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## **ACA Judges Seminar Information & Expression Of Interest**

### **Structure**

- Judges Seminars must be run and managed by a Committee with sufficient, up to date Public Liability Insurance.
- The Committee must follow the framework and guidelines as set out below.
- The Committee must complete in full an Expression of Interest form (EOI) and submit to the ACA Office.
- EOI forms with missing information will not be forwarded for consideration.
- The ACA Office will forward the EOI to all members of the Judges Sub Committee and the Executive Group of the ACA Management Committee for approval.
- Judges Seminars are a service provided by the ACA as an introduction for members and future Judges to build confidence & give support to current ACA Judges. Judging Seminars are a tool that allows all Judges to be kept up to date with rules and rule changes.

### **Framework**

- All Facilitators must be current ACA members, an accredited ACA Open Judge and/or a Management Committee Member.
- Committees are encouraged to apply for relevant grant funding to offset the cost of running a Seminar.
- ACA is responsible for paying for all genuine expenses that are incurred from running the Seminar, where an indicative price is provided on the EOI – **excluding catering**, which is to be paid for by the participants. Invoices must be submitted to ACA to show proof of expenses. ACA will not make the payment for the expense claim until the invoices are received.
- If extenuating circumstances occur, such as an application from a Committee in an area that the ACA does not currently operate, then decisions on costs shall be negotiated between the President, the Judges Sub Committee Chairperson and the applicant.
- When a Seminar is approved and a date is confirmed, the event will be listed on the ACA Events Calendar and will be advertised on the ACA Website and the ACA Facebook page.
- Facilitators are to be approved by the ACA Judges Sub Committee Chairperson.
- Facilitators can be paid up to \$200 per day for their time, however most Facilitators donate their time.
- If possible, Facilitators should ensure that all participants are feeling involved at all times. The recommendation is one Facilitator per 10 participants with a minimum of 2 Facilitators per Seminar.
- As per the ACA Rules regarding the Medical Services Policy, the committee must ensure that a Level 1 Medical Services Provider is in attendance when cattle are being worked. This policy is available to be downloaded from the ACA Website at any time.
- Riders under the age of 18 must wear helmets while mounted on a horse at ACA Judges Seminars.

### **Guidelines**

A Judges Seminar Training Guide will be provided by the ACA Office and which contains a set criterion that has been prepared to assist Judges to be fully competent and consistent with all aspects of judging ACA events.

- The General Information Competition Rules and Guidelines (ACA Rule Book) will also be provided by the ACA Office.



## Expression of Interest Form – ACA Judges Seminar

Judges Seminars are a service provided by the ACA as an introduction for members and future Judges, and to build confidence and give support to current ACA Judges. Judging Seminars are a tool that allows all Judges to be kept up to date with rules and rule changes.

Organising Committee: \_\_\_\_\_

ACA Affiliation paid for the current ACA year? Yes / No

Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_

Standard of amenities: Fair / Good / Excellent

Standard of grounds: Safe / Very Safe/ Inspection Required

Name of Medical Service Provider: \_\_\_\_\_

Contact Details for Medical Service Provider: \_\_\_\_\_

**Note: A Medical Service Provider only needs to be in attendance during cattle work.**

Cattle available for seminar? 25 head / 25-75 head / 75–100 head / 100–200 head / Over 200 head

Will cattle be donated? Yes/No

Proposed Facilitators:			
Facilitator Name(s)	ACA Number	Status (please tick)	Total Cost
		<input type="checkbox"/> MC Member <input type="checkbox"/> ACA Open Judge <input type="checkbox"/> Other _____	\$ _____
		<input type="checkbox"/> MC Member <input type="checkbox"/> ACA Open Judge <input type="checkbox"/> Other _____	\$ _____
		<input type="checkbox"/> MC Member <input type="checkbox"/> ACA Open Judge <input type="checkbox"/> Other _____	\$ _____
		<input type="checkbox"/> MC Member <input type="checkbox"/> ACA Open Judge <input type="checkbox"/> Other _____	\$ _____
		<input type="checkbox"/> MC Member <input type="checkbox"/> ACA Open Judge <input type="checkbox"/> Other _____	\$ _____



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**Financial Assistance**

Does your Committee require financial assistance for this event? Yes/No  
If yes, please outline in the table below:

Item Number	Description	Total Costs
1		\$
2		\$
3		\$
4		\$
5		\$
		\$ <i>Total Requested</i>

**Note: Tax invoices along with an ACA Expense Claim Form are to be supplied to the ACA office to show proof of payment.**

**It is requested that these tax invoices be forwarded within four weeks of running a camp.**

**Committee Contact Details:**

Organiser's Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Organiser's Contact Number: \_\_\_\_\_

Organiser's Contact Email: \_\_\_\_\_

Postal Address for Paperwork: \_\_\_\_\_

(Contact details will be used on all advertising as required – in the ACA News, the ACA Website and the ACA Facebook page. Unless otherwise advised, all relevant paperwork for this event will be posted to the Committee address on file.)