn from the AAA Ltd. Showing Rules Manual and relates particularly to the roles of Show Convenors and Stewards. This document must be read and used in conjunction with the current version of the AAA Showing Rules Manual.

It is strongly recommended that all Convenors and Stewards involved in organising and running shows have successfully undertaken Convenor and Steward training.

The Showing Rules Manual is a publication of the Australian Alpaca Association Ltd. This Manual refers to the Rules that should be applied in all shows that are run under the auspices of the Association and contains several sections that have been included for the guidance of members who are filling the various roles required to run an AAA Ltd show.

Australian Alpaca Association Ltd
December 2020

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Glossary

In this manual, paragraph headings have no significance in interpretation of their meaning and words and expressions have the same meanings as in the Rules of the Australian Alpaca Association Ltd.

Age of Exhibit	means for example, if exhibit on day of show is 7 months & 16 days old, the animal exhibit number card will display age as '7', exhibit having attained 7 months.
Apprentice Judge	a person who is being trained to be a Judge. At shows the Apprentice Judge is under the direct supervision of the nominated judge and has no input into final judging decisions, even though the apprentice may be called upon from time to time, at the nominated Judge's discretion, to give oral reasoning for the Judge's placing. The Apprentice Judge shall not officiate as a Judge at any AAA Ltd. sanctioned shows until fully qualified as an AAA Ltd. approved Judge.
Association	the Australian Alpaca Association Ltd.
Association Representative	a person appointed by the Show Society.
Authorised Agent	the person authorised to enter animals and fleeces on behalf of the owner (exhibitor).
Chaperone	a person nominated to accompany the judge on the day of the show (from gate, to lunch, etc). This person is not to be an exhibitor at the show in question.
Chief Steward	the person responsible for the organisation of the Show (may also be the Convenor).
Convenor	the person responsible for the organisation of the show.
eAlpaca	on-line International Alpaca Register (IAR) and show system.
Entire	an alpaca that has genitalia that are complete, properly formed and proportioned for normal reproduction.
Exhibit	an animal or a fleece, as the class in which the exhibit is competing requires.
Exhibitor	the financial member in whose herd an entire or wethered animal is registered or, in the case of fleeces, was at the time of shearing.
Fleece Steward	a person who is responsible for assisting the fleece judge in one or more of the following capacities: placing fleeces in their appropriate classes, fleece weighing and recording the Judge's remarks and scores on the Show Score Sheet.

Immediate Family/Partner	a spouse, descendant, parent, grandparent, employer or employee or person who has a share of ownership with the Judge in the animal being judged.
Inspection Steward	the person responsible for inspecting alpacas prior to the commencement of animal judging.
Judge	the person appointed to judge classes.
Marshalling Steward(s)	the person(s) responsible for ensuring exhibitors are in the marshalling area ready to enter the ring in order for their class. Can be an exhibitor at the show.
Master of Ceremonies	the person on the microphone that announces the classes and exhibits as they enter the ring and the results of each class. Also provides appropriate information to exhibitors and commentary to visitors to the show.
Record Keepers	one or two people nominated to record the results of each class in the catalogue and/or on the results board and/or directly into eAlpaca
Ribbon Stewards	the person responsible for having the correct type and number of ribbons for each class available for when the judge is ready to award them. Can be an exhibitor.
Ring Steward	the person controlling activities in the show ring during animal judging.
Show Society	the body under the auspices of which the Show is being conducted (in the case of agricultural shows).
Show Catalogue	the written records of each class and details of every animal and fleece entered as exhibits.
Showing Rules Manual	a publication of the AAA which is updated from time to time and is available to all members on the AAA website. All AAA shows are to be conducted in accordance with the <u>current</u> version of the manual.
Show Schedule	the conditions of entry and classes prescribed by the Association for the conduct of Shows.
Wether	a male animal that has been castrated

Part A - Role of the Convenor

Convening an Alpaca Show

Role of the Convenor

The role of a convenor is to:

- Organise all components of the show, including preparation of the Show schedule, judge allocation, preparation of the Show catalogue, sourcing of ribbons and trophies and sponsorship, ensure the show runs to schedule and in accordance with the AAA Ltd Showing and Judging Rules, upload results to eAlpaca, and report on the show to the Showing and Judging Committee and the Regional Committee of the AAA;
- liaise with the **Agricultural Show Society** running the show (where appropriate);
- ensure the **judge** is notified of all the relevant information pertaining to the show, such as date and location of show, number of exhibits entered, starting and ending times, etc and have a chaperone assigned to assist the judge with arrival, lunch breaks etc (if applicable);
- organise and ensure sufficient trained **stewards** are available for all the tasks required to be undertaken during the show;
- ensure the safety of **exhibitors** and their animals and the general **public**;
- promote alpacas and alpaca fleece to the broader community attending the show.

The convenor is responsible for coordinating the preparation of the Show on behalf of the AAA Ltd. They are responsible for the Show, up to the day of the Show. The Chief Steward then assumes responsibility for the duration of the Show. The Convenor and all Stewards should have completed a Convenors and Stewards training course and be familiar with the contents of this Manual, and the AAA Ltd Showing Rules, in particular Section Six: Conducting a Show.

Convening a New Show

Convenors of new (or not Regionally organised) shows should refer to the guidelines for approval of new Shows in the AAA Showing Rules.

An application for approval for a new show is to be submitted to the Showing and Judging Committee. Current recommendations are that each Region allocates only one show within their region as a Colour Show, except in the case of special 'one-off' shows, such as anniversaries or celebratory events.

Alpaca halter or fleece shows that are **not** endorsed as AAA shows, are not able to utilise the services of an AAA judge. Neither are they able to utilise AAA support nor resources, including the AAA logo and insurance coverage.

Pre-Show Planning

Viability of an Alpaca Show

- Contact with Agricultural Show Secretary (where appropriate); need to note that not all shows are ag societies- what is the process for a regional / independent show?
- Arrange a site visit;
- Assess and measure shed size and/or allocated area;
- Review position, access and parking: and
- Estimate competitor numbers - animals and fleeces.
- Seek regional approval of show
- Development of budget
- Regional approval of budget

Assessment of Site Visit

- Draw plan of site indicating scale,
- Site area required to accommodate animals, fleeces, judging ring and public,
- Show ring size – Is the area big enough to allow the judge to view the alpacas' gait and to be put in line with sufficient room in between?
- Is there good public exposure in the position allocated?

Meeting with Show Agricultural Society Committee

- Outline Show proposal,
- What is required of the Show Society,
- What the AAA Ltd will supply,
- Estimate budget required by both parties, the budget must be approved by the relevant Regional Committee a budget template is available on the AAA website with Convenors Resources – see Show Event pack
- Decision if Show will proceed.

Formation of an Alpaca Show Committee

Select a committee to help prepare for the Show and delegate areas of responsibility: (roles marked with an asterisk * are the absolute minimum to be confirmed for the Show to proceed)

- Convenor *
- Chief Steward *
- Ring Steward(s) *
- Shed Steward
- Chief Marshalling Steward
- Marshalling Steward(s)
- Fleece Stewards
- Chaperone for Judge
- Animal Inspection Steward(s)
- Official Record Keeper / Result Board Keeper
- Sponsorship Steward
- Promotion Display
- Media Liaison
- Master of Ceremonies / Announcer
- Animal Inspection Steward Assistant(s)
- Setting up Stewards *
- Ribbon Steward

Ensure all stewards are provided with a clear overview of the responsibilities of their allotted

role. **Where Youth events are scheduled, stewards should have undertaken a *Working with Children* check.**

Documentation Required for Show to Proceed

- Non-Member Volunteer Steward Forms
- Sufficient Stewards necessary to run show
- Insurance Cover Confirmation from AAA office/Regional Committee
- OH&S Risk Assessment of venue and event (form available to download from AAA website Convenor Resources can be located under the Show Resources option in the Member portal when you are logged in as a Member on the website)
- Identification of a First Aid person available on site
- Venue Audit

Show Personnel Requirements

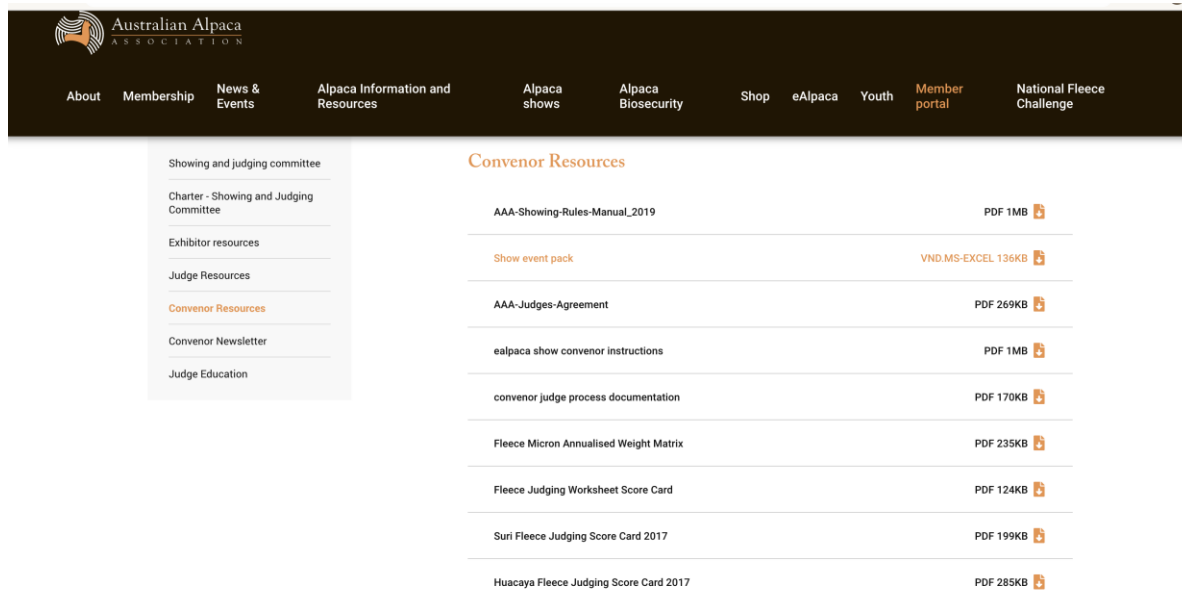
The Show Personnel requirements form below can be used to record the invitation and acceptance of individuals undertaking the various Steward roles. Regardless of who has performed the role at previous Shows it should never be assumed that that person will be available and willing to undertake the role – it is considerate to ask in advance so that the individual can plan their time accordingly, particularly if they also intend to exhibit at the Show.

