



# Australian Alpaca

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## A S S O C I A T I O N

### Convenor Guide

#### Things to know:

#### **If a Show is not on Ealpaca – it isn't a AAA Show**

Shows not run through Ealpaca do not have access to the Ealpaca Database (access to members information – Privacy Legislation) or the AAA Insurance Coverage – Convenors, Members & Judges attend at their own risk. The relevant Agricultural Society will have insurance you need to speak to them and request a copy of their certificate of currency. This will provide you with all the information you need.

If the show, or event is in eAlpaca it is covered by the AAA insurance and you can get a copy of the AAA certificate of currency from Tanya at the office

If you have any questions, there are people who are available to assist.

SJC and judge allocation – Sharon Dawson at [aaajudgeallocation@gmail.com](mailto:aaajudgeallocation@gmail.com)

Finance - [paul@alpaca.asn.au](mailto:paul@alpaca.asn.au)

eAlpaca, travel and general enquiries – [tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au)

Treasurer – [treasurer@alpaca.asn.au](mailto:treasurer@alpaca.asn.au)

#### **A Short Summary follows:**

##### **Budget and approval**

- Your show/event and budget must be either approved by your regional committee or in absence of a regional committee the National Treasurer – Carolyn Austin ([treasurer@alpaca.asn.au](mailto:treasurer@alpaca.asn.au)). This approval is required for AAA Insurance Coverage to apply.
- The budget must be provided to Tanya ([tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au)) AAA Office before the show/event can be approved and opened in EAlpaca.

##### **Judge allocation**

- Send an email to Sharon Dawson [aaajudgeallocation@gmail.com](mailto:aaajudgeallocation@gmail.com). Showing & Judging will canvas Judges and find one available for your show.
- Once the judge has been allocated you need to send them, the judge agreement and a travel request form – attached cc [tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au)
- Once completed these forms need to be returned to Tanya in the office to make all the necessary booking.
- All bookings **MUST** be made by the office unless the Agricultural Society books part or all of the travel arrangements. For example if the Ag Society books the

accommodation make that clear in the email to the judge and Tanya that it is not required so it is not double booked.

- After the booking is made the approved itinerary will be sent to the judge and the convenor.

**eAlpaca** - Create your show/event in eAlpaca.

**For Shows** You need:

- The address and PIC of the grounds is being held at.
- Where the funds are going to be dispersed to – either the region or to the show society.
- Event dates start, end and entry close date.
- Event type and what you are having included in your show – you will need to make sure you know what you want in the event content (see below)

#### • **Event content**

- Halter and fleece classes
- Halter classes
- Fleece classes
- Special options
- Grand Champions
- Progeny classes
- Miscellaneous classes
- Junior handler
- Junior judging
- Parader (showmanship)
- Parader (stockmanship)

#### • **Halter requirements – pen and judging times.**

- **Fleece requirements** - Fleece growth in either days or months and the delivery details of the fleece – including due date and the delivery address as well as any special instructions such as bagging and identification of the exhibitor and their details.
- Make sure you have put the correct dress code in – and if you have special arrangement for the dress code that you put them into the special instructions for dress code.
- Have the event schedule ready to be uploaded into eAlpaca.
- Your extra event items worked out and the costs such as pens, showground entry and dinners for example.
- You can put in sponsorships as well in the extra event items.
- Your judge – if you don't have this when you create the show the details can be added by Sharon or Tanya.

- Estimate your numbers based on experience (ask people who convened previously) and numbers from previous shows.
- Details of costs out of your budget for the cost of entries. Make sure you have put in the eAlpaca/judges levy and that you need to have GST included in all income & expenses.
- Know what classes you will be running at the show and don't forget to tick the additional classes for example champion or best in colour.
- If you are having Youth events have the details, costs and make sure you let Showing & Judging know if the judge is expected to judge Youth as well.

### **Show Society**

- If you have an arrangement with an Agricultural Show to share the income – make that obvious in your budget.

### **Sponsorships**

- You can use eAlpaca for your sponsorships. The advantage to this is you have the money up front and know exactly what you have.
- If you want to invoice people for sponsorships you need to make sure you do this in a timely manner so the money is received before the show. Send the details of the sponsors to be invoiced to Paul at [paul@alpaa.asn.au](mailto:paul@alpaa.asn.au).

### **Pen allocations**

- You need to allow for assessed and non-assessed areas. There is a list available on the member's area of the AAA website for members who have Alpaca CheQa.

### **Reports can be found under "Convenor functions".**

#### Manage event.

- Re-open event for entries
- Event completed
- Clone event
- Manage exhibitors and exhibits
- Manage exhibitors
- Manage animal exhibits
- Review class sizes
- Finalise exhibit numbers
- Add animal progeny exhibits

#### Reporting and results

- Convenor reports
- Enter event results
- Reset event steward password
- Download classes as CSV

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## Putting in the results

- Put the results into eAlpaca once you have them ready. Make sure that any changes to classes are made **BEFORE** you add any results otherwise you will not be able to add the results. IF you make a mistake, contact Tanya.

## Finalising the show

- Make sure all the claims, including the Judges reimbursement or invoices have been approved by the relevant treasurer and sent to [paul@alpaca.asn.au](mailto:paul@alpaca.asn.au). He will finalise the show and disperse the money to the either the Region or the Show Society.

## Events – including Youth events

- You need the same information and approvals as for a show however when you put this into eAlpaca you click on other events (no animals and no classes) or the relevant youth event type.
- You complete the event instructions and can include a dress code if you wish.
- All your items are then put into the extra event items (costs).

## Advertising your show

- You can also advertise your show/event on the AAA website & Facebook Pages, including your regional one. Send the details to Tanya and a photo If you have one you would like to use such as the society logo and she will put it on the websites.
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## Documents available to assist

- The AAA has extensive resources on our website <https://alpaca.asn.au/member-portal/convenor-resources/>

## Convenor Resources

- [Show Convenors and Stewards Manual Final 2020PDF 4MB](#)
- [SHOW-VOLUNTEER-formPDF 45KB](#)
- [2021-AAA-Showing-Rules-ManualPDF 1MB](#)
- [Show event packVND.MS-EXCEL 136KB](#)
- [ealpaca show convenor instructionsPDF 1MB](#)
- [South-American-Camelid-Declaration-and-WaybillPDF 900KB](#)
- [Fleece Micron Annualised Weight MatrixPDF 235KB](#)
- [Fleece Judging Worksheet Score CardPDF 124KB](#)
- [Suri Fleece Judging Score CardPDF 199KB](#)
- [Huacaya Fleece Judging Score CardPDF 285KB](#)
- [OH&S Risk Management SheetPDF 48KB](#)
- [injury-register-1PDF 33KB](#)
- [Convenor-Report-TemplatePDF 138KB](#)
- [AAA-stillages-and-pen-panels-managementPDF 219KB](#)
- [show personnel requirementsPDF 152KB](#)
- [show-CHECK-LISTPDF 166KB](#)
- [judge process documentation 2020PDF 163KB](#)
- [Alpaca CheQa list 14.02.2023xlsxVND.OPENXMLFORMATS-OFFICEDOCUMENT.SPREADSHEETML.SHEET 17KB](#)