



# Convenors and Stewards Manual

June 2024

## Introduction

Australian Alpaca Association Ltd.

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The information published in this document is largely reproduced from the AAA Ltd. Showing and Judging Rules Manual and relates particularly to the roles of Convenors and Stewards. It is highly recommended that this document be read and used in conjunction with the current version of the Showing and Judging Rules Manual.

Convenors and Stewards training is currently under review with the SJC. Whilst awaiting suitable training options please refer to both the Showing Rules Manual and this Convenors and Stewards Manual for guidance. In addition, support from an experienced convenor whilst learning is the best options for new convenors.

This Manual refers to the Rules and guidelines that should be applied in all shows/events 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 event.

The Showing and Judging Rules Manual and Convenors and Stewards Manual are publications of the Australian Alpaca Association Ltd.

Australian Alpaca Association Ltd  
June 2024

## Contents

<b>Glossary</b>	Page 4
<b>PART A: Role of the Convenor</b>	
• Convening and Alpaca Show	Page 7
• Pre Show Planning	Page 8
• Convenors Resources	Page 9
• Organising the Judge	Page 9
• Preparation of Show Schedule	Page 10
• Insurance	Page 11
• Health and Safety Assurance System	Page 11
• Venue/Site Audit	Page 11
• Advertising/Sponsorship of your Event	Page 12
• Alpaca Show Classes	Page 12
• Class Codes Examples	Page 13
• Youth Classes	Page 13
• Set Up Show on eAlpaca	Page 14
• Access to Reports on eAlpaca	Page 15
• Show Catalogue	Page 15
• Printing, Recording Results	Page 16
• Pen Panels	Page 16
• Checklists	Page 17
• Pre Show Set Up Day	Page 17
• Show Day	Page 18
• Post Show	Page 19
<b>PART B: Role of Stewards</b>	
• General Information for Stow Stewards	Page 20
• Main Duties of Chief Steward	Page 20
• Rules of all Stewards	Page 20
• Management of Exhibitors	Page 21
• Presentations and Awards	Page 22
• Impartiality	Page 23
• Code of Conduct	Page 23
• Protests/Complaints	Page 23
• Fleece Stewards	Page 23
• Fleece Sampling	Page 24
• Most Valuable Fleece Class	Page 25

## Glossary

In these Rules, 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.

<b>Age of Exhibit</b>	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.
<b>Apprentice Judge</b>	A person who following an approved selection process, is being trained to be a Judge. At shows the Apprentice judge is under the direct supervision of the Judge and has no input into the final judging decisions. The Apprentice Judge will be called upon by the Judge to give oral reasoning for the Judge's placing. An Apprentice Judge shall not officiate as a Judge at any show run under AAA Rules until fully qualified as an AAA Accredited Judge.
<b>Association</b>	the Australian Alpaca Association Ltd.
<b>Association Representative</b>	a person appointed by the Show Society to represent the AAA Ltd.
<b>Authorised Agent</b>	the person authorised to enter animals and fleeces on behalf of the owner (exhibitor).
<b>Chaperone</b>	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.
<b>Chief Steward</b>	the person responsible for the organisation of the Show (may also be the Convenor). Must not be a handler of animals at the show.
<b>Convenor</b>	the person responsible for the organisation of the show.
<b>eAlpaca</b>	on-line International Alpaca Register (IAR) and show system.
<b>Entire</b>	an alpaca that has genitalia that are complete, properly formed and proportioned for normal reproduction.
<b>Exhibit</b>	an animal or a fleece, as the class in which the exhibit is competing requires.
<b>Exhibitor</b>	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.
<b>Fleece Steward</b>	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.
<b>Immediate Family/Partner</b>	a spouse, descendant, parent, grandparent, employer or employee or person who has a share of ownership with the Judge in the animal being judged.

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<b>Inspection Steward</b>	the person responsible for inspecting alpacas prior to the commencement of animal judging.
<b>Judge</b>	the person appointed to judge classes.
<b>Marshalling Steward(s)</b>	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.
<b>Master of Ceremonies</b>	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.
<b>Record Keepers</b>	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
<b>Ribbon Stewards</b>	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.
<b>Ring Steward</b>	the person controlling activities in the show ring during animal judging.
<b>Show Society</b>	the body under the auspices of which the Show is being conducted (in the case of agricultural shows).
<b>Show Catalogue</b>	the written records of each class and details of every animal and fleece entered as exhibits.
<b>Showing Rules Manual</b>	a publication of the AAA which is updated annually 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.
<b>Show Schedule</b>	the conditions of entry and classes prescribed by the Association for the conduct of Shows.
<b>Wether</b>	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 schedule, judge allocation, preparation of 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 and report on the show;
- liaise with the **Agricultural Show Society** running the show (if appropriate);
- ensure the **judge** is notified of all the relevant information pertaining to the show, such as date and location of show, exhibit numbers, starting and ending times, etc and have a chaperone assigned to assist the judge with arrival, lunch breaks etc;
- organise and ensure sufficient trained and accredited **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. Training for Convenors and Stewards is currently under review. Convenors and Stewards should be familiar with the contents of this manual and [Showing and Judging Rules, in particular Section Two: Show Convenors and Section Three: Conducting a Show.](#)

### Convening a New Show

Convenors of new shows wishing to use AAA Ltd. Judges must obtain permission from their Regional Committee sanctioning the show. [Showing and Judging Rules, Section 3.2.](#)

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.