Role	Name	Invited	Accepted /confirmed
Master of Ceremonies /Commentator – Day 1			
Master of Ceremonies /Commentator – Day 2			
Certificate Writer/Results Record Keeper			
Judge - Animals			
Judge - Fleeces			
Judge - Young Judges OverJudge			
Judge - Junior Handler/Paraders			
Chief Steward			
Ring Steward(s)			
Ring Steward(s)			
Ribbon Steward			
Chief Marshalling Steward			
Marshalling Steward - 1			
Marshalling Steward - 2			
Marshalling Steward - 3			
Marshalling Steward - 4			
Animal Inspection Steward - 1			
Animal Inspection Steward Assistant - 1			
Animal Inspection Steward - 2			
Animal Inspection Steward Assistant - 2			
Shed Steward			
Fleece Steward			
Fleece Steward Assistant(s)			
Fleece Steward Assistant(s)			
Fleece Steward Assistant(s)			
Chaperone for Judge/s			
AAA Promotion Stand			
Vehicle Movements /Parking Co-ordinator			
Results Board recorder			

Convenors' Resources

The Convenors' Resources section of the AAA Website (see below) has a range of on-line and downloadable forms necessary for the running of a show. Follow the path: **Member portal/Convenors Resources** (you will need to use your AAA Member login to access this section of the website)

This information is regularly updated, so check for any changes when planning your show.



The screenshot shows the Australian Alpaca Association website. The top navigation bar includes links for About, Membership, News & Events, Alpaca Information and Resources, Alpaca shows, Alpaca Biosecurity, Shop, eAlpaca, Youth, Member portal, and National Fleece Challenge. The Member portal is highlighted. On the left, a sidebar menu lists: Showing and judging committee, Charter - Showing and Judging Committee, Exhibitor resources, Judge Resources, **Convenor Resources**, Convenor Newsletter, and Judge Education. The main content area is titled 'Convenor Resources' and lists several downloadable documents:

Document Name	File Type / Size
AAA-Showing-Rules-Manual_2019	PDF 1MB
Show event pack	VND.MS-EXCEL 136KB
AAA-Judges-Agreement	PDF 269KB
ealpaca show convenor instructions	PDF 1MB
convenor judge process documentation	PDF 170KB
Fleece Micron Annualised Weight Matrix	PDF 235KB
Fleece Judging Worksheet Score Card	PDF 124KB
Suri Fleece Judging Score Card 2017	PDF 199KB
Huacaya Fleece Judging Score Card 2017	PDF 285KB

Organising the Judge(s)

Submit Request for Judges.

When setting up a show on eAlpaca, a request for judge allocation will be sent to the Showing and Judging Committee member who is responsible for Judge allocation. They will take into consideration requests for particular judges, while being cognisant of the need for ensuring judges are allocated shows to fulfil their apprenticeship, upgrade or accreditation requirements. Setting up of the show on eAlpaca and hence allocation of a judge should be made between 3 and 6 months prior to the show (**Rule 8**).

Number of Judges Required

Two Judges must be appointed if fleece and halter classes are to be judged on the same day (**Rule 9**).

Judge Agreement

When the Judge is confirmed you will be sent the Judge Agreement form. This is to be completed and sent (via email) to the Judge for them to complete the rest of the information, sign and return to you. You should make contact with the Judge and discuss your budget for Judge's travel and accommodation, so you are aware of their needs and they are aware of your budget restrictions. The completed Judges Agreement is to be sent to the AAA Ltd. National Office.

Show Catalogue Summary

The Judge shall be provided with a copy of the Show Catalogue Summary prior to attending the Show. This summary relates to numbers of animals in each class/section, with no indication of the identity of animals/exhibitors. This summary can be obtained when the entries have closed

Preparation of Show Schedule

Rule 1: Conduct of a Show

A Show shall be run according to procedures set down in the Show Schedule.

At this stage, the order of showing needs to be determined so the Show Schedule can be prepared correctly. That is, whether all suris will be judged first or whether age classes will be alternated between suris and huacayas. It is preferred that classes be alternated between the breeds to allow exhibitors time between section to organise their animals, and also so that the majority of exhibitors are present throughout the Show. The order of Supreme Championships, Best of Colour and Sires Progeny Classes must also be determined and indicated in the Schedule.

Rule 2: Minimum Numbers to Plan a Show

Halter classes:

- A minimum of 50 entries overall
- A minimum of 10 suri to run suri classes
- A minimum of 10 huacaya to run huacaya classes

Fleece classes:

- A minimum of 20 entries overall
- A minimum of 10 suri fleeces to run suri classes
- A minimum of 10 huacaya fleeces to run huacaya classes

Fleeces cannot be judged on the same day as halter classes by the same judge (see Rule 9).

If the entry numbers to run a section (ie suri halter classes, or the fleece competition) are insufficient at close of entries then exhibitors who have entered must be informed that the competition will not be held. The Convenor can invite those exhibitors to hold a breed or fleece display at the event. Exhibitors are entitled to receive a refund for the entry fees paid if the competition is not held.

Rule 3: Distribution of Show Schedule

A Show Convenor shall supply to the Show Society a copy of the Association's Show Schedule containing conditions of entry, classes and entry instructions.

The show schedule must be published as a pdf on an existing website (AAA Region website or Agricultural Show website) so it can be linked in eAlpaca when entries for the show open.

The actual entry of exhibits is via eAlpaca for most shows, although some Royals (Melbourne, Perth, Adelaide) may require entry via their own websites.

The Convenor prepares the Schedule according to the type and size of the show. Some Conditions of Entry and Show Classes may not be appropriate. Section 2 – Show Format and Classes – of the Showing Rules details the mandatory and optional classes to be offered for each Show Format.

When preparing for your show, keep in mind how many animals you are likely to have - does it need to be a 2-day show, or do you need to close entries early if the entry numbers exceed capacity? A guideline for judging is 2 minutes per animal + lunch breaks + toilet breaks - please also take into consideration if the judge then has to drive home after a long day.

Example Show Schedule

A template for a Show Schedule is attached to this manual as **Appendix A**. This template is provided as a guide only, however a simplified version may be more suitable for smaller shows

Insurance

Prior to the Show the Show Convenor shall contact either the AAA Ltd. National Office or the Regional Secretary and obtain details of the insurance cover that applies to members, animals and the general public from the day of penning until the closure of the Show.

Any reports of incidents that could result in a claim of damage, loss or injury sustained from the day of penning to the close of the Show must be recorded by the Show Convenor and a written report supplied to the AAA Ltd. National Secretary within 5 days of the completion of the Show.

It is important that any person assisting at the show who is not an AAA Ltd member completes the Non Member Volunteer Steward Form available on the AAA website: [Member portal>Convenors' Resources](#).

Health and Safety Assurance System

The **OH&S Risk Management Sheet** (under downloadable forms [Member portal>Convenors' Resources](#).) is to be used for public activities involving members and their animals in public places. Convenors or co-ordinators of shows, field days etc. should:

- prepare the site in accordance with the form
- complete the form before the event
- file it either in hard copy or electronically for Regional records.
- keep a hard copy available during the event for reference in case of an accident to enable appropriate reporting including obtaining details from witnesses.

A suitably qualified **First Aid Officer** should be appointed or identified if one is already present on the Showgrounds.

An **Injury Register** (also found in Downloadable forms) should be printed and kept on hand in the case of an injury during the setup, operation or clean-up of the show.

Contact details for the First Aid Officer should be displayed in an obvious location for organisers, exhibitors and visitors to access.

Venue Audit

A copy of the Q-Alpaca /AlpacaMAP Show, Sale & Exhibition Venue Audit and Certificate of Compliance are included as [Appendix B](#).

It is recommended that an inspection of the venue be undertaken 2-3 weeks before the event so that defects can be corrected, exhibitors advised and venue audited immediately before the event. The Auditor and Chief Steward should be familiar with and understand relevant biosecurity management practices and penning requirements for animals from 'Assessed' ie Q-Alpaca or AlpacaMAP properties. Those involved in Shows that are located in South Australia should refer to the requirements of the AlpacaMAP program (available on the Animal Health Australia website – www.animalhealth.com.au) and the current requirements of the state animal health organisation.

- A Certificate of Compliance must be displayed for exhibitors to sight on arrival before unloading.
- The health and wellbeing of animals at the Show is covered by Rule 11: Animal Welfare, and Convenors must be aware of their obligations in the event of an alpaca at the show exhibiting any signs of ill health.
- Details of a Veterinarian on Call should be displayed in an obvious location for organisers and exhibitors to access.

Alpaca Show Classes

The official Association Show Classes for alpaca and fleece classes are found in the AAA Ltd Showing Rules Manual on the AAA website: [Alpaca Resources>Show Resources>Downloadable Resources](#):

- Huacaya Sections and Class Numbers,
- Huacaya Fleece Sections and Class Numbers,
- Suri Sections and Class Numbers for Major Shows (Nationals and Royals),
- Suri classes for smaller Agricultural Shows (Regional or Country),
- Suri Fleece Section and Class Numbers,
- Huacaya Sections and Class Numbers Colour Championship Shows,
- Optional Huacaya Fleece Classes Colour Championship Shows,
- Suri Sections and Class Numbers Colour Championship Shows,
- Optional Suri Fleece Classes Colour Championship Shows,

These classes must be used at all Association shows, although it is recognised that classes may be joined where there are insufficient exhibits or split where there are a suitable number of exhibits.

For an Association-approved Show to proceed, there must be a minimum number of 50 animal entries. It is desirable to have at least three entries per class.

The Show shall follow the order shown in the Schedule, which should clearly, state:

- that the Chief Steward or Inspection Steward has the ultimate power to classify all entries for colour and to inspect each exhibit for identity and any disqualifying faults;
- that the Chief Steward or Inspection Steward has the power to transfer an exhibit to another class if deemed appropriate in his/her opinion; and
- that the Show will be conducted under AAA Ltd. Showing Rules (some of the more important rules may be reprinted in the listing).

Generally shows are now run with Suri and Huacaya classes alternated (eg. Junior Female Suri, Junior Female Huacaya, Junior Male Suri, etc) so that both breeds are showcased throughout the day. For smaller one day shows, Suri classes and Suri championships can be judged first. This decision needs to be determined prior to the Schedule being prepared so that exhibitors are aware of the showing order.

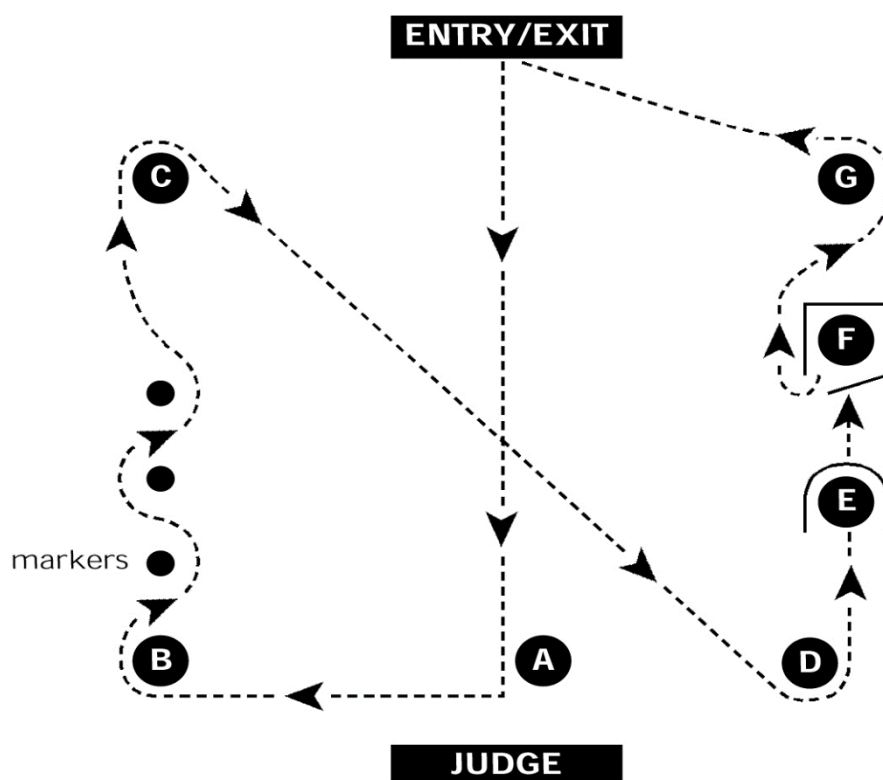
Junior Handler Classes

Where possible, all Agricultural Shows (including Royal Agricultural Shows) should run handler classes. The classes will be judged according to rules set out for each Show.

