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# AUSTRALIAN CAMPDRAFT ASSOCIATION INC.



## GUIDE FOR COMMITTEE'S RUNNING AN ACA CAMPDRAFT



# Contents

**Affiliation & Insurance ..... 3**

- Affiliation ..... 3
  - Benefits* ..... 3
  - Obligations* ..... 3
  - Some things to note* ..... 3
- Insurance ..... 3

**Event Preparation ..... 4**

- Cattle and Cattle Donors ..... 4
  - Some Tips* ..... 4
- Judges ..... 4
  - Payment* ..... 4
  - Responsibilities* ..... 5
- Announcers ..... 5
- Medical Service Providers ..... 6
  - Policy* ..... 6
  - Providers* ..... 6
- Checklists for running an event ..... 6
  - Timeline* ..... 6
  - Contacts and Jobs* ..... 6
  - Animal Welfare* ..... 6

**Program Design and Running an Event ..... 6**

- Draws ..... 6
  - Draw for Finals* ..... 6
- Programs ..... 6
  - Program Checklist for Secretaries* ..... 7
- Competitor Lists ..... 7
  - Format* ..... 7
- Judges Lists ..... 7
- Medical Services Information ..... 7
- Payment of Nominations by Competitors ..... 7
- Taking Memberships at Drafts ..... 7

**Finalising a Campdraft Weekend ..... 8**

- Results ..... 8
- Articles ..... 8
- Prizemoney ..... 8

**Further Assistance ..... 8**

- Management Committee Members ..... 8

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## Affiliation & Insurance

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### Affiliation

#### Benefits

The benefits of affiliating your campdraft with ACA are numerous, including access to affordable public liability insurance and your campdraft is included in the annual series of draft to find the best horses and rider in the country. For more information download the document “Benefits of Affiliating with the Australian Campdraft Association” found on the website.

#### Obligations

Committees must be affiliated with ACA prior to the commencement of running an event. It is strongly recommended that Affiliation and Insurance payment occur at the start of the ACA season (1 April each year) to ensure any activities undertaken as a Committee are covered by insurance.

Committees must adhere to the regulations of the National Campdraft Council of Australia and the ACA as stated in the “*General Information, Competition Rules and Guidelines (ACA Rule Book)*” found on the ACA website. This means that prizemoney must meet the minimum requirements. A judge or judges from the ACA Panel must be selected. At least four weeks before the event a copy of the program must be submitted with the ACA. The official result sheets must be returned within seven (7) days of the drafts and the Draft Fees must be paid.

#### Some things to note

- The ACA does not allocate dates. Any committee wishing to run a campdraft should advise the ACA office via email as soon as possible. Once decided upon, the date of the campdraft and your committee contact details are included on the ACA Calendar of Events on the ACA website.
- It is the committee’s responsibility to inform the ACA office of any changes in contact details regarding all correspondence by completing the “Change of Committee Details” form or an email from the Committees President.
- A committee postponing a campdraft must notify the ACA office in writing (email) from an elected office bearer and advise if a new date has been chosen.
- Should a committee wish to advertise their full program in the ACA News, advertising rates and closing dates for material are available on the ACA website. Programs can be placed on the ACA website each Wednesday at no charge.
- Fees and Charges of the ACA can be found on the ACA website, which includes the cost of each affiliated draft.
- All drafts that are affiliated with ACA (points bearing) will be charged.
- ACA Affiliated Committees must adhere to the rules for the entire program, including any drafts that are not affiliated (points bearing) – e.g. Maiden for Maiden campdrafts.

### Insurance

- The ACA has negotiated a policy for Public Liability with Elkington Bishop Molineaux Insurance Brokers Pty Ltd (EBM).

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- Cover is for Campdrafting and horse events endorsed by the ACA and does not include Rodeo, Roping, Team Penning or personal rider insurance.
- It is important to note that Committee members are covered with the Voluntary Workers Policy while travelling to and from meetings, working bees etc., that are directly related to campdrafting. They are also covered while mustering, droving and working in the back yards. Therefore payment at the start of the campdrafting season is highly recommended.
- For further information review the FAQs available on the ACA website.

## Event Preparation

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### Cattle and Cattle Donors

- One of the most important aspects of any campdraft is the cattle.
- In recognition of the support given by cattle donors, the ACA has available certificates that can be presented to cattle donors from any committee. Committees are asked to supply the name of the cattle donor via email or fax, at least two weeks before the event to the ACA office and these will be printed, signed and laminated, so that they are ready for presentation.
- The Code of Conduct for Campdraft Cattle must be adhered to at all times and can be found in the *“General Information, Competition Rules and Guidelines (ACA Rule Book)”* on the ACA website which can also be provided to your Cattle Donors for their information if desired.

#### Some Tips

- When approaching cattle donors for cattle, enquire as to their favourite charity and offer to make a donation to that charity for the use of the cattle.
- Discuss with the donors preferences for cartage, musterers, backyard men etc.
- Introduce cattle donors to the public at an appropriate time for due recognition of their support, and maybe present certificates of recognition to them at that time. Also, consider having cattle donors present some of the awards over the weekend.

### Judges

A list of current accredited ACA judges and their contact details can be found on the ACA Website. All campdraft events must be judged by a financial accredited ACA judge regardless if the draft is affiliated for ACA points or not.

#### Payment

- Judges should be asked to state their fees when invited to judge campdrafts.
- Recommended fees are 50 cents per kilometer each way plus accommodation
- The majority of judges usually waive the day fee or take it as a refund on nominations, which should be kept to a reasonable amount.

\*This is a guide only, and we strongly recommend that payment be discussed when the invitation to a judge is extended.