Only AAA endorsed alpaca and fleece shows are able to utilise the services of an AAA judge, support and resources, including the AAA logo and insurance coverage.

## Pre-Show Planning

### Viability of an Alpaca Show

- a) Contact with Agricultural Show Secretary (where appropriate);
- b) Arrange a site visit;
- c) Assess and measure shed size/allocated area;
- d) Review position, access and parking; and
- e) Estimate competitor numbers - animals and fleeces.
- f) Seek regional approval of show by completing a show budget and having it approved by your regional committee or in the absence of a Regional Committee the AAA Office [tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au) . [Members Portal/Showing Resource/Convenor Resources/Show event pack](#)

### Assessment of Site Visit

- a) Draw plan of site to scale,
- b) 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 plenty of room in between?*
- c) Is there good public exposure in the position allocated?

### Meeting with Show Agricultural Society Committee, if applicable

- a) Outline Show proposal,
- b) What is required of the Show Society,
- c) What the AAA Ltd will supply'
- d) Estimate budget required by both parties, the budget must be approved by your Regional Committee. A budget template is available [Members Portal/Showing Resource/Convenor Resources/Show event pack](#)
- e) Decision if Show will proceed.

### Formation of an Alpaca Show Committee

Elect a committee to help prepare for the event and delegate areas of responsibility:

The Show Personnel requirements form [Members Portal/Showing Resources/Convenor Resources/Show event pack](#) 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.

*Where Youth events are scheduled, stewards may require a working with vulnerable people card issued by the relevant state. Refer to the [AAA Working with Vulnerable Persons Policy](#) for what is required in your state.*

Complete the Event Planning Checklist [Members Portal/Showing Resources/Convenor Resources/Show event pack](#) to help manage the varying aspects of convening a show

### Documentation Required for Show to Proceed

- Non-Member [Volunteer Steward Forms](#)
- Sufficient accredited Stewards necessary to run show [Members Portal/Showing Resources/Convenors Resources/Show Event Pack](#)
- Insurance Cover confirmation from AAA office, they will provide the certificate of currency.

- Risk Assessment of venue and event [Members Portal/Showing Resources/Convenors Resources/Show Event Pack](#)
- Show and Event Biosecurity Plan – review, understand and act where required. Shows run as stand alone shows refer to [Members Portal/Showing Resources/Convenor Resources/Stand Alone Show and Event Biosecurity Plan](#). Shows run within agricultural societies will defer to their biosecurity plans.
- Identification of a First Aid person on site

## 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/Showing Resources/Convenors Resources](#)

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

## Organising the Judge(s)

### Submit Request for Judges.

- Request judge allocation by sending an email to the Showing and Judging Committee Judge Allocation officer on [aaajudgeallocation@gmail.com](mailto:aaajudgeallocation@gmail.com) prior to setting up a show on eAlpaca. The judge allocator 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.
- Please include the following information when requesting a judge:
  - Name of judge who previously judged this event
  - Details of the show – date, time, venue
  - Expected number of fleece and halter exhibits
- Setting up of the show on eAlpaca and hence allocation of a judge should ideally be made between 3 and 6 months prior to the show. [Showing and Judging Rules, Rule 8](#).

### Number of Judges Required

Two Judges must be appointed if fleece and halter classes are to be judged on the same day [Showing and Judging Rules, Rule 9](#).

### Judge Agreement/Travel Arrangements

When the Judge is confirmed the Judge Allocator will forward to the judge the:

- the AAA Judge Agreement form [Members Portal/Judges Resources/AAA Judge Agreement](#). The judge will sign and onforward to the convenor for their review and signature. Once signed please email back to the Judge Allocator ([aaajudgeallocation@gmail.com](mailto:aaajudgeallocation@gmail.com)) and copy the AAA Office ([Tanya@alpaca.asn.au](mailto:Tanya@alpaca.asn.au)).
- the AAA Judge Travel Request [Members Portal/Judge Resources/AAA Judge Travel Request](#), this will be completed by the judge. 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 judge will return the Travel Request to the AAA Office.
- The AAA Office will make all travel bookings and arrangements, unless the Agricultural Society books part of the travel arrangements, if this is the case please notify the AAA Office
- Once the bookings have been completed the AAA Office will provide the convenor and the judge of the approved itinerary.