Emphasis should be placed on Junior Handler classes. Their aim is to encourage young industry members to compete with their animals in the show ring; to teach them the responsibilities associated with exhibiting alpacas; and to help them make the experience of showing enjoyable.

Suggested Handlers' Course

COURSE DESCRIPTION	POINTS
1 Enter - Proceed to A – halt - acknowledge Judge	10
2 Advance to B - turn right and proceed through markers to C	20
3 Turn right at C - advance diagonally to D with loose lead	20
4 Turn left and go through arch E	15
5 Advance to pen F - open gate with assistance from Steward - enter pen and remove halter and put back on	20
6 Leave pen - advance to G - turn left and exit	5
7 Overall presentation of the combination of handler and alpaca	10
	100



Handler Classes may be entered on the day of the Show before 12 noon or a time nominated by the Chief Steward

The classes can run 6-11, 11-15 and 15 - 18 years depending on the number of entries. Handler Classes are judged on the handler's ability to manoeuvre their alpaca around a course of obstacles in order to demonstrate his/her ability to understand and follow instructions and relate to and control his/her alpaca.

Alpaca Paraders Competitions

Paraders competitions are becoming an increasingly important part of alpaca showing and a separate committee overseen by the AAA has been set up to organise education and training and parader competitions.

The Young Paraders Competition (YPC) is an event in the show case of alpaca activities, designed specifically and exclusively for young people between seven and 22 years of age.

Objectives

- Offer inexperienced youth the opportunity to compete in an alpaca-related event.
- Offer experienced youth the opportunity to showcase their expertise and knowledge in handling alpacas in a public arena.
- Engage the interested public in a way that will both entertain and educate them about the Australian Alpaca Industry.
- Provide a platform on which young people can enter and then progress within the industry.

YPC is a program set up for young people to learn about and enjoy alpacas and to transition interested youth through various stages of learning. Specifically, it is not an obstacle course for performing animals; it is a competition designed to demonstrate the bond that develops between alpacas and their handlers, and the skills required for their management.

The YPC incorporates two distinct areas, with three levels of experience, and provides for several age groups. The two elements/sections of the competition are showmanship and stockmanship.

If a Convenor would like to include a Parader Competition at a show they are running, the AAA website (**Youth** tab) is a first point of investigation. The Chair of AYE or the relevant State representative should be contacted for further information or to discuss running a competition at any particular show.

Alpaca Young Judges Competition

It is recommended that Regions encourage and develop an interest and involvement in alpacas by young people between 15 and under 25 years of age and start training young Judges on how to develop their skills in judging types of alpacas and their fleeces.

Competitions take place under Show conditions. Evaluation is carried out by an AAA Ltd. accredited judge (*the overjudge*). There are two sections: visual and oral.

- One class of four animals and/or four fleeces is judged by competitors (only one at regional shows, both at Royal and National Shows if sufficient time is available)
- Visual judging takes place first. Competitors are allowed fifteen minutes to judge the animals/fleeces and to complete their placing card.
- The number of competitors required to present oral judgments is left to the discretion of the Chief Steward. Where the number of competitors is large, it may be appropriate to select the top eight visual class scorers.
- In the visual class, competitors are scored on general competence and ringcraft. In the oral class, they are scored on accuracy of observation, ability to compare animals, speaking ability and presentation and technique. There is also a score for dress code and presentation.
- The competitors in the oral section are allowed two minutes to inform the overjudge of the reasons for their placings.
- The total possible score is 165 points, made up of 50 points for correct placement of the four animals; (assessment taken from the Hormel Slide) 50 points for the visual, 50 points for oral presentation and 15 points for dress code and

presentation.

- Convenors may obtain details of procedures from the AAA website under the **Youth** tab.

Set Up Show on eAlpaca

Entry to most AAA Shows is made via eAlpaca. Once the Schedule has been published to a website and a Judge allocated, the convenor must set up the show on eAlpaca so that entries can be opened. If it is an existing show, a copy of the previous year's entry details will be present and can be edited as required. If the show is new, the Convenor must first get approval from their region and the Showing and Judging Committee. Once approval is received, the AAA Office should be asked to create an Accounting Job Code for the show.

If you are not already listed as a Show Convenor (you can check this on your Member profile) you will need to apply to the AAA Showing & Judging Committee who will arrange for you to be given show convenor rights in the system. To be given these rights you need to have convenor experience or have completed Show Convenor training.

Step by step eAlpaca setup

Using eAlpaca, the convenor must create a new show, supplying all the required information:

Step 1: Show Details

- Show Name, Date, location, PIC number,
- Link to Show Schedule
- Show Instructions/dress code
- Extra Show Items

Step 2: Convenor, Co-convenor and Chief Steward Details

Step 3: Judge Details

- Dates
- expected number of exhibits: and
- Travel budget

*Note this will send a request for judge(s) to the Judge Allocator.

Step 4: Entry Fees

Step 5: List of Classes

Step 6: Summary of Information and Confirmation

Once the show has been set up, a judge allocated and approved by the administrator, there will be a range of Convenor Functions that allow you to manage the show, exhibitors and exhibits and reports and results.

Note that the show will not be approved in eAlpaca without an approved budget signed off by the region.

A step-by-step guide is attached as **Appendix C**.

List of Show Requirements

The following is a checklist of the information required to be provided to the Agricultural Show Society Secretary (if applicable) for the show to run well:

- AAA conditions of entry, classes, entry form to be included in Show schedule under "Alpaca",
- Marquee size (if required),
- Number of pens required for alpacas, **including an isolation pen**,
- Bedding material for pens,
- Floor covering for judging ring (green non-slip matting, grass),
- Lighting requirements, animals & fleeces,
- Water availability,
- Seating arrangements for sponsors, special guests, public and members,

- Sashes / Trophies / prize cards for classes, championships,
- Lapel badges for Judges and Stewards,
- Tables and chairs,
- Show results board,
- Public announcement system,
- Electrical supply,
- First aid kit / attendants,
- Veterinarian in attendance or knowledge/record of on-call vet telephone numbers,
- Members list/labels for schedule mail out,
- Name and address of Judge for society to invite and provide gate passes and lunch tickets,
- Name and addresses of Stewards for provision of gate passes and lunch tickets.

If using AAA pen panels, access and management of panels should be in accordance with the AAA Ltd Pen Panels Management Policy (available to download on AAA website [Alpaca Resources>Show Resources>Convenor Resources](#)).

Checklist for Convenor

Checklist for the Convenor to make sure planning is complete. Some of these areas may be delegated to stewards or other assistants:

- Closing of entries and late entries,
- Have fleeces micron tested if appropriate,
- Preparation of catalogue, including name of Judge, Stewards and sponsors,
- Plan of shed, showing layout for pens for Q-Alpaca, JD MAP and un-assessed areas, show ring, seating, etc,
- Plan of pens (including isolation pen), allocate by exhibitor (Stud) names,
- Prepare exhibitor animal numbers, including alpaca age in months and fleece length in months, (this is available using eAlpaca)
- Position for promotional display, (AAA and/or private studs),
- Remind personnel required for set-up day,
- Book veterinarian for venue audit and complete documentation,
- Undertake OH&S Risk Assessment and ensure current insurance details from AAA National Office are provided.
- Ensure printed copy of Showing Rules is the current version for use on Show day(s).

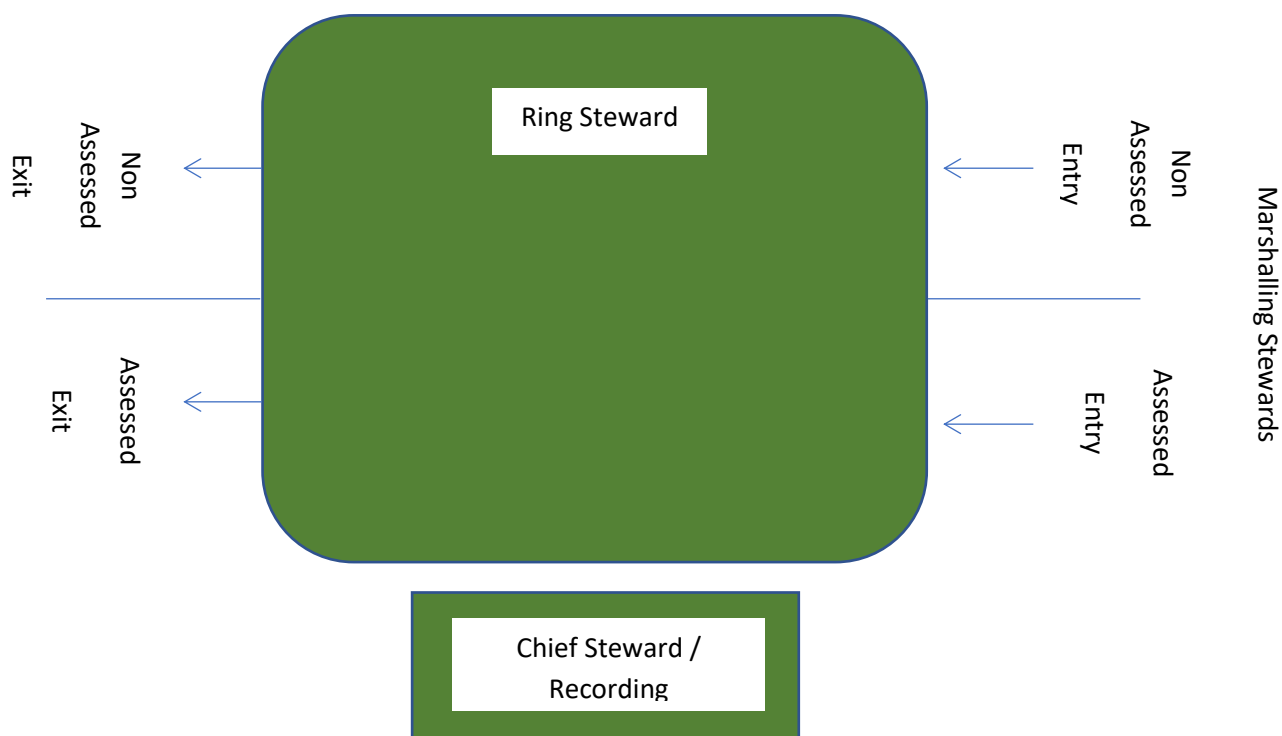
It is important that the Convenor liaise with the Judge, 1-2 weeks prior to the show (after entries have closed) advising them of the schedule of classes, start times, how many animals and how many fleeces have been entered and to confirm travel / accommodation arrangements.

