Australian Campdraft Association Inc.
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CAMPDRAFTONE

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EXT036 Guide to Hosting a Campdraft

	ACA/Campdraft One	ACA Documents	Committee Socials	Campdraft Preparation	ASSIGNED CONTACT	MOBILE NUMBER OR EMAIL	ACTIONED	FOLLOW UP
BEGINNING OF THE YEAR	Complete ACA Affiliation, available on the 2 January.	EXT073 Pre-Affiliation Pack	Announce dates for Campdraft/s for the year.	Email or post out Sponsors Prospectus.				
	Submit all dates for the year via Campdraft One.			Check for available grants and complete applications.				
SIX MONTHS BEFORE CAMPDRAFT				Secure Cattle Donors.				
				Book grounds and water truck.				
				Follow up on Sponsors.				
			Announce dates for AGM.	Set AGM date.				
				Book entertainment.				
				Send out a Tender for cleaners.				
				Send out a Tender for alcohol.				
				Secure Announcer/s.				
				Secure Judges.				
				Book hay for cattle.				
				Secure caterers/coffee van.				

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THREE MONTHS BEFORE CAMPDRAFT	Book Medical Service Provider. Send the completed form to ACA at aca@campdraft.com.au	EXT014 Medical Services Provider Form		Order Committee shirts.				
				Order ribbons and trophies.				
			Invite everyone to attend.	Hold AGM Meeting.				
				Apply for a Liquor License.				
				Secure security after the Liquor License is approved.				
				Liaise with the Police and Council about licensing the venue.				
				Order prizes for each event.				
				Finalise Sponsors.				
				Secure local Vet for vet checks on horses/cattle.				
				Arrange dipping of cattle if required.				
				Close off all Tenders.				
8 WEEKS BEFORE CAMPDRAFT			Call out for Volunteers.	Utilise social media to recruit Volunteers.				
				Contact Sponsors and book dates to collect banners.				
				Organise access to the PA system if required.				
			Announce the date for a working bee.	Organise working bee for grounds.				
				Commence ripping & watering of campdraft arena.				

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6 WEEKS BEFORE CAMPDRAFT	If using C1, familiarise yourself with the Secretary User Guide. If using C1, log in and check all details are up to date and correct.	EXT076 Secretary User Guide		Start designing a campdraft program.				
4 WEEKS BEFORE CAMPDRAFT	Submit your campdraft program to ACA for approval. ***Programs must be submitted no later than 14 days prior to the first day of nominations opening.**	EXT022 Program Checklist	If approved, publish your program to your social media accounts.	Complete an administration stock-up of ink cartridges, paper, pens, clipboards, whiteboards, and whiteboard pens etc.				
3 WEEKS BEFORE CAMPDRAFT	If your event is holding a Top 7 Shoot Out, familiarise yourself with EXT034 and complete EXT063 Expense form and return to ACA.	EXT034 Top 7 Shootout Guidelines and EXT063 Expense Claim Form.	Announce one week until nominations open.	Send out confirmation emails to Judges and Announcers.				
			Announce that your campdraft is holding Top 7 Shootout.	Rip and water campdraft arena.				
	Create your drafts and events in Campdraft One.		Remind Competitors to ensure their membership details and bank details are up to date in Campdraft One.					

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2 WEEKS BEFORE CAMPDRAFT	Open nominations for 24 hours.		Announce nominations opening.	Check-in with Judges, so that their nominations don't clash with their judging obligations.				
	Committees not using C1, submit a list of nominations to ACA for checking.	EXT050 Secretaries Using Other Nomination Platforms	Announce nominations have closed, and that the Committee are deciding the final Competitor's list.	Rip and water campdraft arena.				
	Committees using C1, start processing nominations and distributing invoices.							
WEEK OF CAMPDRAFT	Committees not using C1 must submit a final Competitor's list for checking.	EXT050 Secretaries Using Other Nomination Platforms	Pay outstanding nomination fees.	Rip, drag and water campdraft arena.				
			Thank you to the Sponsors.	Mow and water lawns.				
	Submit the Judges list to ACA.		Announce when entry to the grounds is available.	Arrange delivery of water truck.				
	Follow up on outstanding nomination payments.			Check gas bottles and power is connected to the grounds.				
	Generate draws and publish.			Organise Committee/Judges food, water, and sunscreen.				

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THE DAY BEFORE, THE MORNING OF AND THE REMAINDER OF THE WEEKEND			Thank you to the Volunteers.	Set up and test the internet.				
			Announce if having a welcome competitor BBQ.	Unlock all the toilets and stock with essentials, organise cleaning and restocking during the event.				
			Showcase ribbons and trophies.	Set up the Secretaries box and make sure the printer is connected and working. Ensure extra paper and ink cartridges are readily nearby.				
			Post line-up photos.	Put rubbish bins out and delegate emptying throughout campdraft.				
			Thank you to the Sponsors.	Connect mobile fridges and stock with food and drinks.				
				Print out all draws and set aside Announcer and Penciller folders for collection.				
				Unload cattle. Distribute water and feed.				
				Collect food & drinks, and set up bar area.				
				Put all two ways on charge overnight.				
				Water around the Secretary's box.				
				Set up trophy area and organise ribbons and trophies for quick access.				
AFTER THE CAMPDRAFT	Committees using C1, finalise events and complete payouts.		Thank you to the Volunteers.	Dismantle the arena if required. Lock up buildings and toilets.				
	Committees not using C1 submit results to the ACA office.	EXT002 ACA Official Results Sheets	Thank you to the Committee.	Return any borrowed equipment.				
			Thank you to the Competitors.	Empty rubbish bins, get skip bins taken away and pack down Sponsors' banners.				