## Judge Chaperone

The convenor will arrange for a Judge Chaperone to meet the judge on arrival at the show. The chaperone shall not exhibit at the show. [Showing and Judging Rules, Rule 10](#)

## Judge Notification Prior to Show

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, allow two minutes per alpaca for an experienced judge and four-five minutes for each fleece
- how many animals and how many fleeces have been entered e.g. provide eAlpaca/Convenor Report/Review of Class Sizes
- confirm travel / accommodation arrangements.

## Preparation of Show Schedule

A Show Schedule template can be found at [Members Portal/Showing Resources/Convenor Resources/AAA Show ALPACA Schedule](#). This template is provided as a guide only, however a simplified version may be more suitable for smaller shows

### Rule 1: Conduct of a Show [Showing and Judging Rules, Rule 1](#)

A Show shall be run according to procedures set down in the Show Schedule. The order of the show schedule is determined when setting the show up in eAlpaca, ensure the age classes alternate 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 [Showing and Judging Rules, Rule 2](#)

*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 [Showing and Judging Rules, Rule 9](#).

If the entry numbers to run a section (i.e. 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 [Showing and Judging Rules, Rule 3](#)

A Show Convenor shall supply to the Show Society (if applicable) 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) and linked in eAlpaca when entries for the show open.

The actual entry of exhibits is via eAlpaca for most shows, although some Royals 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.*

*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? 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.*

## Insurance

Prior to the Show the Show Convenor shall contact the AAA Office ([tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au)) 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 shall be recorded by the Show Convenor and a written report supplied to the AAA Office within 5 days of the completion of the Show. An incident form must be completed and returned in accordance with the policy.

It is important that any person who is assisting at the show and is not an AAA Ltd member must complete the Non Member Volunteer Steward Form available on the AAA website: [Member portal/Showing Resources/Convenor Resources/Show-Volunteer-form.](#)

## Health And Safety Assurance System

The Risk Assessment form available at as part of the Show Event Pack, sheet 2 [Member portal/Showing Resources/Convenors' Resources/Show Event Pack](#) 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 site in accordance with the form
- complete the form before the event
- submit the completed form to the Regional Committee, once approved the Regional committee will onforward to the AAA Office.
- keep a hard copy available during the event for use in case of an accident to enable first aid, 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 **Incident Policy** is available at [Member Portal/Showing resources/Convenors Resources/Incident Report Policy](#) This policy outlines what events are required to be documented and reported 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 Site Inspection

It is recommended that an inspection be undertaken 2-3 weeks before the event so that defects can be corrected and exhibitors advised of any changes. A second inspection should be undertaken immediately before the event. Auditor and Chief Steward should be familiar with and understand the relevant rules and regulations of the Alpaca CheQA and Non-assessed herds.

The health and wellbeing of animals at the event is covered by Rule 11 and Convenors must be aware of their obligations in the event of an alpaca at the show exhibiting any signs of ill health. [Showing Rules Manual - Rule 11: Animal Welfare](#)

Refer to the [Member Portal/Showing Resources/Convenor Resources/Show Event Pack](#) Sheet 2 Risk Assessment and for stand alone shows/events [Members Portal/Showing Resources/Convenor Resources/Stand Alone Show and Event Biosecurity Plan](#), Page 6 detailing the emergency contacts required to be available.

## Advertising/Sponsorship of your Show/Event

Options for advertising and promoting your event include:

- Advertising on the AAA and Regional website Events page – send a photo and event information to Tanya . [tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au) and Regional Committee
- Regional and AAA Social Media pages – send a photo and event information to Tanya . [tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au) and Regional Committee
- Local papers, local stores and pet produce suppliers
- Personal social media

Sponsorship can be sought from a variety of sources including but by no means limited to local/national industry providers and/or members. Sponsorship payments can be managed as follows:

- Add to the Extra Event options on eAlpaca when setting up the show. The advantage of this option is you have your funds up front.
- Request AAA Finance Officer [paul@alpaca.asn.au](mailto:paul@alpaca.asn.au) to invoice each sponsor. You will need to send all details to the AAA Finance Officer or AAA Office [tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au) well before the show is scheduled so payment is received in a timely manner.

## Alpaca Show Classes

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. [Showing Rules Manual Section 4 – Show Format and Classes](#) details the mandatory and optional classes to be offered for each Show Format.

These classes must be used at all Association shows, although it is recognised that age classes may be joined where there are insufficient exhibits or split where there are a suitable number of exhibits. Therefore, when preparing for your show, keep in mind how many animals you are likely to have - does it need to be a two-day show, or do you need to close entries early if the entry numbers exceed capacity?