A detailed Show Checklist is included as [Appendix D](#).

Pre Show Set Up Day

- Obtain plan of shed, showing set up for judging ring, pens, fleece area, displays,
- Set up pens, judging ring, promotional display, seating, straw for bedding,
- Exhibitor names on pens,
- Tables for fleeces,
- Tables for trophies, sashes, record keeping,
- Show results board (if used),
- Public announcement microphone working correctly, (this may arrive on the day of the Show)

- Ribbon display stand,
- Desk for master of ceremonies,
- Chairs,
- Extra lighting for judging ring and fleece if required,
- Public gallery seating.



Show Day

Arrival of Animal Exhibitors

- Welcome exhibitors and advise allocation of pens,
- Advise parking of vehicles and floats,
- Exhibitors advised to collect exhibitor's numbers / bags / catalogues etc, (these can be attached to the exhibitor's pen)
- Animal inspection times, exhibitor must be in attendance,
- Remind exhibitors to clean IAR ear tag.

Fleece Exhibitors

- Advise when fleeces can be taken from the Show.

Animal Inspections

Animal Inspection Stewards shall perform the animal inspections at the time(s) shown in the Show Schedule. Inspection Stewards may show animals in the show at which they are stewarding, but they must not inspect their own animals. If there is an incident with the inspection of an animal at a show, the Chief Steward has responsibility for making the final decision.

Stewards' Inspection Checklist

The Stewards' checklist for the inspection of all animals shall include:

- Alpaca(s) in allocated pen for exhibitor:

- Correct colour (according to the Association's official colour chart), sex and age for class entered (note: If the colour of an alpaca is in doubt stewards are to assign the animal to whichever class is to be judged first which will enable the Judge to decide in which class the animal should be allocated);
- Correct IAR number, matching that shown on the animal's registration certificate and the Show Catalogue; and
- Correct length of fleece for both huacaya and suri, as required by the rules for that show.

Isolation of lice-infested alpacas from show

In the event that an infestation of lice is identified on an alpaca during inspection at a Show, the Chief Steward shall order the immediate removal from the venue of the infected alpaca and of any other alpaca present at that Show which belongs to the Exhibitor of the infested animal. If this is not possible or practical, such animals are to be relocated to an isolation pen set up for this purpose. All such animals are forbidden from being removed from this pen, unless for the purposes of leaving the venue.

Persons permitted in pens during inspection

Only the Exhibitor of the alpaca, or his/her nominated representative shall be present in a pen while an inspection is being performed. The Steward inspecting and the Assistant Steward who is recording the information are to do so from outside the pen.

Final collation of Catalogues

- The Chief Steward, Animal Inspection Steward(s), Ring Steward, Marshalling Stewards, Official Record Keeper, and Master of Ceremonies should confer to alter the catalogue.
- Alteration may be due to class changes, withdrawals or joining of classes. Where animals have moved to another class they will come into the ring after the animals listed in the catalogue ie the order of entry will not be adjusted for age of animal
- Hand out running sheet to Stewards – These running sheets assist in the organisation of animals who have been placed 1st or 2nd for the marshalling of animals for the Championship.

Arrival of Judge (with judge chaperone if provided)

- Welcome by Convenor and/or Chief Steward,
- Refreshments,
- Introduce Judge(s) to Stewards,
- Ask for any instructions Judge may require, e.g. where animals will stand when brought into the ring,
- Brief Ring Steward and Master of Ceremonies.

Exhibitor Meeting

- Welcome Exhibitors and introduction by Chief Steward or Master of Ceremonies
- Advise how alterations to catalogue will be handled, e.g. on board, or as classes progress
- Special instructions
- Marshalling instructions
- Explanation on championship procedures
- Introduce Stewards
- Introduce Judge

Sires Progeny Recording Sheet

Group Number	NAME OF PROGENY	NAME OF SIRE
A		
B		
C		

Dams Progeny Recording Sheet

Group Number	NAME OF PROGENY	NAME OF DAM
A		
B		
C		

Presentation of Trophies and Prizes

Acknowledgments:

- Judge and present thank-you gift,
- Sponsors,
- Stewards and personnel for setting up show pens etc,
- Exhibitors.

Post Show

- Reimburse Judge for agreed expenses, arranged transport and accommodation.
- Letters of Appreciation sent to Judge, Stewards and Sponsors.
- The Show Convenor is to fill out Show Report and send to AAA office.

APPENDIX A. Example Show Schedule

CONDITIONS OF ENTRY

The General Regulations of (name of Show Society) appearing in this Schedule form part of these AAA Ltd. approved conditions of entry. In the event of any inconsistency between the General Regulations and these conditions, the General Regulations shall prevail to the extent of the inconsistency unless the General Regulations provide otherwise. This Show will be conducted under the Rules of the Australian Alpaca Association Ltd. as set out in the current AAA Ltd. Showing Rules Manual.

All exhibitors should read the conditions (1-4) on the entry form and ensure that they can comply with those conditions before signing the entry form, particularly noting the condition dealing with animal health. A separate health declaration will be provided for signature and return with the entry form. Failure to sign the entry form will render all alpacas of an exhibitor ineligible to be exhibited. Please note that only the registered owner of an exhibit, or his/her authorised agent may sign an entry form. The registered owner of an exhibit must be a financial member of the AAA Ltd.

Alpacas travelling interstate must comply with that State's relevant Department requirements.

Period of Exhibition

Alpacas must be penned by (time) on (date) at and may not be removed from the Showgrounds until (time) on (date).

Preparation of Exhibits and Cleanliness of Stalls

Exhibitors must keep the stalls allotted to their animals clean, and give proper attention to their stock throughout the Show. Exhibitors must provide their own feed, and feed and water containers.

Advertising

Promotional material is permitted within the bounds of the standard pen height for that show. For sale signs are not permitted. Display/promotional alpacas are not permitted. Ribbons won at any other previous show are not permitted. Instructions on promotional materials on pens for shows must be included in the schedule for that show. Any changes to the display requirements must be consistent for all pens and advised to all exhibitors. Paid commercial exhibits are an exception to the above and are to be arranged in consultation with the relevant Show Committee.

A handler shall be deemed to be incorrectly attired if his/her dress or the animal being led displays any information capable of being construed as advertising for any stud.

Companion animals and dogs

Special permission to bring a companion alpaca must be obtained from the Convenor or Chief Steward prior to submission of the entry form, otherwise no companion alpacas will be permitted. No dogs are permitted into the precinct of where Show animals are being penned or shown in the ring. Guide Dogs are exempt.

Inspection of Exhibits

All alpacas must be registered with the Australian Alpaca Association Ltd. and carry an approved brass tag showing the alpaca's IAR number. No wether may have any visible genetic faults or visible physical disfigurement.

No animal shall be eligible for exhibition if it is not entire (except for wethers). All genitalia shall be complete, properly formed and proportioned for normal reproduction.

The Convenor, with the consultation of the Show Committee of a Show conducted under Association Rules, shall appoint a person, or persons, as a qualified inspector, or inspectors, who shall inspect all alpacas for colour, gender and IAR number to ensure they are entered in the correct class. It is the exhibitor's responsibility to ensure their exhibit does not have any disqualifying faults.

NOTE: If there is no IAR tag present in the ear of an exhibit, official Association confirmation either in hard copy or electronically must be provided by the owner to the Chief Steward that the ear tag has been recently lost and that a new tag has been ordered and paid for. **Failure to present such**

advice at inspection will result in disqualification of the animal.

The Inspector or Chief Steward will classify all entries for age, sex and colour and has the power to transfer an exhibit to the class which, in his/her opinion, it should have been entered. The Chief Steward will combine or split classes as he/she sees fit.

The inspection of all alpacas will commence at (time) on (date).

Alpacas not in their allocated pens and available for inspection at the official time may be disqualified by the Chief Steward. Exhibitors must be in attendance at the time of the inspection and will be required to assist. The exhibitor or their agent is to bring each animal to be inspected to the side of the pen to facilitate inspection. Inspectors are not to enter the pens of any exhibitor unless they follow strict biosecurity measures (eg. Disposable booties or proper use of disinfectant mat).

Exhibits of Huacayas must carry a minimum fleece length of 50mm. The minimum fleece length for Suris is 50mm and up to 18 months of growth for first fleece and up to 14 months of growth for subsequent fleeces.

Exhibits shall not have fleece of a different colour to that of the blanket removed from an animal to a level below that of the blanket fleece.

Any alpaca found to have lice infestation must be removed from the showgrounds, or if this is not possible, be placed into an isolation pen set up for this purpose, along with any other alpacas present that belong to the same exhibitor.

Animal Welfare

- a. A declaration is to be included on show entry paperwork: i.e. 'I have inspected my exhibits and have determined that they are of sound health and are fit to attend this show'.
- b. If an alpaca at a show exhibits signs of ill health, as determined by the exhibitor or a steward, the Chief Steward must be notified immediately.
- c. If a judge has concerns about the condition or health of an alpaca that presents in the show ring, they must advise the Chief Steward as soon as is practicable.
- d. The Chief Steward will liaise with the exhibitor in evaluating the need for veterinary assistance, which, in the event of an obviously sick alpaca, will be called immediately. The Chair of SJC will decide as to whether all other exhibitors should be notified of the cause of illness.
- e. If an alpaca dies during the event the exhibitor will be required to obtain a postmortem report as to the cause of death. This report will be forwarded to the Chair of the Showing and Judging Committee as soon as possible. The Chair of SJC will decide as to whether all other exhibitors should be notified of the cause of death.
- f. At any time that a vet is called to an alpaca during a show the Chief Steward or Convenor will include details of this in their Post Show Report submitted to the Showing and Judging Committee.

Exhibitors' Meeting - Chief Steward

The Chief Steward requests that all exhibitors attend a meeting in the show ring at (time) on (date) to be briefed on Show procedures.

Judging

Judging will commence promptly at (time) on (date). The Judge's decision shall be final. He/she may choose not to award a prize or prizes in a class. A judge may award a first ribbon in a class but choose not to award a Championship and/or Reserve Championship ribbon.

A handler/exhibitor may not discuss with the Judge their alpacas or proposed exhibits prior to, or during the Show judging.

All handlers leading stock in the judging ring or parade shall wear the official show ring uniform which comprises the AAA black shirt and/or the AAA black vest. The vest may be worn over the AAA shirt or a plain black shirt (with either long or short sleeves). These are worn with black trousers or a long black skirt and clean brown or black closed in shoes.

All handlers showing animals must be competent in the handling of their exhibit, or removal from the ring may be requested by the Judge. It is recommended that small children not exhibit large animals that they cannot control.

All exhibitors shall, on the day of the Show, obtain their pen position and animal exhibit card numbers from the Shed Steward. The animal exhibit number card of the exhibit must be worn and clearly displayed by the handler whilst in the show ring. The age of the alpaca and the age of fleece, in months, will be displayed on the card.

