



Document Name: Secretaries Using Other Nomination Platforms

Document Number: EXT050

Version	Date Approved	Approved By	Brief Description
1.01	1/11/2023	Operations Manager	New template.



ACA Requirements for Document Submission

Nomination and Competitor Lists, Judges and Results

1. Please ensure the ACA Office receives your list of nominations as soon as your nominations close and allow as many days as possible for this to be processed in the office. At a minimum, our office needs to keep your list of nominations for three (3) business days.
2. Please ensure the list of nominations is in Microsoft Excel format before you submit it. If you are using Campdraft Central, you can copy and paste the list of nominations from the screen into Excel. The format required is;
 - (a) Column A = ACA Member Number
 - (b) Column B = First Name
 - (c) Column C = Surname
3. When we receive the list of nominations, we are required to run the list through an Excel-formulated spreadsheet that compares the data against our member database. This is to determine who is an ACA Financial Member and who is not. This is a time-consuming process for the Campdraft One Team. If you would like to expedite the process, you can use your Campdraft One login to look up the member number of each nominated person and add it to the Microsoft Excel document before sending it to the ACA Office. We are aware that Campdraft Central is returning wrong or missing member numbers in a lot of circumstances; it is therefore essential that the Campdraft One member report is used by either yourself or our Campdraft One Team to verify the accuracy of each number and financial status.
4. Please submit the names of all your Judges and the events they are each judging when you submit your list to the office. If you have Judges that you know are with another Association, that is ABCRA, GCA or SCA, please make sure you have verified that the Judge is an Open Judge and that they are currently financial with that Association. We recommend you ask the Judge for a copy of their accreditation and financial status if the ACA requests it.
5. Once the Nominations have been checked, you will receive an email advising you of all the members that are currently not financial and are not in the ACA database. You will then be required to contact each person and request that they provide proof of current financial membership.
6. Once this has been completed – please select your nominations only from financial competitors.
7. Once you have accepted your nominations, please return the competitor list to our office no later than the Monday before your event for us to keep on file.
8. Any non-financial members on this list will be referred to the Code of Conduct Sub-Committee.
9. Finally, please note that we process the list of nominations in the order received. Each list takes at minimum 1-2 hours to process, plus we need to allow 24 hours for non-financials to pay.



KEY POINTS TO REMEMBER

1. Full Nominations List Due: As soon as you close nominations. The ACA Office will need to keep your list for three (3) business days at a minimum.
2. Judge's Names: Monday prior to your event.
3. Finalised Competitor List: Monday prior to your event.
4. Results Submitted to ACA Office: Within 48 hours of the Campdraft completion. It is the ACA preference that Secretaries use form EXT002 ACA Official Results Sheets to submit results. If downloading from another platform, please ensure that the number of starters and Judges are visible for each event and that it is saved in a PDF document.