



Program Checklist for Committee Secretaries

- ACA require a completed program four weeks prior to your event to be approved by the Office prior to being distributed and are to be forwarded to aca@campdraft.com.au.
- All approved programs will be uploaded to the ACA website at the Committee's request.
- A program will not be approved until the required information is present on the program.
- Below is a checklist of some of the rules and requirements that are to be considered when compiling a program.

AFFILIATION & INSURANCE:	Has your committee renewed their affiliation with ACA?
PROPERTY IDENTIFICATION CODE (PIC):	Property Identification Code is required to be clearly displayed on the program.
NOMINATION PLATFORMS:	Is the Committee using a nomination platform? If so, please supply the nomination program web address.
NOMINATION FORM:	If using a nomination form, does it have a place for the ACA Member Number – 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.
NOMINATION DATES:	State when these open & close and where to make payment to.
MEDICAL SERVICE PROVIDERS:	Check with ACA when submitting the program that your provider has supplied a form. Please state on your program – Medical Services Provided By ____.
CONTACT NUMBER:	Supply contact details of the Committee – typically these are the Secretary's.
NOMINATION FEE:	Check out the Rule Book for details on Nomination Fees – Rule D.4.
PRIZE MONEY:	Is the prize money break down for each event listed (Rule F.8) OR list that the committee is using ACA guidelines & which guideline eg R.8 & R.9. Make sure that the total prize money for each draft complies with the Rule Book – Rule B.5.
OTHER EVENTS:	Are you running a draft other than the normal? Will it be breaking status of the horse or rider? If so, clearly state this on the program.
OTHER EVENTS:	Running Bareback Campdrafts or Cut Outs, Polox games or Team penning? ACA does not insure these events. Must clearly state on program who is insuring these events – Insured by ____.
RUNNING IN CONJUNCTION:	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.
ASHS Branch:	If running dual affiliated with ASHS, state clearly on your program – ASH and ACA Affiliated. All non ACA members need to complete an ACA Membership Waiver, this is found on the website.
RESTRICTIONS:	Refer to: The minimum amount of first-round starts allowed per competitor will be determined by the number of Open age campdrafts multiplied by two. All drafts count towards the total number of first rounds. Committees have the right to exclude Restricted Open drafts (Restricted to Open Horses only) and/or Futurity drafts (restricted to horses in Futurity draft only) from an individual competitors minimum number of first-round runs. OR



Committees may restrict each horse to a maximum of two first-round starts excluding Ladies, Juvenile and Junior/Mini campdrafts.

RESTRICTED OPEN: These events can be restricted to Open horses only or Open and Novice horses only. Please state this clearly on your program.

Copy and paste ACA Terms & Conditions:

1. **AFFILIATION:** Events are ACA Affiliated.
2. **HELMETS:** Riders under the age of 18 must wear helmets whilst mounted on a horse at all ACA-affiliated events. Helmets must comply with current Australian and New Zealand safety standards and must be securely fastened under the chin at all times.
3. **SCRATCHING:** A 100% refund of the nomination fee will be given if the competitor withdraws more than 168 hours (7 days) prior to 8:00am on the first morning of the program. If a competitor withdraws less than 168 hours (7 days prior to 8:00am on the first morning of the program), then the entire nomination fee may be retained by the committee. If the committee deems that extenuating circumstances apply, then a refund may be granted. Each case will be at the discretion of the committee.
4. **HORSE'S STATUS:** The status of a horse winning a campdraft will be determined by the highest class of horse that competes with the exception of Juniors, Juveniles, Ladies, Mens, Old Buffers, Associates and Encouragement campdrafts. The winner attains the status of the highest class of horse participating (eg if one Open horse competes then it is classed as an Open draft).
5. **NOMINATION:** Your ACA membership number must be provided otherwise your nomination will not be processed.
6. **ENCOURAGEMENT:** 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.
7. **FUTURITY:** The definition of a Futurity Draft is for horses four years and under.
8. **JUVENILE/JUNIOR:** Juvenile (13 years to under 17 years) and Juniors (8 years to under 13 years).
9. **COMPLAINTS:** "Any competitor who wishes to lodge a complaint at an affiliated campdraft must lodge the complaint in writing with the Secretary of the host committee within one (1) hour of the incident taking place. A fee of \$20 must be lodged with the complaint. If the complaint is dismissed by the Committee, the \$20 is forfeited".
10. **MEMBERSHIP:** No ACA casual memberships are available.
11. **STALLIONS:** All stallions are to be contained in accordance with Rule 11.12 of the ACA Rules.