A guideline for halter judging is **two minutes per alpaca for an experienced judge + lunch break + toilet breaks. Four-five minutes for fleece judging**. Please also take into consideration if the judge then has to drive home after a long day. [Showing Rules Manual, Rule 5.](#)

For an Association-approved Show to proceed, there must be a **minimum number of 50** animal entries. [Showing Rules Manual Rule 2](#). 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 and Judging Rules (some of the more

important rules may be reprinted in the listing).

Generally shows are run with alternating Suri and Huacaya classes so that both breeds are showcased throughout the day. Colour Shows generally run in reverse colour order, e.g. start with Fancy Classes and end with White Classes. The showing order decision is made when selecting classes in eAlpaca. Be sure the correct order is selected prior to the show being open for entries. Running order will then be present on eAlpaca for exhibitors to view when entering and correct on the event catalogue.

**Class Codes for Halter and Fleece Shows**

**EG:**

**WSJF** = Suri – Junior Female White  
**GSIF** = Suri – Intermediate Male Grey

**KHSM** = Huacaya – Senior Male Black  
**YHAM** = Huacaya – Adult Male Fancy

Letter Code Table

First Letter	Class Colour	Code
	White	W
	Light Fawn	L
	Medium/Dark Fawn	F
	Brown	B
	Roan	R
	Grey	G
	Black	K
	Fancy	Y
Second Letter		Code
	Suri	S
	Huacaya	H
Third Letter	Age Section	Code
	Junior	J
	Intermediate	I
	Adult	A
	Senior	S
	Mature	M
	60months+ (fleece only)	G
Fourth Letter	Sex	Code
	Male	M
	Female	F
	Fleece	O

**Other optional Youth Classes include:**

**Young Handlers, Young Paraders, Young Judges**

If a Convenor would like to include any of the Youth Classes please refer to the [AAA Website Youth](#) tab. The Chair of Alpaca Youth Education (AYE) or the relevant State representative should be contacted for further information or to discuss running a competition at any particular show.

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.

## Set Up Show on eAlpaca

The [eAlpaca Convenor Guide](#) provides step by step instructions for convenors in setting up shows on eAlpaca

Entry to AAA Shows is made via eAlpaca. Once the show budget has been approved, 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 region must notify 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 request your regional committee to apply to the AAA office ([tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au)) 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 support from an experienced convenor or have completed Show Convenor training.

Before commencing to set up a show in eAlpaca you require:

- To be an authorised convenor – apply via region to AAA ([tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au))
- Know the venue PIC
- Obtain an Accounting Job Code from the AAA ([paul@alpaca.asn.au](mailto:paul@alpaca.asn.au))
- Completed a Show Schedule

Using eAlpaca, the convenor must create a show, supplying all the required information as detailed below. If it is an existing show, a copy of the previous year's entry details will be present and can be edited as required:

### Step 1: Event Details

- Event Name, Date, location, PIC , type of event
- Event Instructions/dress code
- Link to Show Schedule
- Extra Event Items – may include sponsorship, showground entry, power fee for fans, dinners etc

*Tip: eAlpaca will only offer single pens, therefore double pens need to be added under Extra Event Items. When adding double pens it is important to type in as follows: Double pens (e.g. capitol D, lowercase p) otherwise information will not flow through to reports.*

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

### Step 3: Judge Details

- Dates
- Expected number of exhibits
- Travel budget

### Step 4: Entry Fees

Step 5: List of Classes – ensure the order is adjusted to reflect Suri alternating with Huacaya classes. This will ensure your Exhibit Numbers are in the correct order as well as the catalogue.

### Step 6: Summary of Information and Confirmation

Step 7: Once the show has been set up on eAlpaca and a judge allocated, please notify the AAA office and they will approve the show and open it for entries if the approved budget has been provided.

**Note:** that the show will not be approved on eAlpaca without an approved budget signed off by your regional committee or the AAA Treasurer [-treasurer@alpaca.asn.au](mailto:-treasurer@alpaca.asn.au) and the finance officer and copied to the AAA Office. This is required to ensure AAA Insurance Coverage can apply.

## Access to reports on eAlpaca

Once the show is opened for entries you will have access to a range of Convenor Functions that allow you to manage the show, exhibitors and exhibits.

- Manage Animal exhibits
- Review Class sizes
- Finalise exhibit numbers – do not action until show is closed for entries as this process directly relates to Exhibit Number order. **PLEASE NOTE:** “Finalise exhibit numbers” prior to printing/reviewing Convenor reports
- Add animal progeny classes
- Convenor reports required once entries have closed include:
  - Event Schedule
  - Event catalogue
  - Event catalogue summary
  - Exhibitor checklist
  - Halter exhibitor list
  - Fleece exhibitor list
  - Extras list
  - Inspection list
  - Pen requirements
  - Pen labels
  - Exhibitor armbands
  - Financial reports
  - Event results

## Show Catalogue

eAlpaca provides the data to produce your show catalogue. The production of the catalogue does however require significant formatting and knowledge of excel.

