



ACA Judges Seminar Structure & Expression Of Interest (EOI)

Structure

- Judges Seminars facilitated by ACA and conducted by the ACA Affiliated Committee, are offered to ACA members. These seminars serve as an introduction for members and prospective judges, aiming to build confidence and provide support to current ACA Judges, and allow all Judges to be kept up to date with ACA & NCCA rules and rule changes. Judges Seminars are a prerequisite for members to be able to apply to the ACA Trial Judges Panel.
- The Committee must follow the framework and guidelines as set out below.
- Judges Seminars must be run and coordinated by an ACA Affiliated Committee.
- The Committee must complete in full an *EXT019 Judges Seminar Structure & Expression of Interest* and submit to the ACA Office at least eight (8) weeks prior to the event.
- EOI forms (*EXT019*) with missing information will not be considered.
- The ACA Office Team will forward the completed EOI (*EXT019*) to the Executive Group and the Judges Sub Committee of the ACA Management Committee for approval.
- Committees can expect to receive confirmation of their confirmed Judges Seminar from the ACA Office Team, within ten (10) business days following submission of the completed *EXT019* form.

Framework & Guidelines

- All Facilitators must be full financial ACA members and either a current ACA Open Judge and/or a Management Committee Member.
- Facilitators are to be approved by the ACA Judges Sub Committee as recorded on the EOI (*EXT019*).
- Facilitators can be paid up to \$200.00 per day for their time; however, most Facilitators donate their time.
- If possible, Facilitators should ensure that all participants feel involved at all times. The recommendation is one (1) Facilitator per ten (10) participants with a minimum of two (2) Facilitators per Seminar.
- All participants must be full financial ACA Members.
- Campdraft One will be used by the committee to accept nominations for clinic participants. This ensures all participants are financial Members of ACA. The ACA Office team may assist with the setup of the event on Campdraft One, if required, within one (1) business day upon approval of the completed EOI.
- ACA can assist the Committee in funding by reimbursing genuine expenses that are incurred from running the Seminar, where an estimated price is provided on the EOI (*EXT019*). Reimbursement of genuine expenses is at the discretion of the Judges Sub Committee.
- ACA do not reimburse for catering; this should be paid for by the committee. Committees may charge a small meal fee to help cover catering costs. Participation in catered meals is optional; participants can choose to pay for the catering or bring their own meals.