All exhibitors must place their animals in the pens allotted by the Show Stewards and must not be moved or removed except by order of the Chief Steward.

Fleeces

All fleeces being exhibited (including wether fleeces) must be from alpacas registered on the IAR and be the bona fide property of the exhibitor. All exhibitors must be AAA Ltd. financial members.

Fleeces are to be lodged with the Fleece Steward at the showgrounds by (time) on (date). Only one fleece that has been shorn in the 18 months prior to the Show may be shown from any one animal. It is recommended that fleeces be placed in bags, made of satin or similar material, or heavy duty plastic. Plastic garbage bags should be avoided.

Exhibitors, when submitting fleeces at the Show, must attach to the fleece the number supplied for that class (no names).

Age of Alpaca

Alpacas must be entered into the correct class for their age (i.e. age on the day of the Show unless otherwise specified).

Wethers

It is a requirement for wethers to be registered on the IAR to compete at AAA Ltd. run shows.

Grand Parade

Subject to Show Society requirements, the prize winning animals may be requested to take part in the Grand Parade.

Protests

Only an exhibitor may lodge a protest against another exhibitor or a Show Official. The protest shall be lodged in writing together with a deposit of \$50, which shall be refunded if the protest is upheld. The sole grounds for a protest shall be a breach of the Show Rules.

Protests shall be lodged with the Chief Steward or Show Convenor within one hour of the end of the day's showing (when the last animal leaves the ring).

The Chief Steward or Show Convenor shall set up a Protest Committee prior to the commencement of the Show. The Committee shall comprise the Chief Steward as the Chair and two ordinary members not associated with the alleged incident. If an alleged incident occurred resulting in a protest in a class where the Chief Steward was exhibiting and his or her exhibit may have some bearing on the outcome of the protest then the Chief Steward would stand aside and be replaced by the Show Convenor or another suitable member. A meeting will be convened within 30 minutes of the protest being received. The Protest Committee shall immediately investigate the protest and if found to be valid, initiate appropriate action.

Complaints against Judges are to be put in writing, within one week of the alleged incident, addressed to the AAA Ltd. National Secretary, c/- AAA Ltd. National Office accompanied by a \$50 fee, which will be refunded in the event that the complaint is upheld.

APPENDIX B: Venue Audit

'Provided by Federal Council of Agricultural Societies as part of the National JD Control Program'

Compliance Checklist

It is recommended that an inspection be undertaken 2-3 weeks before the event so that defects can be corrected, exhibitors advised and venue audited immediately before this event. Auditor and Chief Steward should be familiar with and understand the relevant rules and regulations of the AlpacaMAP.

VENUE:	
EVENT:	DATE:
VENUE MANAGEMENT COMMITTEE:	
EVENT COMMITTEE REPRESENTATIVE:	
AUDITOR:	
ADDRESS:	
DATE:	SIGNATURE:

Certificate of Compliance should be displayed for exhibitors to sight on arrival before unloading.

1. Entry requirements to minimise the risk of infected animals attending the Show. (Tick the appropriate box)

MINIMUM DECLARATION

☐

Exhibitor's Declaration that the herd status is Non-Assessed (i.e.: the herd has not been assessed for Johne's Disease and Johne's Disease is not suspected in the herd).

DECLARATION & NEGATIVE TEST

☐

Minimum as above plus testing negative of all exhibited alpaca over 12mths of age. Where the alpaca are less than 1 year of age the dam will be tested.

CHECK TESTED (CT) or Q-ALPACA

☐

Only entry of CT, Q-Alpaca and higher status herds (including AlpacaMAP herds and herds from Free and Protected Zones).

MN STATUS OR EQUIVALENT

☐

Only entry of MN1 or higher status herds assessed under the AlpacaMAP (Note: Herds in Free and Protected Zones have a status equivalent at least to MN1).

Alpaca MAP SHOW, SALE & EXHIBITION VENUE COMPLIANCE AUDIT

2. Action to minimise the risk of infection spreading at the Show.

2.1 Previous stock use in last twelve months & date

Sheep	
Goats	
Camelids	
Deer	
Cattle	

2.2 Decontamination procedure between events.

Comment:

2.3 Inspection of site for faecal contamination.

Comment:

a. HOUSING STANDARDS:

a.1 Assessed alpaca and non-assessed alpaca are separated by a minimum distance of 2 metres or a solid wall 1 metre high

Yes/No

Comment:

a.2 Different coloured ear/tail tags are used to differentiate animals from assessed and non-assessed herds (optional)
a.3 Signs used to identify areas that are restricted to Assessed Stock.

Yes/No

Yes/No

Comment:

Satisfactory

b.1 Provision and instruction has been made to feed and water animals from containers with a minimum height of 45cm above ground. Comment:

Yes/No

Comment:

b.2.1 All alpaca will be led when not penned in allocated areas.

Yes/No

Comment:

b.2.2 Alpaca will not be permitted to graze on grassed areas

Yes/No

Comment:

b) HYGIENE STANDARDS

b.3.1 Provisions have been made to promptly remove faecal contamination from common areas.	Yes/No
Comment:	
b.3.2 Faeces and contaminated bedding will be removed to a place to which stock do not have access.	Yes/No
Comment:	
b.4 During pen cleaning alpaca will be kept away from areas, fixtures or bedding that has been contaminated by other animals	Yes/No
Comment:	
b.5 Provision has been made for a steward to inspect the exhibited alpaca and any alpaca exhibiting signs consistent with BJD will be isolated.	Yes/No
Comment:	
<div style="display: flex; justify-content: space-between;"> <div>c) ADVICE TO EXHIBITORS</div> <div>c.1 All exhibitors have been advised of the above guidelines.</div> <div style="text-align: right;">Yes/No</div> </div>	
Comment:	
c.2 All exhibitors have been advised to thoroughly clean out vehicles & trailers used to transport stock.	Yes/No
Comment:	
c.3 All exhibitors have been advised to separate alpaca from assessed and non-assessed herds and have alpaca tethered or penned at all times.	Yes/No
Comment:	
AUDIT SUMMARY Provisions comply with AlpacaMAP Guidelines	Yes/No

Description of Element		
Non Compliance	Minor Defect	
	Major Defect	
	Critical Defect	

Chief Steward signs that he/she understands the above listed requirements and that these requirements will be met during the show.

Chief Steward Signature

Date:

Auditor Signature

Date:



Australian Johne's Disease Market Assurance Program for Alpacas (AlpacaMAP)

SHOW, SALE & EXHIBITION CERTIFICATE OF COMPLIANCE

"Provided by Federal Council of Agricultural Societies as part of the National JD Control Program"

This is to certify that

EVENT	
VENUE	DATE
Co-ordinated by	
COMMITTEE OF MANAGEMENT	
COMMITTEE REPRESENTATIVE and the organizer have undertaken to manage the event so as to maintain the status of exhibitors' stock, compliant with the current Alpaca MAP guidelines.	
AUDITOR	
Address	
Phone	
Signature	Date

APPENDIX C: Step by Step use of eAlpaca to Set Up a New Show

eAlpaca Convenor Guide

Setting up a show

Before you commence setting up a show on eAlpaca you will need the following information available:

- Show name [L] [SEP]
- Show location [L] [SEP]
- Location PIC number [L] [SEP]
- Accounting job code (available from the AAA office) [L] [SEP]
- Age or colour championship [L] [SEP]
- Show start date [L] [SEP]
- Show end date [L] [SEP]
- Entry close date [L] [SEP]
- Show content
 - Halter classes [L] [SEP]
 - Fleece classes [L] [SEP]
 - Junior judging [L] [SEP]
 - Junior handler [L] [SEP]
 - Paraders [L] [SEP]
- For halter classes
 - Penning date and time [L] [SEP]
 - Judging start time [L] [SEP]
 - Dress code [L] [SEP]
- For fleece classes
 - Age in months or days [L] [SEP]
 - Fleece delivery date [L] [SEP]
 - Fleece deliver address [L] [SEP]
 - Fleece special instructions [L] [SEP]
- Link to show schedule [L] [SEP]
- Entry fees [L] [SEP]
- Other costs (meals, parking etc) [L] [SEP]
- Convenor name [L] [SEP]
- Convenor contact details [L] [SEP]
- Chief steward name [L] [SEP]
- Estimated number of entries [L] [SEP]
- Judge start and finish dates [L] [SEP]
- Travel budget for judge [L] [SEP]
- Payment method [L] [SEP]
- Details of classes to be offered


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Click here to go to the convenor view of the shows section

RECENT ACTIVITY

13

Recent transactions

[See more](#)

Alternatively, clicking here will also take you to the shows index

SHOWS

4

Shows open for entry

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New show results

[See more](#)

Did you know

You can now order IAR tags and DNA kits through eAlpaca

These features are available from the 'Manage herd' link on the left. At the bottom of the page you'll see links to 'Order IAR tags' and 'Order DNA kits'.

Alpaca sales through 'eAlpaca listings'

Simplify Solutions (the developers of eAlpaca) are providing an additional service listing animals for sale. View more information in [eAlpaca listings](#). There are 46 huacaya and 12 suri currently listed for sale.

You can currently register females over 24 months at the standard fee

From now until 30 June 2018 you can register female alpacas of any age for the standard registration fees - so, get registering all those females without delay!

Recent sales listing

SCHUTARA PARK POLLYWAFFLE
(120283), 137-month old WT Female
Huacaya

Recent show result

FORESTGLEN SPLENDOUR IN THE
GRASS (234560) won Huacaya White Female
- Intermediate at Carousel Of Colour 2018

Financial

[Show results](#)

FINANCIAL SUMMARY


June, 2018





FINANCIAL SUMMARY

May, 2018

FINANCIAL SUMMARY

April, 2018





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Search for specific show

Search

Upcoming

Recently held

Upcoming shows

Show name	Show location	Type	Show date	Entry close date	Status
RNCAS Canberra Royal Show 2018 View and enter	EPIC Flemington Rd, MITCHELL, ACT 2602	Age Championship	23/02/2018 - 25/02/2018	05/01/2018	Open for entry
Berwick Alpaca Show View and enter	Akoonah Park, Princes Hwy, Berwick	Age Championship	24/02/2018 - 24/02/2018	05/02/2018	Approved
Moss Vale View and enter	Illawarra Highway Moss Vale	Age Championship	11/03/2018 - 11/03/2018	17/01/2018	Incomplete
Royal Bathurst Show View and enter	Bathurst Showground	Age Championship	10/04/2018 - 15/04/2018	29/03/2018	Approved

+ Create new show

This button is only visible if you are already a convenor. Click here to begin the new show creation process

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+ Create new show

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Upcoming shows

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Royal Bathurst Show View and enter	Bathurst Showground	Age Championship	10/04/2018 - 15/04/2018	29/03/2018	Approved

+ Create new show

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Upcoming

Recently held

Upcoming shows

Show name	Show location	Type	Show date	Entry close date	Status
RNCAS Canberra Royal Show 2018 View and enter	EPIC Flemington Rd, MITCHELL, ACT 2602				