Some Helpful Hints:

- Close entries approx. 7-10 days prior to allow time for formatting and printing
- Prepare front cover separately.
- Inside front cover: list all exhibitors, prepare separately from information supplied from the Halter and Fleece Exhibitor Reports which can be found under Convenor Reports.
- Event Catalogue:
  - Download from Convenors reports as a .csv file.
  - Save as an excel file so all formatting is retained
  - Generally allow one class/section per page
  - Add Champion and Reserve Champion info at the end of each class and Supreme at the end of the catalogue
  - Add Best of Colour if required
- Remember when printing you need to add Front Cover, Exhibitor List and Sponsors List. All Landscape. Can be added to Excel spreadsheet or printed separately.
- Print catalogue in landscape, double sided, known as – **Double Sided Top to Bottom or Short Side**. Check one copy before approving multiple copies, use minimum **100gsm paper**.
- Combine front/back covers, Exhibitors List and have stapled.
- Print one catalogue for each Exhibitor and a few extras for officials/guests



## Other show printing

- **Inspection List** - download from eAlpaca Convenor Reports, needs formatting
- **Pen labels** – download from eAlpaca Convenor Reports - print landscape: check against exhibitors as those requesting only double pens will not be included and will need to be printed separately.
- **Exhibit Armbands** - download from eAlpaca Convenor Reports – print portrait on **200 gms** paper, will require to be guillotined.
- The following are not available from eAlpaca Convenor Reports and will need to be printed
  - Fleece Numbers
  - Suri and Huacaya Running Sheets [Members Portal/Showing Resources/Convenor Resources](#)
  - Fleece Score Cards [Members Portal/Showing Resources/Convenor Resources](#)

## Additional Helpful Hints when using eAlpaca reports

- When allocating Pens per stud combine [eAlpaca/Convenor reports “Event Extras” and “Pen Requirements”](#) spreadsheets to gain the Double pens requirements. [eAlpaca/Convenor reports/Pen Requirements](#) spreadsheet only lists Single Pens.
- AAA pen panel size is 2.1 meter width by 1.2 meter height. When allocating pens check mix of animals being shown by each exhibitor to assist with pen allocation.
  - Single pen size 2.1 x 2.1m – maximum number of alpacas is 3
  - Double pen size 2.1 x 4.2m – maximum number of alpacas is 7
  - Distance between assessed and non assessed alpacas is 1.5metres
- The Halter/Fleece Exhibitor List (accessed under [eAlpaca Show/Convenor Reports](#)) will provide you with Q Alpaca, Alpaca CheQA and Non assessed herds.
- Ensure **all eAlpaca changes/updates to classes etc. are made prior to judging** commencing as it cannot be actioned once judging starts where possible..

## Recording/Entering Show Results

- Results can be entered directly in to eAlpaca during the show, see Reporting and Results, we recommend a written copy be recorded on the catalogue and on the [Members Portal/Showing Resources/Convenor Resources/Recommended Placing Running sheets](#)
- All fleece results are required to be recorded on the [Members Portal/Showing Resources/Convenors Resources/Fleece Judging Worksheet Scorecard](#) and on the individual [Members Portal/Showing Resources/Convenor Resources/Fleece Judging Score Cards](#)
- Ensure **all eAlpaca changes/updates to classes etc. are made prior to judging. If they are not made prior to judging they must be made prior to entering nay results. If this is not done you cannot make any changes you will need to contact the administrator tanya@alpaca.asn.au.**
- Prior to the commencement of the show reset the event steward password to give password access to the Results Stewards where applicable.
- When keying results into eAlpaca ensure you click “Preliminary Results” before saving.
- If you make a mistake that you are unable to correct, contact Tanya in the AAA Office

## Pen Panels

Pen panels may be accessed from the AAA, Regional Committee or Agricultural Societies. If using Ag Society panels ensure they are suitable for alpaca containment.

If using AAA pen panels, access and management of panels should be in accordance with the AAA

