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**Document Name: Program Checklist for ACA Affiliated Committee Secretaries**

**Document Number: EXT022**

<b>Version</b>	<b>Date Approved</b>	<b>Approved By</b>	<b>Brief Description</b>
3.00	1/11/2023	Operations Manager	Major revision.
3.01	6/12/2023	Operations Manager	Added 'Member and Horse Details'
3.02	05/02/2024	Operations Manager	Amendment to Rule E.1.



## Program Checklist for ACA Affiliated Committee Secretaries

- A copy of the program must be submitted for approval no later than fourteen (14) days prior to the first day of nominations opening for an affiliated event. Forward program to [aca@campdraft.com.au](mailto:aca@campdraft.com.au)
- All approved programs will be uploaded to the ACA website at the ACA Affiliated Committee's request.
- A program will not be approved until the below required information is present on the program.

### Affiliation

- Has your Committee renewed their affiliation with the ACA?

### ACA Affiliated Statement

- Ensure your program clearly states: 'Program is ACA Affiliated & run in accordance with the *General Information Competition Rules & Guidelines*'.
- No ACA waiver is included.

### Member and Horse Details

- Ensure your program clearly states: 'ACA requires all Competitors to ensure all details mirror that of their ACA member and horse profiles, across all non Campdraft One nomination platforms.'

### Property Identification Code (PIC)

- Property Identification Code is required to be clearly displayed on the program.

### Nomination Platform

- Is the Committee using a nomination platform? If so, please supply the nomination program web address.

### Nomination Dates

- State when these open & close (date and time).

### Medical Service Providers

- Please state on your program, 'Medical Services Provided By \_\_\_\_\_.'
- Check with ACA when submitting the program that your provider has supplied a signed *EXT014 Medical Services Provider Confirmation Form*.

### Contact Details

- Supply contact details of the Committee – typically these are the Secretary's.

### Nomination Fee

- Are you correctly referring to Rule D.4?

#### **D.4** Nomination Fees and Added Entry:

- A. Nomination Fees - Maximum of 4% of listed cash prize money. In addition, a Stock Levy of up to \$30 may be charged with listed cash prize money of \$1000 or less. This is the only levy that can be charged; committees CANNOT charge gate, parking, camping, ambulance fees etc, to any competitor.
- B. Added entry campdrafts - Fees in excess of Rule D.4(a) may be charged provided that all the excess is added to prize money.



- C. Open campdrafts that are restricted to Open horses only shall be allowed an increase in the nomination fee to a maximum of 6% of listed cash prize money; this includes the Stock Levy for up to \$1000.
- D. In the event of a Committee postponing a campdraft, a competitor is entitled to full refund of nominations.
- E. In the event where a campdraft has started and has to be cancelled due to unforeseen circumstances (wet weather, accident, etc) and the first round is incomplete, the committee must refund all competitors (whether or not they have had a run) for the draft(s) that have not been completed. At the Committees discretion, a cattle levy (not exceeding \$30) can be kept from this refund.

#### Prize Money

- Does the program correctly refer to Rule B.5 and Rule R?

#### **Rule B.5 Affiliation requirements:**

- A. Open Campdraft  
Must carry total cash prize money of at least \$1000.
- B. Novice Campdraft  
Must carry total cash prize money of at least \$700.
- C. Maiden Campdraft  
Must carry total cash prize money of at least \$500.
- D. Ladies Campdraft  
Must carry total cash prize money of at least \$300.

#### Rule R Affiliation requirements:

#### **R.6** Prize money will be split as follows:

##### Round money:

- Under \$400 – 4 ways
- \$500 - \$1000 – 6 ways
- Over \$1000 – 8 ways

#### **R.7** Committees pay at a minimum to sixth placing in all campdrafts.

#### **R.8** Committees pay eight places in all drafts with over 160 starters, 10 places in all drafts with 400 starts and 12 places in all drafts with 500 starters.

#### **R.9** All prize money should be evenly divided using the following guidelines:

##### A.

1. Three round campdraft – First Round 15%; Second Round 15%, Aggregate 70%
2. Two round campdraft – First Round 20%; Aggregate 80%

##### B.

1. Four places: first 40%; second 30%; third 20%; fourth 10%
2. Six places: first 25%; second 21%; third 18%; fourth 15%; fifth 12%; sixth 9%



3. Eight places: first 20%; second 18%, third 16%; fourth 13%; fifth 11%; sixth 9%; seventh 7%; eighth 6 %
4. Ten places: first 18%; second 15%; third 12%; fourth 11%; fifth 10%; sixth 9%; seventh 8%; eighth 7%; ninth and tenth 5%
5. Twelve places: first 18%; second 16%; third 14%; fourth 12%; fifth 10%; sixth 9%; seventh 6%; eighth 5%; ninth 4%; tenth 3%; eleventh 2%; twelfth 1%

#### Other Events

- Will your committee be running Bareback Campdrafts or Cut Outs, Polox games or Team Penning?
- ACA does not insure these events. Must clearly state on the program who is insuring these events, 'Insured by \_\_\_\_\_.'

#### Mini, Junior and Juvenile Events

- Ensure the correct age groups are clearly stated.
  - A. Mini (under 8's)
  - B. Junior (8 and under 13)
  - C. Juvenile (13 and under 17)

#### Cattle Donors

- Are the Cattle Donors listed on the program?

#### ASHS Branch

- If running dual affiliated with ASHS, state clearly on your program, 'ASHS and ACA Affiliated'.
- All non ACA members need to complete an ACA Membership Waiver, this is found on the website.

#### First Round Results

- Does the program comply with Rule E.1?

##### E.1 Rider Restrictions:

- A. The number of first round starts to be determined by the organising committee with respect to the following rules.
- B. Committees be given the right to restrict each rider to a maximum number of first round starts at each venue.
  1. For a campdraft being conducted on one (1) day, the minimum number of runs per rider is four (4). For a campdraft being conducted on two (2) or more days the minimum number of runs per rider is six (6).
  2. In extreme circumstances Committees have the right to make an application to the ACA for a temporary change to run restrictions (for example where the number of starters exceeds 500 in a single event, riders may be restricted to two (2) first round starts for that event).
- C. All drafts count towards the total number of first round runs.
- D. Committees have the right to exclude the Restricted Open Campdraft (restricted to Open horses only) and/or the Futurity Campdraft (restricted to Futurity horses only) from the minimum number of first round starts.



- E. If restrictions are imposed, any such restrictions are to be stated on the Committee's program where possible.

Committees have the right to exclude competitors under the age of Seventeen (17) years from any draft at their discretion.

#### Horse Restrictions

- Does the program comply with Rule E.2?

#### **E.2** Horse Restrictions:

- A. Committees may restrict each horse to a maximum of two first round starts excluding Ladies, Juvenile and Junior/Mini campdrafts.
- B. In exceptional circumstances, Ladies and Juvenile competitors can be limited to one horse in order to get the program completed.

Novice and Maiden horses may not be allowed a start in an Open draft if the Committee so desires. This must be prominently displayed on the program. Maiden horses may not be allowed a start in a Novice draft if the Committee so decides. This must be prominently displayed on the program.

#### Restricted Open

**J. 3** There are only two options for Restricted Open drafts, either:

- ROO for Open horses only; or
- RON for horses of Open or Novice Status.