My account


[Home](#) > [Create show - show details](#)

Create new show

Step 1 of 6: Show details

1: Show details
2
3
4
5
6

*** - required fields**

Show name *

Show location *

Show type
☒ Age championship
☒ Colour championship

Dates
Show start date (dd/mm/yyyy) *

Show location PIC *

Accounting information
Accounting job code *

Show end date (dd/mm/yyyy) *

From the list of required information on the first page of this document asks you to fill in the basic details of the show, such as the name, what type of show it is and what are the show dates. The following steps of the process ask for more information about each of these details and change depending on the selections made on this page

Selecting a billing code (accounting job code) is necessary for the system to correctly record payments

Dates

Show start date (dd/mm/yyyy) *
05/03/2018

Show end date (dd/mm/yyyy) *
05/03/2018

Entry end date (dd/mm/yyyy) *
20/02/2018

Show content

Halter and fleece classes

☒ Halter classes

☒ Fleece classes

Miscellaneous classes

☒ Junior handler

☐ Junior judging

☒ Parader (showmanship)

☐ Parader (stockmanship)

Halter requirements

Penning time and date *
7:30am on 05/03/2018

Judging start time *
09 : 00
on halter judging date (edit in step #4)

Fleece requirements

Measure fleece growth in:

☐ Days

☒ Months

Delivery due date *
25/02/2018

The entry end date is usually some weeks before the show start date. A different fleece delivery date can be set below if the fleece option is selected

The show can be Halter, Fleece, or both. Also, choose which miscellaneous classes will be present in the show

While these dates default to the same date, they can be changed

If 'Halter' has been selected, fill in the penning details and starting times for judging

Fleece requirements

Measure fleece growth in:

☐ Days

☒ Months

Delivery address

Address line 1 *
3554 EXAMPLE ROAD

Address line 2

Address line 3

Suburb / town *
Alpacatown

State or territory *
SA

Postcode *
5208

Instructions
Specific details about delivery go here....

Show instructions

Dress code *

☒ White coat

☐ White and black trousers/skirt

☐ Other (see Special instructions)

Delivery due date *
25/02/2018

Special instructions for dress code
Enter any special instructions

Annotations:

- If 'Fleece' has been selected, fill in the fleece specific details here. The fleece 'entry close date' can be different to that for halter entries. It is usually before the beginning of the show
- Provide all the necessary details for fleece delivery, including any special instructions

If you have a show specific document prepared for exhibitors to:

1. view
2. download
3. print

then place the link to it here

Show instructions

Dress code *

☒ White coat
☐ White and black trousers/skirt
☐ Other (see Special instructions)

Special instructions for dress code

Polkerdot overalls on underneath.

Show schedule link

http:// alpacashow.com.au/show_schedule

Extra show items (costs)

Item	Cost	
Friday night big BBQ	\$ 36	Remove
Show cap	\$ 10	Remove
Extra fan	\$ 10	Remove
Power outlet	\$ 15	Remove
Show jacket	\$ 29	Remove


The costs here are examples of common show costs, but can include anything specific to the show, including food, merchandise and even sponsorship options for winners. Click 'Add a new row' for each new cost

Clicking this will remove the specific extra cost listing

'Cancel' deletes ALL show information and cannot be undone

Click next to proceed to the next step of the show creation process

Buttons: Cancel, Pause, Next



🛒
✉
👤 My account
?

[Home](#) > [Convene - convenor details](#)

[Create new show](#)

Step 2 of 6: Convenor details

1 2: Convenor details 3 4 5 6

* - required fields

Convenor

Are you the convenor? *

☒ Yes
 ☐ No

Is there a co-convenor? *

☒ Yes
 ☐ No

Co-convenor's name *

SHINIGAMI ADORI (adori@example.com, ADORI, ADORI3, ADORI2, ADORI4)

If you select 'No' another search box like the one visible below for the 'Co-convenor' will be shown requiring you to search for the member who is the show convenor

(additional search box would appear here)

The show can have co-convenors. Where you are not the show convenor, or you select 'Yes' for a co-convenor, a search box like the one below will appear, allowing you to search members by name and select them from the dropdown list provided. The search suggestion must be selected for the system to save it

javascript,;

Is there a co-convenor? *

☒ Yes
 ☐ No

Co-convenor's name *

SHINIGAMI ADORI

Convenor contact details

Email address *

[Redacted]

Phone type

Business

Phone number

[Redacted]

Available from *

09 : 00

Available to *

17 : 00

Chief Steward


Are you the chief steward? *





☒ Yes
 ☐ No

Navigation:

Annotations:

- The information in these fields has been hidden for privacy reasons, but are required fields and by default are pre-filled from your profile
- As with the 'convenor' and 'co-convenor' section above, if there is a separate steward for the show, their name must be entered in the box which would be provided
- Click 'Back' if you need to make changes to show details otherwise click 'Next' to proceed to the next step of the show creation process





 My account
 









[Home](#) > [Create show - judge details](#)

Create new show

Step 3 of 6: Judge details

1
2
3: Judge details
4
5
6

* - required fields

Class type	Estimated number of exhibits*	Judging from date*	Judging to date
Fleece	<input type="text" value="32"/>	<input type="text" value="05/03/2018"/> 	<input type="text" value="05/03/2018"/> 
Halter	<input type="text" value="46"/>	<input type="text" value="05/03/2018"/> 	<input type="text" value="05/03/2018"/> 
Junior handler	<input type="text" value="8"/>	<input type="text" value="05/03/2018"/> 	<input type="text" value="05/03/2018"/> 
Parader showmanship	<input type="text" value="5"/>	<input type="text" value="05/03/2018"/> 	<input type="text" value="05/03/2018"/> 

Travel budget available (per judge) *

Note: Clicking "Next" will send a request for judges to the shows administrator per the above requirements

✕ Cancel
⏸ Pause
⬅ Back
Next ➡

Select judging dates for each of the different classes. They all default to the 'show start date' set in the first step. The 'to date' is not required but can be changed. It defaults to the 'show end date' set in the first step

Provide a dollar amount for the travel budget of judges

Click 'next' when ready to proceed or 'Back' to make changes to details in prior steps

Bendigo Agricultural Show Society Inc

Early-bird discount?

☒ Yes
☐ No

Based on selection above, this entry fees table will change asking for details about the prices for show societies members and/or early-bird entries as well the standard entries. Please provide cutoff dates for early bird entries. Empty prices are assumed to be a cost of \$0.00 (free)

Class type	Entry fee, AUD*	Early-bird entry fee, AUD*	Early-bird close date	Member entry fee, AUD*	Member early-bird fee*
Fleece	\$ 18	\$ 15	31/01/2018	\$ 15	\$ 15
Halter	\$ 25	\$ 20	31/01/2018	\$ 20	\$ 18
Junior handler	\$ 0	\$ 0	31/01/2018	\$ 0	\$ 0
Parader showmanship	\$ 0	\$ 0	31/01/2018	\$ 0	\$ 0

Method of payment *

☒ Online (Credit or debit cards)
This option is recommended unless the hosting show organisation requires direct payment from exhibitors


☐ By mail (eAlpaca will not track financials for this show)

Select how payment is to be handled for the show

Click 'Next' to proceed or 'Back' to make changes to details in previous steps

✕ Cancel ⏸ Pause ← Back Next →

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✉
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?

[Home](#) > [Convene - select and sort classes](#)

[Create new show](#)

Step 5 of 6: Select and order classes

1234**5: Select classes**6

In step one, you selected a [colour and age \(fusion\)](#) show with [halter, fleece, junior handler, preliminary parader showmanship](#) classes. You can now further customise this selection by choosing from the options on the right, and sort the selected sections and special classes in the order you require for your schedule, catalogue and results entry.

If you need to change show content or parent classes please change the [show details](#).

Click 'Save' after making any changes

Sections

Save and keep editing

Download summary list of all available classes (doesn't work yet)

Sections for australian alpaca test show

☒ [White Suri Male](#) (Halter, Colour - HCHWSOM)

☒ [White Suri Female](#) (Halter, Colour - HCHWSOF)

☒ [White Huacaya Male](#) (Halter, Colour - HCHWHOM)

☒ [White Huacaya Female](#) (Halter, Colour - HCHWHOF)

☒ **Huacaya**

Additional halter classes

☒ mature

☒ wether

☐ dam's progeny

☐ best in colour

☐ reserve champions


☐ sire's progeny





☐ best in show

This sortable section shows you all the classes present in the show and how they will appear on the class listing

Non-standard (optional) classes are available for selection here for halter and fleece classes. Checking options here will add/remove classes in the adjacent listing

CONVENORS & STEWARDS MANUAL





 My account
 

[Home](#) > [Convene - confirmation](#)

[Create new show](#)

Step 6 of 6: Show summary and confirmation

1 2 3 4 5 6: Summary and confirmation

Show details

australian alpaca test show Royal Showgrounds 05/03/2018 - 05/03/2018	Convenor PAUL & FRANCES HASLIN elysion@bigpond.net.au 02 4878 9429 (available from 9:00am to 5:00pm)
--	--

Show instructions

Dress code:	White coat
Show schedule link:	http://alpacashow.com.au/show_schedule

Show content

Show type:	Colour championship and Age championship
------------	--

Halter class times

Penning time:	7:30am on 05/03/2018
Judging start time:	9:00am on 05/03/2018

The summary information is broken into sections which follow the order in which the process was completed

This is a summary of all the show's details. You can quickly navigate back to any section by clicking the corresponding number in the breadcrumbs (hover over the number to see which step it is)

<ul style="list-style-type: none"> • Fancy Huacaya Male • Fancy Huacaya Female • Light Fawn Huacaya Male • Light Fawn Huacaya Female • Roan Huacaya Male • Roan Huacaya Female • Medium/Dark Fawn Huacaya Male • Medium/Dark Fawn Huacaya Female • Brown Huacaya Male • Brown Huacaya Female • Grey Huacaya Male • Grey Huacaya Female • Black Huacaya Male • Black Huacaya Female • Wether 	<ul style="list-style-type: none"> • Fancy Suri Male • Fancy Suri Female • Light Fawn Suri Male • Light Fawn Suri Female • Roan Suri Male • Roan Suri Female • Medium/Dark Fawn Suri Male • Medium/Dark Fawn Suri Female • Brown Suri Male • Brown Suri Female • Grey Suri Male • Grey Suri Female • Black Suri Male • Black Suri Female • Best Suri in Show
<p>Colour Huacaya Fleece classes</p> <ul style="list-style-type: none"> • White Huacaya Fleece • Fancy Huacaya Fleece • Light Fawn Huacaya Fleece • Roan Huacaya Fleece • Medium/Dark Fawn Huacaya Fleece • Brown Huacaya Fleece • Grey Huacaya Fleece • Black Huacaya Fleece 	<p>Colour Suri Fleece classes</p> <ul style="list-style-type: none"> • White Suri Fleece • Fancy Suri Fleece • Light Fawn Suri Fleece • Roan Suri Fleece • Medium/Dark Fawn Suri Fleece • Brown Suri Fleece • Grey Suri Fleece • Black Suri Fleece

After reviewing all the information, click 'Create show' to add the show to the show listing. This is the end of the show creation process

