



### Program Checklist for Committee Secretaries

- Programs are to be approved by the ACA Office prior to being distributed and are to be forwarded to [aca@campdraft.com.au](mailto:aca@campdraft.com.au).
- It can take up to two weeks from forwarding the program to the office before approval may be provided.
- At the Committee's request programs will be uploaded **Wednesday** by 4pm
- Please note that once programs have been uploaded amendments will not be accepted.
- Below is a checklist of some of the rules and requirements that are to be considered when compiling a program.
- A Program will not be approved until Committee Affiliation and information on the Medical Services Provider is received
- A Judges List and Competitors List is to be emailed to [aca@campdraft.com.au](mailto:aca@campdraft.com.au) a week prior to the event being held
- Results are to be returned to the ACA office within 7 days of the event being held.

#### Complete What to Check

<input type="checkbox"/>	Has Affiliation and/or Insurance been paid? If separate insurance from ACAs has Certificate of Currency been supplied by Committee?
<input type="checkbox"/>	Is a Nomination Form included with the program OR does the program state the Committee is using Campdraft Central?
<input type="checkbox"/>	Medical Services details – Has the Medical Service Provider Confirmation form been completed and returned to ACA?
<input type="checkbox"/>	Does Nomination Form have a place for ACA Member # - We recommend the following wording be added: "ACA Member # must be provided otherwise nomination will not be processed" as when sending a Competitors list, the ACA number must be provided.
<input type="checkbox"/>	Has a Contact phone number been listed on both the Program and Nomination form? – Rule D.9
<input type="checkbox"/>	Do Nomination Fees comply? - Rule D.4
<input type="checkbox"/>	Is the Prize money break down for each event listed (Rule E.8) <b>OR</b> list that the Committee is using ACA guidelines & which guideline eg R.8 & R.9
<input type="checkbox"/>	Does minimum amount of prize money for each draft comply? - Rule B.5
<input type="checkbox"/>	Does the program state it is an ACA Affiliated event? If a draft is not affiliated then does it state it clearly on the program?
<input type="checkbox"/>	Encouragements (Rule 10.4) should state who is eligible. i.e. "An Encouragement Campdraft competitor shall be 17 years and over and one who has not won 1 Encouragement or 1 open age draft or placed 3 times in an open age campdraft."
<input type="checkbox"/>	If running other than a Res Open, Open, Novice, Maiden or Ladies campdraft will it be Breaking Status of the Horse or Rider? If so, does it clearly state this on the Program?
<input type="checkbox"/>	Utilising any Restrictions? Refer to: Rider Restrictions – 8 runs/competitor minimum (Rider Restriction Rule 1.b). NOTE: Committees have the right to exclude Restricted Open Drafts from this minimum of 8 first round runs (Rider Restriction Rule 1.e) ONLY. OR Multiple of 2 open age drafts (Rider Restriction Rule 1.c)  Horse Restrictions - 2 first rounds/horse excluding Ladies and Juvenile Campdrafts (Horse Restriction Rule 2.a) ONLY Refer to Managing Nominations which is found between Rule D and Rule E
<input type="checkbox"/>	Restricted Opens events can only be restricted to ROO or RON – Rule I.3
<input type="checkbox"/>	Running a Futurity Campdraft? –The definition of a Futurity Draft is for horses four years and under - Rule A.15 Age is taken from date of birth or proved by dental records – Committee chooses which suits them.
<input type="checkbox"/>	Are any Drafts being run in conjunction with another draft? – Ladies (Rule B.5d) and Encouragement (Rule B.5j) cannot be run in conjunction with other drafts.
<input type="checkbox"/>	Is the ACA scratching rule listed on the program, rule D.5? (in short) 7 days prior to 8am of draft (return 100%); then can keep \$15; then 4 days prior to 8am of draft (keep 100%)
<input type="checkbox"/>	No camping, entry or ambulance fees or levies. Only fee to be charged is Nomination fee and Stock Levy - Rule D.4
<input type="checkbox"/>	Running any Rodeo events? These are to be clearly listed in a different section to the Campdrafting program or on a separate page. Must clearly state on the program which association the Rodeo is affiliated with.
<input type="checkbox"/>	Nominations – Listed when they open (if not open from the moment it is approved) and close? And who to make payment to?
<input type="checkbox"/>	If dual affiliated with ASHS must clearly state as such.
<input type="checkbox"/>	Does the Program detail the rules for use of helmets? – Rule B.5(e) – "Riders under the age of 18 must wear Helmets whilst mounted on a horse at all ACA affiliated events. Helmets must comply with current safety standards and must be securely fastened under the chin at all times."
<input type="checkbox"/>	The Juvenile (13 – under 17 years), Junior (8 – under 13 years) and Mini (under 8 years) ages must be written on the program if running these events.
<input type="checkbox"/>	Running Bareback Campdrafts or Cut Outs? ACA does not insure this event. Must clearly state on Program who is insuring these events.

We hope this assists with preparing ACA Affiliated Campdraft Programs, and if you have any queries relating to this matter please contact the office on 07 4622 3110.

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