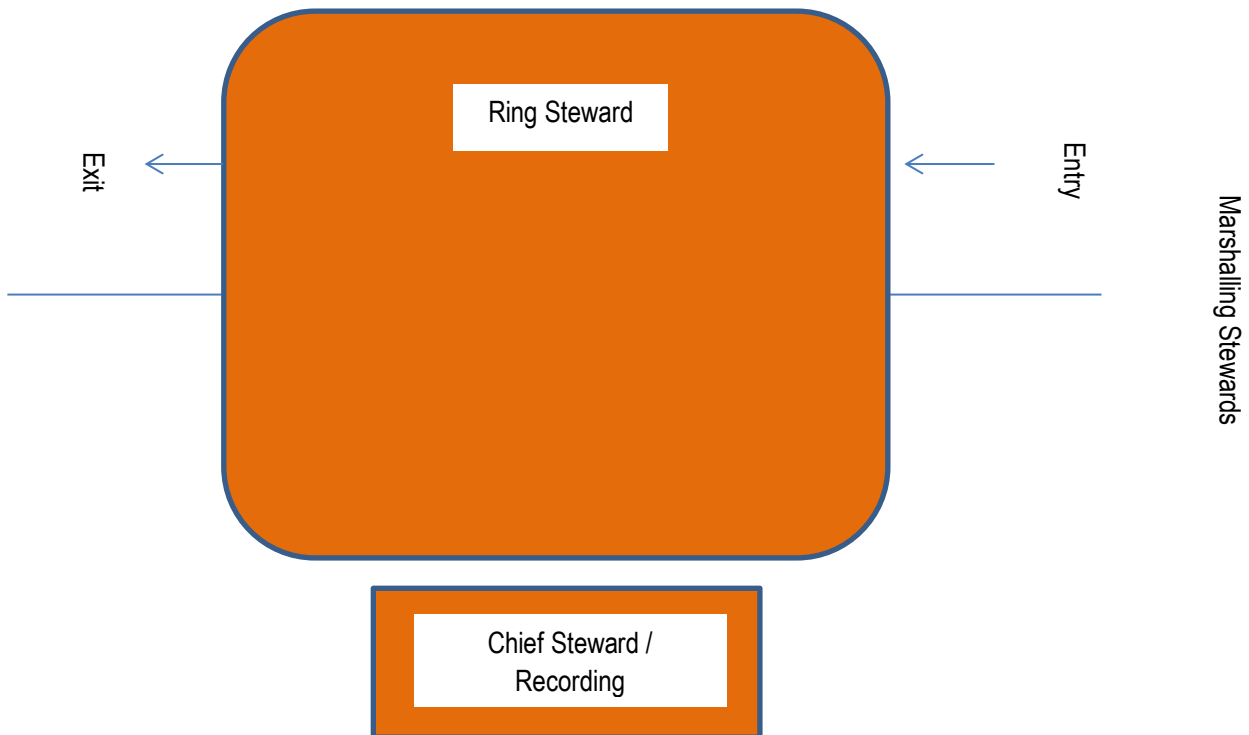
Ltd Pen Panels Management Policy and any regional guidelines available to download on [Member Portal/Showing resources/Convenor Resources/ AAA-stillages-and-pen-panels-management](#) and Regional Websites

**Checklist for Convenor** [Member Portal/Showing Resources/ Convenors Resources/Show Event Pack.](#)

**Pre Show Set Up Day**

- a) Obtain plan of shed, showing set up for judging ring, pens, fleece area, displays,
- b) Set up pens, judging ring, promotional display, seating, straw for bedding,
- c) Exhibitor names on pens,
- d) Trestles for fleeces,
- e) Trestles for trophies, sashes, record keeping,
- f) Show results board,
- g) Public announcement microphone working correctly,
- h) Ribbon display stand,
- i) Desk for master of ceremonies,
- j) Chairs,
- k) Extra lighting for judging ring and fleece if required,
- l) Public gallery seating.

Example of ring set up





## Show Day

### Arrival of Animal Exhibitors

- a) Welcome exhibitors and advise allocation of pens,
- b) Advise parking of vehicles and floats,
- c) Exhibitors advised to collect exhibitor's numbers / bags / catalogues etc,
- d) Animal inspection times, exhibitor must be in attendance,
- e) Remind exhibitors to ensure IAR/NLIS ear tags are clean and visible.

### Fleece Exhibitors

- a) Advise where fleeces are to be delivered and when they can be collected from the Show.

### Animal Inspections

Inspection Stewards shall perform the animal inspections at the time 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 must make the final decision.

**Stewards' Inspection Checklist** [eAlpaca/Convenor reports/Inspection List](#) only check as detailed per [Showing Rules Manual, Rule 30](#)

**Isolation of lice- infested alpacas from show** [Showing Rules Manual, Rule 31](#)

**Persons permitted in pens during inspection** [Showing Rules Manual, Rule 32](#)

### Final collation of Catalogues

- Chief Steward, Animal Inspectors, Ring Steward, Marshalling Stewards, Official Record Keeper, Master of Ceremonies confer to alter catalogue and eAlpaca updates prior to commencement of judging..
- Alteration may be due to class changes, withdrawals or joining of classes. When animals have been moved to another class they will come into the ring following the animals listed in the catalogue.eg the order of entry will not be adjusted for age.
- Hand out running sheet to Stewards – These running sheets assist in the organisation of animals who have been placed 1<sup>st</sup> or 2<sup>nd</sup> for the marshalling of animals for the Championship. [Members Portal/Showing Resources/Convenor Resources/Recommended Placing Running sheets, Showing Rules Manual 9. Appendix 9.1](#)