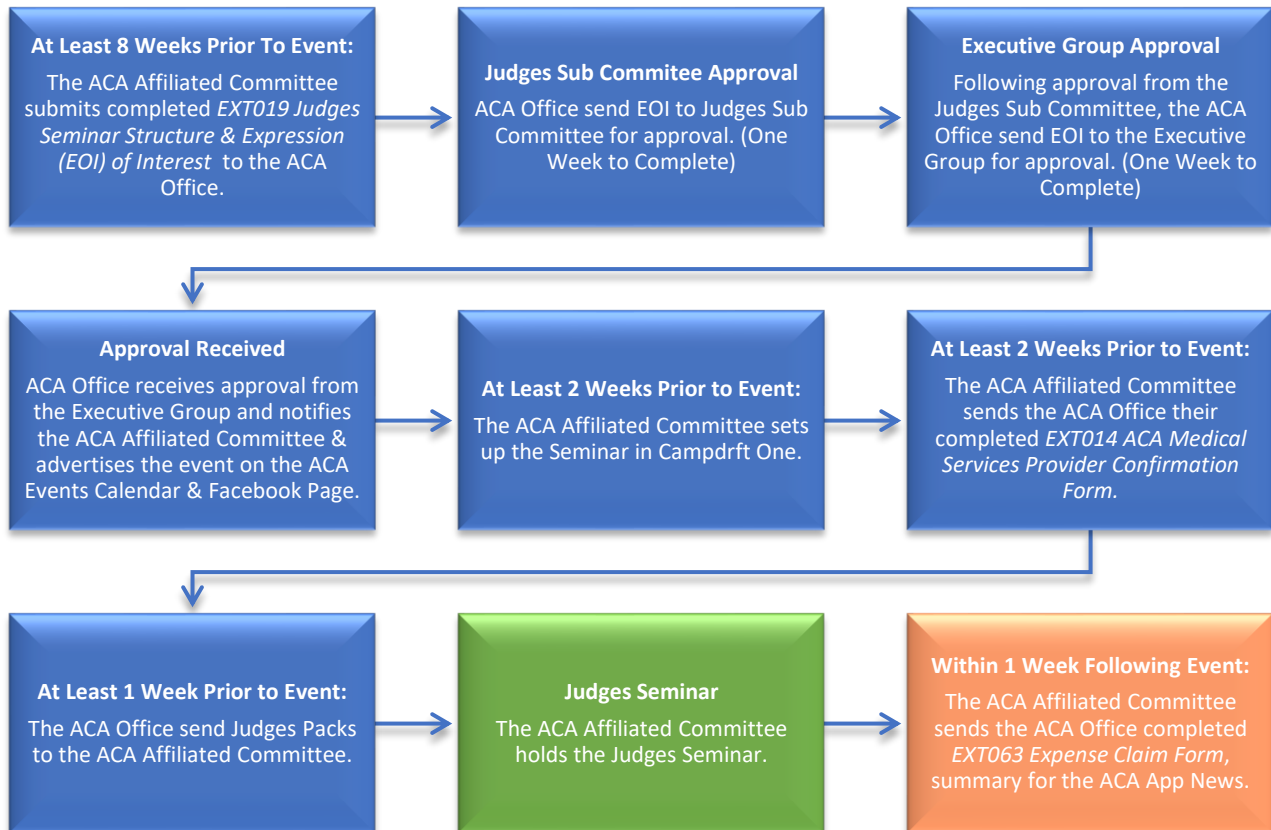
- Committees are responsible for payment of their invoices. For reimbursement from ACA, a copy of the invoices must be submitted to ACA to show proof of expenditure, with a completed *EXT063 Expense Claim Form*. ACA will not make payment for the expense claim until the invoices are received.
- If extenuating 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.
- As per ACA Rules regarding the *COR017 Medical Services Policy*, it is compulsory that the Committee ensure that a person with a current First Aid Certificate is in attendance for the whole event. A Level 1 Medical Services Provider is encouraged to be in attendance during the campdraft component of the event. This policy is available to be downloaded from the ACA Website at any time.
- The Committee must send confirmation of a First Aid Certificate holder via a completed *EXT014 ACA Medical Services Provider Confirmation Form* to the ACA Office at least two (2) weeks prior to the event.
- Riders under the age of eighteen (18) must wear helmets while mounted on a horse at ACA Judges Seminars.
- When a Seminar is approved, the ACA Office will advise the committee. The event will be listed on the ACA Events Calendar on the ACA Website and ACA App, and ACA Facebook page. The ACA Office will mail a Judges pack for all participants. It includes a *EXT020 Judges Seminar Training Guide*, *COR012 ACA Rule Book* & *EXT027 Trial Judge Application*.
- Following completion of the Seminar, the ACA Office will contact the Committee for a 'wrap up call', in order to be able to provide feedback to the Judges Sub Committee.
- The ACA Marketing Officer will contact the organising committee for an event summary to be published in the ACA App.
- Participants who wish to apply for consideration to become a Trial Judge should complete the Trial Judge Application. The applicant should upload the completed application form via their Campdraft One profile in the Judges Dashboard tab. Forms which are not completed and signed by proposers will not be submitted to the Judges Sub Committee.
- Trial Judges that seek to be elevated to Open Judge status should complete the Open Judge Application, listing all five (5) Proposers Names along with their ACA Membership Number. The applicant should upload the completed application form via their Campdraft One profile in the Judges Dashboard tab. The ACA Office On receipt of the form will forward the Open Judge Application via Docusign to all proposers listed for their signature. Once all signatures are completed the Open Judge Application will be submitted to the Judges Sub Committee.

Guidelines

- The *EXT020 Judges Seminar Training Guide* contains a set criterion that has been prepared to assist Judges to be fully competent and consistent with all aspects of judging ACA events.



Expression of Interest Process





Expression of Interest Form – ACA Judges Seminar

Event Details	
Organising Committee:	
ACA Affiliation paid for the current ACA financial year?	Yes / No
Venue:	
Date:	
Approximate number of participants:	
Approximate age of participants:	
Standard of amenities: Fair / Good / Excellent	
Standard of grounds: Safe / Very safe / Inspection required	
Name of Medical Service Provider/First Aid Certificate Holder:	
Contact details of Medical Service Provider/First Aid Certificate Holder:	
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 Member Number	Status (please tick)	Total Cost
		☐ MC Member ☐ ACA Open Judge	\$
		☐ MC Member ☐ ACA Open Judge	\$
		☐ MC Member ☐ ACA Open Judge	\$
		☐ MC Member ☐ ACA Open Judge	\$
		☐ MC Member ☐ ACA Open Judge	\$



Expected Expenses:		
Item Number	Description	Total Costs
1		\$
2		\$
3		\$
4		\$
TOTAL:		\$

Financial Assistance

Does your Committee require financial assistance for this event? Yes / No

If yes, please outline in the table below:

Financial Assistance Request:		
Item Number	Description	Total Costs
1		\$
2		\$
3		\$
4		\$
TOTAL:		\$

Committee Contact Details:	
Organiser's Contact Name:	
Position:	
Signature:	
Organiser's Contact Number:	
Organiser's Contact Email:	
Postal Address for Paperwork:	

Note: 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.