✕ Cancel
⏸ Pause
← Back
Create show →

APPENDIX D - General Show Checklist

REQUIREMENT	QTY	SUPPLIER	RESPONSIBLE	CONFIRMED
Shed or Marquee				
Seating				
Stand & Rope (Show Ring)				
Table for Announcer				
Lighting for Show Ring				
Lighting for Fleeces				
Lighting General				
Tables				
PA System				
Generator/Electricity Leads				
Animal Pens				
Straw				
Water Availability				
Chairs/Seating				
Judges Gift				
Hot Water Urn, Cups				
Tea, Coffee, Milk, Sugar, Biscuits				
Fridge, Ice, Drinking Water				
Carafe, Glasses				
Sashes - Championship				
Ribbons - Judge, Stewards				
Trophies				
Prizes \ Certificates				
Arrange Sponsors for Prize Monies				
First Aid Attendants				
Vet In Attendance/ Vet contact details				
Whiteboard for Results (if using)				
Stud Names for Pens				
Broom & Shovel				
Fleece Scales & Tray				
Fleece Score Sheets				
Fleece Dividers /Do Not Touch Signs				
Colour Card for Fleece Judge				
Colour Card for Inspection Stewards				
Anti-bacterial wipes				
VENUE AUDIT BY VET (SA only)				
Arrange for overnight security				
Cloths to Cover Tables				
Printing - Show Schedule				
Printing - Certificates				
Printing - Show Catalogue				
Advertising - General/Catalogue				
Entertainment/Displays				
AAA Merchandise Sales				
AAA Brochures				
AAA Display Material				
Display Fleeces				
Possible Trade Stall Retailers				
Judge / Stewards/ Personnel				
"No Dogs" Signs				

Part B - Role of Stewards

General Information for Show Stewards

All stewards should have a current edition of the Showing Rules Manual either in digital form or hard copy (found on the AAA Ltd Website: [Alpaca Resources>Showing Resources>Downloadable Resources](#)) and be familiar with these rules. There are a number of specific rules that apply to Stewards.

The Chief Steward is responsible for the conduct of a Show Day and for the activities of all Stewards.

Main Duties of Chief Steward

A Chief Steward must be familiar with all matters pertaining to the showing of alpacas, including:

- showing etiquette.
- judging criteria and procedure.
- correct exhibitor behaviour (refer Exhibitors Code of Conduct) and handlers attire.
- relevant Show Rules, pertaining to the alpaca section, which may be in force on the Show Day. It is advisable to have a hard copy of the current edition of the Showing Rules for ease of reference if required.
- liaison with Show Committee and exhibitors.

It is also the function of the **Chief Steward, Ring Steward, Master of Ceremonies** and **Marshalling Stewards** to be fully aware of the showing procedure used at any particular Show. For example:

- where animals are to be on the grounds;
- how the Judge wants the animals paraded and lined up in relation to the audience and/or the light source
- the number of classes in the ring at any time.

If more than one class in a Section is to be brought into the ring at one time, the **Master of Ceremonies** should announce this so that Exhibitors can be prepared and arrange additional handlers if required. The **Marshalling Steward** will be responsible for calling all of the relevant exhibitor numbers to enter the ring, and the **Ring Steward** will need to ensure there is sufficient space to line up the exhibitors in the ring so that different classes can be identified (eg group the entries in the White class together, with clear space between them and the entries in the Light Fawn class). The **Ribbon Steward** will need to hand the Judge sufficient ribbons for each class in the ring.

Roles of Stewards

Refer to the current edition of the Showing Rules for the rules pertaining to Stewards and the responsibilities of specific Steward roles.

Key Points:

- the Chief Steward must not be the handler of any animals at the Show
- the Ring Steward should refrain from being the handler of any exhibits, however if they are required to take their animals into the ring, they cannot undertake the duties of Ring Steward until after the completion of judging of their exhibits
- Animal Inspection Stewards must not inspect their own exhibits

Efficient Ring and Marshalling Steward(s) assist the Judge to be effective in his/her role and facilitates the process of judging to run smoothly and efficiently.

The **Ring Steward** has the following responsibilities:

- ensuring there is appropriate spacing between alpacas as they are paraded,
- indicating to the exhibitors where to stand in the Show Ring,
- indicate how the Judge wants the animals presented, eg facing forward, standing in profile with the head towards the left side of the showing etc.
- identify to the Judge how many classes are in the ring, and where classes change (if applicable),
- assist the handler to hold and position the animal (if required), so that the Judge can assess the animal

- in a safe manner to avoid injury to themselves and others in the ring
- indicate to the exhibitors when to leave the ring.

When the Championship Awards are being judged, the **Ring Steward** should make sure that exhibitors are lined up correctly, ie the winners from each class are in the front row with the second placegetters from each class standing behind them (for an Age Championship Show). When the Champion Award is made, the **Ring Steward** (at the direction of the Judge) will bring forward the second placegetter for the Judge to assess for the Reserve Champion award and advise the other second placegetters to quietly leave the ring.

More than one **Marshalling Steward** is required when there are separate entry points to the Show ring for Q-Alpaca/Alpaca Map (Assessed) and Unassessed entries. The **Marshalling Steward(s)** is responsible for ensuring the exhibitors are lined up to enter the ring in correct order and need to be aware if animals are going into the ring from another entry point. If animals have been moved into another class as a result of the animal inspection process, the **Marshalling Steward** is to bring those animals into the ring after the other animals already in the class. The **Marshalling Steward** will also remind exhibitors who are to return to the ring for consideration of Championship Awards to remain in the marshalling area, and to ensure they enter the ring into the correct order. When there is a Reserve Champion Award at an Age or Colour Championship Show, the first and second placegetters in each class are required to return to the ring. Usually all of the first placegetters will parade into the ring and line up, and then the second placegetters will walk into the ring and stand behind the winner of their class.

The Animal Inspection process involves two members working as a team, one person being the **Animal Inspection Steward**, who will conduct the inspection, and the other being the **Animal Inspection Steward Assistant** whose role is to record the information on the Inspections Stewards Sheet. The **Animal Inspection Steward** will inspect the animals entered by an exhibitor to confirm that the correct animal(s) has been brought to the Show and is eligible to compete in the class entered. The **Animal Inspection Steward** and the **Animal Inspection Steward Assistant** will remain outside the exhibitor's pen, and the Exhibitor (or their representative) will bring the animal to the Stewards.

Eligibility will be confirmed by the **Animal Inspection Steward**:

- checking the IAR tag to confirm the number corresponds with the number on the entry form.
- viewing the animal's genitalia - this can be done by the exhibitor lifting the animal's tail (Note: under no circumstances is the Animal Inspection Steward to touch the animals genitalia – it is not necessary);
- colour - the exhibitor should open the animals fleece, noting in some cases it may be necessary to look in different locations, and that if the inspection is being done at night, or in dim light, the **Animal Inspection Steward** should use a torch; and
- confirming that fleece length meets the requirement for the show (refer to Rule 56 – Fleece lengths for Showing).

If the **Animal Inspection Steward** notes any indication of lice infestation, or other possible animal health issues (such as an infected ear tag, diarrhoea etc) these should be referred to the Chief Steward.

Example of Inspection Stewards Sheet

This form is an example given to the Inspection Steward and their assistant to record animal assessment.

Data is arranged according to Stud and Status.

LOCAL REGIONAL SHOW ANIMAL INSPECTION CHECKLIST NON-ASSESSED STUDS

Exhibitor	No.	IAR	Name	IAR	SEX	COLOUR	FLEECE LENGTH
ALPACA FARM							
Female							
	45	170268	ALPACA FARM FRENCH STAR				
	51	170281	ALPACA FARM TEQUILA				
	52	170290	ALPACA FARM LADY GREY				
Male							
	104	129597	SURI PARK PABLO				
	67	170295	ALPACA FARM GRAPHITE				

The **Ribbon Steward** is responsible for providing the ribbons to the Judge to place on the animals after they have determined their placings for the classes in the ring. If there is more than one class in the ring, the Ribbon Steward should offer the Judge sufficient ribbons for each class. (Refer to Presentations and Awards for the number of ribbons that may be awarded in any class.) When the Championship Award is being judged, the Ribbon Steward should make sure that the correct ribbon for the Section is given to the judge eg, if the Section being judged is the Junior Huacaya Female, the Ribbon Steward should ensure that they are handing the Judge the correct Championship Ribbons (and any other awards, eg Trophies) for that Section.

The **Master of Ceremonies/Announcer** is responsible for maintaining the flow of the judging process by keeping exhibitors and onlookers informed of the classes currently in the ring. Ideally, exhibitor numbers should be announced as the handler brings the animal into the ring, and this includes noting where an exhibit number has moved to another class (this can be mentioned in both the class the animal has been moved from, and the class the animal has been moved into, where they will enter the ring after the other exhibit numbers from that class). They assist the Marshalling Steward by announcing which classes and section are coming up and reminding exhibitors to make their way to the Marshalling area. They will announce when breaks are to take place, and what time exhibitors are to be ready for judging to recommence. They should provide an informative commentary to onlookers about various aspects of the alpaca industry at a local and national level; an overview of how alpaca judging is conducted, for example the age groupings for Junior, Intermediate, etc and the criteria the Judge applies to the animals before them (refer "Section Four: Judging Criteria, and Section Five: Alpaca Breed Standard" in the AAA Showing Rules). It is useful to have a copy of the Frequently Asked Questions about alpacas as an information tool, in addition to information about the number of alpacas registered on the IAR at a National and/or Regional level.

The **Recording Steward** will keep a record of the placings awarded in each Class and Section on the running sheets provided for this purpose in the Showing Rules document. They may also enter these results provisionally directly into eAlpaca (however the final results will need to be reviewed and confirmed

by the Convenor). The **Recording Steward** should take particular note of the animals placed first and second in each class who are eligible to return to the ring for judging of the Championship Awards, and also the animals that are awarded Champion who will return to the ring for judging of the Supreme Champion or Best in Show, so they can provide this information to the Master of Ceremonies/Announcer and Marshalling Steward.

Management of Exhibitors

There are management duties in relation to exhibitors in the ring.

For example, the **Ring Steward**:

- ensures there is appropriate spacing between alpacas as they are paraded,
- ensures exhibitors make the most advantageous use of arena space by asking exhibitors to walk their alpacas as directed by the Judge,
- ensures exhibitors line up their alpacas in the correct order as listed in the Show Catalogue,
- ensure exhibitors are aware of the requirements for the judging of Reserve Champions.

Presentations and Awards

Before commencement of judging, the **Chief Steward** or **Ring Steward** should know the location of ribbons and awards and where to place them in the ring while judging is proceeding. The **Ribbon Steward** is to assist the Judge in their correct presentation.

Ribbons may be awarded to placegetters in their Classes according to the table below, and sashes or rosettes to all Champion and Reserve Champions:

No. Of Exhibits	Prizes Which May Be Awarded
Up to 8	1st, 2nd, 3rd
9 - 12	1st, 2nd, 3rd, 4th
13 - 19	1st, 2nd, 3rd, 4th, 5th

Highly Commended awards may be given at the Judge's discretion at any time

More than one Highly Commended ribbon may be awarded in any one class to reward the presence of extra depth and quality in the line-up of alpacas/fleeces being shown.