### Arrival of judge with judge chaperone

- Welcome by convenor and/or chief steward,
- Refreshments,
- Introduce Judges 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
- 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/Dams Progeny Recording Sheets

Group Number	NAME OF PROGENY	NAME OF SIRE
A		
B		
C		

Group Number	NAME OF PROGENY	NAME OF DAM
A		
B		
C		

### Presentation of Trophies and Prizes

#### Acknowledgments:

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

### Post Show

- Make sure all claims, including judges reimbursement, per diem or invoices are sent to [paul@alpaca.asn.au](mailto:paul@alpaca.asn.au) or [tanya@alpaca.asn.au](mailto:tanya@alpaca.asn.au) . They will get approval from the relevant committee or treasurer. once all the payments have been made and money reimbursed the finance officer will finalise the show and disperse the money to either the Region or Show Society
- Letters of Appreciation sent to Judge, Stewards and Sponsors.
- The Show Convenor is to fill out Show Report and send to their Regional Committee and AAA Office..  
[Members Portal/Showing Resources/Convenor Resources/Convenor Report template](#)

## PART B:

# Role of Stewards

## General Information for Show Stewards

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

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 [Members Portal/Governance Information/Code of Conduct Part B](#) and handlers attire as per eAlpaca instruction for each show.
- relevant Showing 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 and Judging Rules. [Members Portal/Showing Resources/Convenor Resources/Showing and Judging 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.

## Rules For All Stewards

Published from AAA Ltd Showing Rules Manual (effective 1st January 2019)

Refer to the current edition of the Showing Rules Manual for the rules pertaining to Stewards and the responsibilities of specific Steward roles. [Showing and Judging Rules, Section 2.3 Rules 27 - 41](#)

Stewards may be exhibitors

All Stewards, including Chief Steward, Ring Stewards, Marshalling Stewards, Inspection Stewards and Fleece Stewards, may exhibit at shows in which they are officiating under the following conditions:

- a) Chief Steward shall not be the handler of any alpaca in the show.
- b) Ring Stewards may undertake the duties of Ring Steward whilst their exhibits are being judged.
- c) Fleece Stewards shall not act as a recorder during the classes in which their exhibits are being judged.
- d) Inspection Stewards shall not inspect their own alpacas.

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.

## Management of Exhibitors

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

For example the **Ring Steward**:

- 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, e.g. 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.
- ensure exhibitors are aware of the requirements for the judging of Reserve Champions.
  - When the Championship Awards are being judged, the Ring Steward should make sure that exhibitors are lined up correctly, i.e. the winners from each class are in the front row with the second place getters 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 place getter for the Judge to assess for the Reserve Champion award and advise the other second placegetters to quietly leave the ring.
- If available more than one **Marshalling Steward** may be required when there are separate entry points to the Show ring for Q-Alpaca/Alpaca CheQA(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 place getters in each class are required to return to the ring. Usually all of the first place getters 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 **Inspection Steward**, who will conduct the inspection, and the other being the **Inspection Steward Assistant** whose role is to record the information on the Inspections Stewards Sheet.
  - The **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 **Inspection Steward** and the **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 **Inspection Steward**: [Showing and Judging Rules, Section 2.3, Rule 30](#)
- 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. [Showing and Judging Rules, Section 2.4, Rule 31](#). The **Inspection List** is able to be printed from the [eAlpaca/Convenors Reports](#) once the entries have closed. **Please note**: Columns "I to M" -ears, teeth, tail, testes in the eAlpaca Inspections printout are not current and are not required to be checked. Refer [Showing and Judging Rules, Section 2.3, Rule 30](#).
- 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
- 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 [Showing and Judging Rules, Section 5: Judging Criteria, and Section 6: Alpaca Breed Standard.](#)
  - 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 and Judging Rules, Section 9. Appendix 9.1.](#)
  - It is preferable the placings are also recorded directly into eAlpaca, during the show, save as Preliminary Results until 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.

## 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 place-getters in their Classes according to the table below, and sashes or rosettes to all Champion and Reserve Champions: [Showing Rules Manual, Section 4.13](#)

	Awards and Ribbon Colours					
Up to 8 exhibits	1st	2nd	3rd			HC*
9 to 12 exhibits	1st	2nd	3rd	4th		HC*
13 to 19 exhibits	1st	2nd	3rd	4th	5th	HC*

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.

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 most current AAA Ltd Showing and Judging Rules Manual.

## Code of Conduct

Members at shows and other events are bound by the 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 Part B](#).