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### Responsibilities

- On their arrival, Judges are expected to liaise with committees to discuss issues such as-
  - number of cattle available
  - how cattle run
  - type of ground etc.
- We encourage judges to liaise with the backyard people regarding the numbers required in the camp and ensure fresh cattle for the finals are available.
- Campdraft Judges are to give their Address over the Public Address system for the benefit of spectators and competitors.
- Committees are encouraged to engage more than one judge for the full program, depending on nominations.
- Refreshments should be supplied to the judge at regular intervals.
- Ensure that the Medical Services provider is in attendance prior to the commencement of the draft.
- If the judge has not brought horses to ride in the events that they are not judging, some consideration could be given to loaning a horse to them so they are able to partake in competing.
- Only an Open Judge can judge Open Campdraft's and it is a recommendation that an Open Judge judges Junior events.

### Announcers

The Announcer plays a very important role in the success of your Campdraft.

You need to bear in mind the following points when choosing an Announcer:-

- Choose someone who has good dictation, a voice that carries well and can be heard clearly.
- The Announcer needs to be made familiar with the program.
- Inform them of any special events such as presentations or entertainment, that is being held and what times these events are on.
- Prior to the commencement of each Draft, the Announcer should liaise with the Judge and arrange the use of the PA system for the Judges Address.
- The Announcer should continually mention Sponsors, Judges, Cattle Donors and volunteers throughout the program.
- Keep the draft moving by calling run numbers and names of the next twenty (20) or so Competitors, including scratchings, so that Competitors can be prepared.
- Give progressive scores.
- Announce 2<sup>nd</sup> rounds and Finals draws as soon as possible to keep competitors informed.

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## Medical Service Providers

### Policy

The ACA Management Committee adopted the “*Provision of First Aid, Ambulance and Medical Services*” policy in 2014 which stipulates the minimum level of medical services required when holding an Affiliated Campdraft event. This policy can be found on the ACA Website.

### Providers

A list of “*Medical Service Providers*” that the ACA is aware of and that meet the levels stipulated is also on the ACA website. The name of the Medical Service provider/business that will be utilised at the event must be forwarded to the ACA office the Monday prior to the event, if not before.

Important: It is compulsory that a Medical Services Provider attend all campdrafts.

## Checklists for running an event

### Timeline

Available on the ACA website is a Timeline Guide that may assist your Committee with preparing for an event.

### Contacts and Jobs

A Contacts and Jobs template is available for downloading from the ACA website as a resource that your Committee may find useful.

### Animal Welfare

An Animal Welfare checklist is provided on the ACA website for use by a Committee to aid in ensuring areas of possible concern are covered.

## Program Design and Running an Event

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### Draws

- Draws can be emailed to the ACA office which will be uploaded each Thursday.
- Draws are to be displayed where Competitors can see them easily and have as many scratchings shown on them as possible.

### Draw for Finals

- Draws for a Final need to be randomly redrawn.
- It is advisable not to announce the draw or start the draft before the draw is completed and checked.
- Consider the safety aspects when competition runs late in the day and darkness interferes with the Draft.

### Programs

- All programs must be forwarded to the ACA office for approval prior to publication and distribution. There is up to a two week turn around for this procedure.
- Be mindful of the expense to competitors, versus the prizemoney, versus the profit margin for committees.

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- Refer to the “*General Information, Competition Rules and Guidelines (ACA Rule Book)*” located on the ACA website for guidance on rules and regulations, including understanding what can be charged for nominations, prize money distribution, and when a draft will break status of horse and rider.

#### Program Checklist for Secretaries

Refer to the “Program Checklist for Secretaries” located on the ACA website to ensure some of the minimal requirements are met when preparing a Program.

## Competitor Lists

It is a requirement to forward a full and complete list of competitors to the ACA office at least the Monday prior to the event so financial status of the competitors can be checked.

#### Format

If utilising software, most provide the required list as a report which can be emailed to the ACA office. If not using software send the list in as an Excel document. The list needs to have both first and surnames as well as the ACA membership number to assist with determining correct financial status.

## Judges Lists

- It is a requirement to forward a list of Judges that are being utilised at the Campdraft and which draft they will be judging at least one week prior to the event.
- Judges must be financial and ACA Accredited and for Open Campdrafts they must be an Open Judge.

## Medical Services Information

As previously mentioned, the name of the Medical Service provider/business that will be utilised at the event must be forwarded to the ACA office the Monday prior to the event, if not before.

## Payment of Nominations by Competitors

We recommend that all entries are paid for when nominating, or at a minimum paid prior to the commencement of the Draft.

## Taking Memberships at Drafts

- ACA Memberships can be taken at a draft by a Committee.
- It is a requirement that membership is paid prior to the person competing. The member is required to complete an ACA Membership form which can be downloaded from the ACA website and provide payment to the secretary in the way of cash or a cheque. The form and the money are to be forwarded to the ACA office.
- Be mindful of a possible change of fees with the change of a competition season. For this reason and others it is important that members complete the current years Membership form.

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## Finalising a Campdraft Weekend

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### Results

- Completed results must be submitted to the ACA no later than 7 days after the event. They can be emailed, faxed or posted.
- An Official Results sheet can be found on the ACA website.
- Those using a software program to forward the information please note that the names of cattle donors are also required.

### Articles

If a member of the committee wishes, an article of the event can be submitted to [magazine@campdraft.com.au](mailto:magazine@campdraft.com.au) for printing in the ACA News. Photos need to also be forwarded and must be of a high resolution. Results are not printed as part of the article.

### Prizemoney

- It is recommended that prize money be calculated at the end of each draft.
- Prizemoney is to be paid out within 10 business days of the event.

## Further Assistance

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### Management Committee Members

If further information or guidance is required a Management Committee member can be contacted. A list of Management Committee members by zone and their contact numbers is found on the ACA website.

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