



Document Name:

Program Checklist for ACA Affiliated Committee Secretaries

Document Number: EXT022

Version	Date Approved	Approved By	Brief Description
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.
3.03	02/12/2024	Operations Manager	Added status disclosure to non-affiliated events, add age restriction requirements.
3.04	03/02/2025	Operations Manager	Added Event Members requirements to 'Member and Horse Details'
3.05	10/02/2025	Campdraft One Lead	Minor changes.
3.06	08/08/2025	Operations Manager	Minor changes.
3.07	12/2/2026	Operations Manager	Removal of R12.

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.
- 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.

Status Disclosure

- All drafts with the exception of Maiden, Maiden 4 Maiden, Novice, Open, Restricted Open (RON or ROO), Futurity and Ladies need to disclose how and if the winner will break status. If the winner will not break status, this needs to be disclosed as well.

Member and Horse Details

- If you are not using Campdraft One, 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.*'
- Program must state if the committee is accepting Event Members or not.
- If accepting event members, committee must include a copy of 'EXT096 Event Membership for Competitors' at the end of their program (supplied in Post Affiliation Pack).
- If your committee chooses to accept Event Members using a non Campdraft One nominations platform, please be aware of the process for this:
 1. Anyone who wishes to nominate for the draft must ring in the office and pay the \$25 for a Casual Membership profile. Once this is done, they will be permitted to be on the nominations list. If this hasn't been done, they will be flagged on the nominations list.
 2. Once the competitor has been accepted and they appear on the competitors list, ACA will use the competitors list the committee provides to count how many Event Memberships will be used at the draft.
 3. It is the committee's responsibility to collect the \$100 Event Membership fee for each competitor that uses one over the weekend. No Event Membership fees should be taken over the weekend for those who have not yet registered their Casual Membership profile.
 4. After the draft ACA will invoice the committee for Event Membership fees that the committee collected.
- If your committee chooses to accept Event Members through Campdraft One, please be aware of the process for this:

- a) Tick the box in your draft set up to accept event members. This will charge any casual members who are accepted into your draft \$100 for their Event Membership.
- b) The competitor will receive an invoice for their nominations and a second invoice for their event membership.
- c) The competitor will pay the \$100 event membership fee to your committee. The competitor will need to be marked as paid as usual and in the 'Show Event Members in Draft' button.
 - i) To do this, select 'Update Status' in the table in line with their name. Select the checkbox under 'Paid' then click 'Update.'
- d) Any Casual Members who have not had their Event Membership marked as paid as described above will not appear in the draw.
- e) After the draft, ACA will invoice the committee for Event Membership fees that the committee collected.
 - i) No Event Membership fees should be taken over the weekend for those who have not yet registered their Casual Membership profile.

Open Age Events Age Disclosure

- All programs must include the following statement: '*All ages are permitted to compete in open age drafts unless otherwise specified on the program.*'

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 _____.*'
- Have your provider read 'COR017 Medical Services Policy' and sign 'EXT014 Medical Services Provider Confirmation Form' (supplied in Post Affiliation Pack).
- Submit the signed 'EXT014 Medical Services Provider Confirmation Form' with your program. Programs cannot be published until this document has been completed and submitted.

Contact Details

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

Nomination Fee

- Are you correctly referring to Rule D.4? It is the committees responsibility to abide by D.4, the ACA office will not check nomination fees for compliance.

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 (not exceeding the cost of procuring the cattle) 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 8% 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 the cost of procuring the cattle) 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 be open to all Open horses.

Must carry total cash prize money of at least \$1,000, excluding Open for Opens.Novice Campdraft

Must carry total cash prize money of at least \$700.

B. Maiden Campdraft

Must carry total cash prize money of at least \$500.

C. Ladies Campdraft

Must carry total cash prize money of at least \$300.

Rule R Affiliation requirements:

THIS IS ONLY A GUIDELINE. THE PROGRAM NEEDS TO STATE HOW PRIZE MONEY WILL BE PAID, WHETHER IT IS BY THESE GUIDELINES OR BY OTHER METHODS.

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%

Complaints

R.12. regarding complaints:

- The following clause is to be included in the Conditions printed on the event program: '*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 hour of the incident taking place. A fee of \$100 must be paid when the complaint is lodged. If the complaint is dismissed by the Committee, the \$100 is forfeited.*'

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. Committees are allowed the discretion to apply any rider or horse restrictions they deem necessary to run their program. These restrictions should be fair and equal to all accepted competitors and horses for the entirety of the campdraft.
- 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.

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.