Ribbon Colours

Blue	1 st
Red	2 nd
White	3 rd
Yellow	4 th
Green	5 th

Best Colour Class (optional for Nationals, Royals and small shows). Must be judged after Supreme Champion and before Sire's Progeny Class.

If sufficient entries are received in each colour class, the organisers may hold a Best Colour Class: e.g. Best White, Best Fawn, Best Brown etc., drawn from the winners of respective age groups/colour classes, both male and female that have not been joined to other classes at that Show. This will be an optional addition to the standard age group Championship events. This event is optional for Nationals, Royals and smaller shows and should be judged after the Supreme Champion and before Sire's Progeny Class.

Impartiality

Stewards, like Judges, must act impartially.

While common sense is a valuable attribute, the ultimate reference is provided by the rules set down in the current AAA Ltd Showing Rules Manual.

Exhibitors and Exhibitor Management

Exhibitors are bound by the Exhibitor's Code of Conduct. The Code of Conduct can be accessed on the AAA Website in the Member portal when logged in as a Member – [Member portal>Governance Resources>Code of Conduct>Exhibitors Code of Conduct](#).

Important points:

- The Exhibitors Code of Conduct applies to all stages of an AAA Ltd endorsed Show.
- The Code specifies both appropriate and inappropriate behaviour.
- Participants are assumed to know the AAA Showing Rules, and those who voluntarily choose to participate do so on the understanding they are bound by these rules and that disciplinary action may be taken for infringement of the Showing Rules or a Breach of the Code of Conduct.

Protests/Complaints

The Chief Steward or Show Convenor shall set up a Protest Committee prior to the commencement of the Show. Rule 40 of the Showing Rules sets out the procedure for protests, including the timeframes that apply for a protest to be lodged.

Fleece Stewards

The role of the Fleece Stewards begins well before the Fleece Show

This is the time when all fleeces need to be collected from the address of delivery stated in the show schedule.^[1]^[SEP] The list of exhibitors which has been entered on the AAA Ltd show system will be given to the Fleece Steward by the Show Convenor.

The Fleece Steward's role is to cross reference the entry forms with the fleeces delivered, allocate fleece class no to each fleece bag and weigh fleece.

The fleece must be weighed and annualised to standardise all fleeces in relation to weight and age of fleeces before judging.

- *Annualisation Calculation:*
- *Weight of Fleece Divided By The Age Of Fleece (In Months) Multiplied By 12*

NOTE: If the Fleece show is a Royal standard or higher or it is stated in the Schedule that fleeces will be micron tested, this is done by following the fleece sampling directions in the Showing Rules Manual.

Before Judging Day

The following is a checklist for organisation before judging day to assist smooth running for the judge.

- Display numbers (two sets), Fleece judging cards and Colour, Micron and Weight cards prepared (available under Convenors Resources on the AAA website and attached as Appendix A),
- All satins and boxes available,
- If fleeces are to be micron tested, collect samples as directed in the Showing Rules Manual, and send to appointed Testing Authority with sufficient time for test results to be returned,
- All fleeces have been weighed, annualised, sampled and class number added,
- Fleece annualisation and class numbers have been added to the Judge marking sheet,
- Set of Score cards and Micron /Annualised Weight matrix (spares for Judge)
- Fleece stewards organised and know their specific roles. It is important to have a workflow that assists the ^[1]^[SEP]smooth running of judging day,
- Fleece stewards should have two classes ahead of the judge,
- If using a computerised system it is extremely important to have a recording steward penciling and a computer steward who cross references after each fleece judged,
- Hand wipes
- Morning tea and lunch organised.

Fleece Show Organisation Tips:

All fleeces collected at least 2 weeks before the show (if fleece testing is to be undertaken) or brought in on the morning of the show.

- Each fleece is checked off AAA Ltd entry form and entry number from Show Convenor – A useful worksheet is an in and out sheet listed by stud - generated by computer to cross reference that all fleeces are given back or have to be posted. No fleece is collected by owner off the display; fleece must be collected from Fleece Steward and helpers.

STUD	CLASS NO	IN	OUT	PICK UP	POST

- Each fleece is weighed, and entry number added to fleece bag. (Always have a second person check weight as a cross reference, fleece is carefully placed on satin, weighed, and put back in original bag).
- Annualise fleece according to the age of the fleece. Annualising is calculating the weight of fleece divided by the age of the fleece in months X 12. ^[L]_[SEP]
- Prepare judging sheets for Judging Day – Printed sheets with annualising completed and computer sheets annualised. ^[L]_[SEP]
- Judging Day - Two methods to cross reference: one Steward works with judge using pencil, writes down marks on judging sheet. The second Steward enters into computer the marks the computer calculates result and checked against penciled calculation. Then cross reference results of each class with judge as he/she finishes. Allocate 1st, 2nd and 3rd for that class. ^[L]_[SEP]
- At the end of judging all classes, the Judge checks the results and signs judging sheets. ^[L]_[SEP]
- The Fleece results are printed or handwritten onto score sheets to be placed in each fleece bag ^[L]_[SEP]
- Set up the Display of fleeces, being careful to display the best attributes of each fleece. ^[L]_[SEP]
- Ribbons are placed according to marking sheets by two Stewards to again cross reference. ^[L]_[SEP]
- Ask the Judge if he/she would like to place ribbons on Champions and Reserve Champions. ^[L]_[SEP]

Fleece Scorecards and Weighing Matrix

There are separate Fleece Score cards for Suri and Huacaya fleeces, as there are different attributes and weightings taken into consideration in the judging of these fleeces. The Scorecards and Weighing Matrix are available to download from the AAA website if you are logged in using your Member Sign-in Member Portal > Show Resources > Convenors Resources. They are also included under Section 6 – Conducting a Show, of the AAA Showing Rules.

Ensure you have sufficient worksheets for each fleece entry.

Fleece Sampling

The procedure for collecting fleece samples for fleeces that are to be tested for Shows (usually Royal Shows, always the National Show, and the Most Valuable Commercial Fleece Class at any Show) is outlined in the AAA Showing Rules. This procedure has been developed to ensure consistency in how fleece samples are collected. Fleece Stewards should be familiar with this procedure and adhere to it when fleece samples are collected for testing.

Work Flow Tips

Judging Day

Two Fleece Stewards prepare the classes for judging. Prior to the judge arriving prepare the first two classes. Each fleece in a class is taken out of owners bag, the bag is placed in box – still with exhibit number attached and fleece is placed on top in its satin, second exhibit number tag is placed on top.

As the judge is about to judge a class the Fleece Steward will tell the judge how many entries are in this class – the judge will look over entries and start judging - the Fleece Steward will pick up satin and fleece from box and place satin full of fleece on the judging table. The exhibit number is kept on the table till fleece is judged and then number placed back on top, the next entrant is then placed on judging table at the end of judging all class is put to one side ready for display. (If only displaying 1st- 3rds due to space restrictions, then the unplaced fleeces are carefully put back in their bags with exhibit number clear on outside and

stored in a different part of judging room.) As the Judge is judging a class, the Fleece Stewards are getting next class ready – it's a very busy time to keep up with Judge, hence two classes ready ahead.

Displaying fleeces

Display Champions, and class placings first through to thirds, plus scorecards. At times due to space, firsts and champions only, or all fleeces entered may be displayed – make a copy of fleece classes schedule available for public to check fleece entries. Often cards with the names of studs are displayed on fleeces. Lighting is important – spotlights etc. and special stands or display domes for Champion Fleeces. All winning ribbons should be placed on fleeces in the same direction.

Fleece Satins

Using Fleece Satins is a personal choice of the Fleece Steward and Convenor, however the use of coloured satins does highlight the fleece and aid with respectful handling of fleeces from bags to weigh stations to judges table and display.

Suri Fleeces

Because suri fleeces are more compact than huacaya fleeces, they take up less space in the fleece boxes. They are better to be displayed in the front row.

Fleece Exhibit Number Cards

Make TWO copies to aid work flow. Cards may have a logo or name of show, colour coded and laminated. Safety pins used on exhibit numbers on owners bags. Every fleece is double tagged - once on owner's bag in box underneath satin which has fleece and on top of displayed fleece.

Care for Fleeces

It is important that care is taken of fleeces to return them in the best possible condition.

Basic Preparation

Have available laminated weight and micron sheets, hand wipes and black and white coloured satin (most judges will bring their own). A black tablecloth works well on judging table.

Check table height so that it is a good height for Judge. The lighting is important, Have spare pencils, eraser, highlighter, computer and printer.^[SEP] Some Stewards dress in the same colours to look professional.^[SEP] Morning tea / lunch prepared and water for the Judge.

Most Valuable Fleece Class

Refer to Section Three: Class Definitions of the AAA Showing Rules

This class is applicable to the National Show and can be included at Royals & Special Fleece Shows.

This class will be judged on a commercial basis for overall dollar value of each fleece, based on current prices that can be obtained on local/ international markets. The valuation is calculated taking into consideration - fineness, length, overall excellence (style), faults, yield (impurities) and fleece weight.

No fleece weight annualisation will take place in this class as the fleece is judged solely on how it presents for commercial processing. It is mandatory for fleeces entered in this class to undergo fleece testing.

All fleeces in this class must be micron tested. Fleece Stewards are to follow the procedures for sampling fleeces for show set out in the AAA Showing Rules.

Any fleece may be entered in this class. Any fleece may also be entered in its standard age group/colour class AND the Most Valuable Fleece Class, provided that it is clearly marked with two separate entries on the entry form and two separate entry fees are paid. If desired, a fleece may only be submitted for entry to the Most Valuable Fleece Class, or alternatively, it may only be submitted for entry to its usual age group/colour class.

Instructions:

An up-to-date Calculation Workbook is required, and this can be obtained from the Chair of the Showing and Judging Committee. The Committee has the responsibility to obtain pricing information from a range of Fleece Buyers (in Australia) on an annual basis to determine the pricing value to be used. The values are updated in July each year - prior to the National Show - and used for the following 12 months so that consistent pricing is used for all Shows during that period (ie July – July each year.)

The Workbook is in Microsoft Excel and contains two worksheets – one is the Commercial Worksheet to facilitate the scoring of each fleece entry, the other is the Commercial Pricing Grid that contains the pricing for each colour of fleece by micron range and length (arranged by Colour and category A, B, C).

- Insert exhibit number [SEP]
- List colour [SEP]
- List micron as determined from Micron Test Results [SEP]
- List length category [SEP]
- Refer schedule for base \$ value [SEP]
- The Judge will determine the appropriate processing discounts from base price (%), using examples for deduction [SEP]
- List net \$ value [SEP]
- List gross weight (no adjustments for months of growth) [SEP]
- The Judge will determine the appropriate discounts for excessive vegetable matter or dirt/yolk, and deduct the combined percentage from the [SEP] gross weight. [SEP]
- List net weight [SEP]
- Calculate commercial value by multiplying the net \$ price by the net weight. [SEP]

This is your commercial value. The fleece with the highest value is the most valuable fleece.