Important points:

- The Code of Conduct applies to all stages of an AAA Ltd endorsed, agricultural, trade or other form of alpaca show or event.
- Participants are assumed to know the AAA Showing and Judging 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

In the event of a rule violation, misconduct or protest the Chief Steward or Show Convenor shall set up a Protest Committee. The show Protest Committee usually comprises of the Chief Steward 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 and another suitable member. [Showing and Judging Rules, Rule 39 and 40](#) 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:

- Ensure all Exhibitors include the completed [Fleece Identification Form](#) and include within the fleece bag or attached to the outside prior to delivery.
- All fleeces need to be picked up from the address of delivery stated in the show schedule. The list of exhibitors which has been entered on the eAlpaca 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. Refer to the [Members Portal/Showing Resources/Convenors Resources/Fleece Micron Annualised Weight](#) spreadsheet

### **Annualisation Calculation:**

- Weight of Fleece Divided By The Age Of Fleece (In Months) Multiplied By 12
- Most calculations are done via computer and annualization is automatically calculated. It is pertinent to confirm the spreadsheet formula is correct before commencing Refer

**PLEASE 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. [Showing and Judging Rules, Rule 41 and Section 3.10](#)

## Before Fleece Judging

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

1. Display numbers (two sets), Fleece Colour Chart, Micron/Annualised Weight Matrix card,



**Members Portal/Showing Resources/Convenor Resources/Fleece Micron Annualised Weight** spreadsheet

- 2 Individual Fleece Judging Score cards and Fleece Judging Worksheet Score Card/Spreadsheet filled in with all available exhibit information. Note there are separate sheets for Suri and Huacaya **Members Portal/Showing Resources/Convenor Resources/Fleece Judging Worksheet Score Card**
- 3 All satins/boxes available. Fleece Satins are a personal choice, coloured satins do highlight the fleece and aid with respectful handling of fleeces from bags to weigh stations to judges table and display.
- 4 Scales, wipes, table cloth and black and white large satin squares to judge fleece on
- 5 All fleeces have been weighed, annualised and class number added to the Fleece Judging Worksheet Score Card/Spreadsheet, (this may be completed on day of judging prior to judge arrival)
- 6 If fleeces are to be micron tested, (usually Royal Shows, always the National Show, and the Most Valuable Commercial Fleece Class at any Show) collect samples as directed in the **Showing and Judging Rules, Section 3.10 Sampling Fleeces** and send to appointed Testing Authority with sufficient time for test results to be returned, allow 2weeks.
- 7 Fleece stewards organised and know there specific roles. It is important to have a work flow that assists the smooth running of judging day,
- 8 Fleece stewards should have two classes ready to present ahead of the judge,
- 9 If using a computerised system it is important to have a recording steward penciling and a computer steward who cross references after each fleece judged,
- 10 Hand wipes
- 11 Morning tea and lunch organised.

**Fleece Judging**

1. Check table height so that it is a good height for Judge.
2. The lighting is important,
3. Have spare pencils, eraser, highlighter, computer and printer,
4. Some Stewards dress in same colours to look professional,
5. Morning tea / lunch prepared and water for Judge.
6. Each fleece is checked off AAA Ltd entry form and entry number from Show Convenor – A useful sheet 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 display; fleece must be collected from Fleece Steward and helpers.

STUD	CLASS NO	IN	OUT	PICK UP	POST

7. Each fleece is weighed and entry number added to fleece bag/box. Always have a second person check the weight as a cross reference, fleece maybe left in plastic bags when being weighed. If fleece is also rolled in paper, fleeces can remain in paper roll however 50 grams is to be deducted from the weight.
8. Judging: one or two Stewards brings the fleece to the judging table and presents to the judge, the recording Steward records the results on the spreadsheet electronically and in pencil on the hard copy. The computer spreadsheet calculates result and this is then checked against penciled calculation. Then cross reference results of each class with judge as he/she finishes. Allocate 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> for that class.
9. 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 prior to judging individual fleeces
  - when the judge is ready the Fleece Steward will place the first 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 fleece may be left on the table or returned to the box after judging dependent on availability of space.
  - The next entrant is then placed on judging table
  - At the end of judging, all fleeces are arranged 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 the next class ready – it's a very busy time to keep up with Judge, hence two classes ready ahead.

**On completion of judging**

- 1 Display Champions, first through to thirds including Fleece Score Cards and ribbons. If space allows display all fleeces for review by public and exhibitors. Lighting is important – spot lights etc. Special stands for Champion Fleeces are a great option. All winning ribbons placed on fleeces in the one direction.
- 2 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.
- 3 Fleece Exhibit Number Cards: the fleece numbers are either placed in the fleece bag or attached to the display box for easy reference. Cards may have a logo or name of show or simply the number.
- 4 Care for Fleeces: It is important that care is taken of fleeces to return them in the best possible condition.

## Most Valuable Fleece Class

The Most Valuable Commercial Fleeces classes will be judged on a commercial basis for overall dollar value of each fleece based on current prices that can be achieved on local and/or international markets. This is run separately from the general fleece competition.

Refer to: [Showing and Judging Manual Section 4.7 and 5.5](#)

[Most Valuable Fleece Appraisal Information](#)

[Most Valuable Fleece Score Worksheet](#)