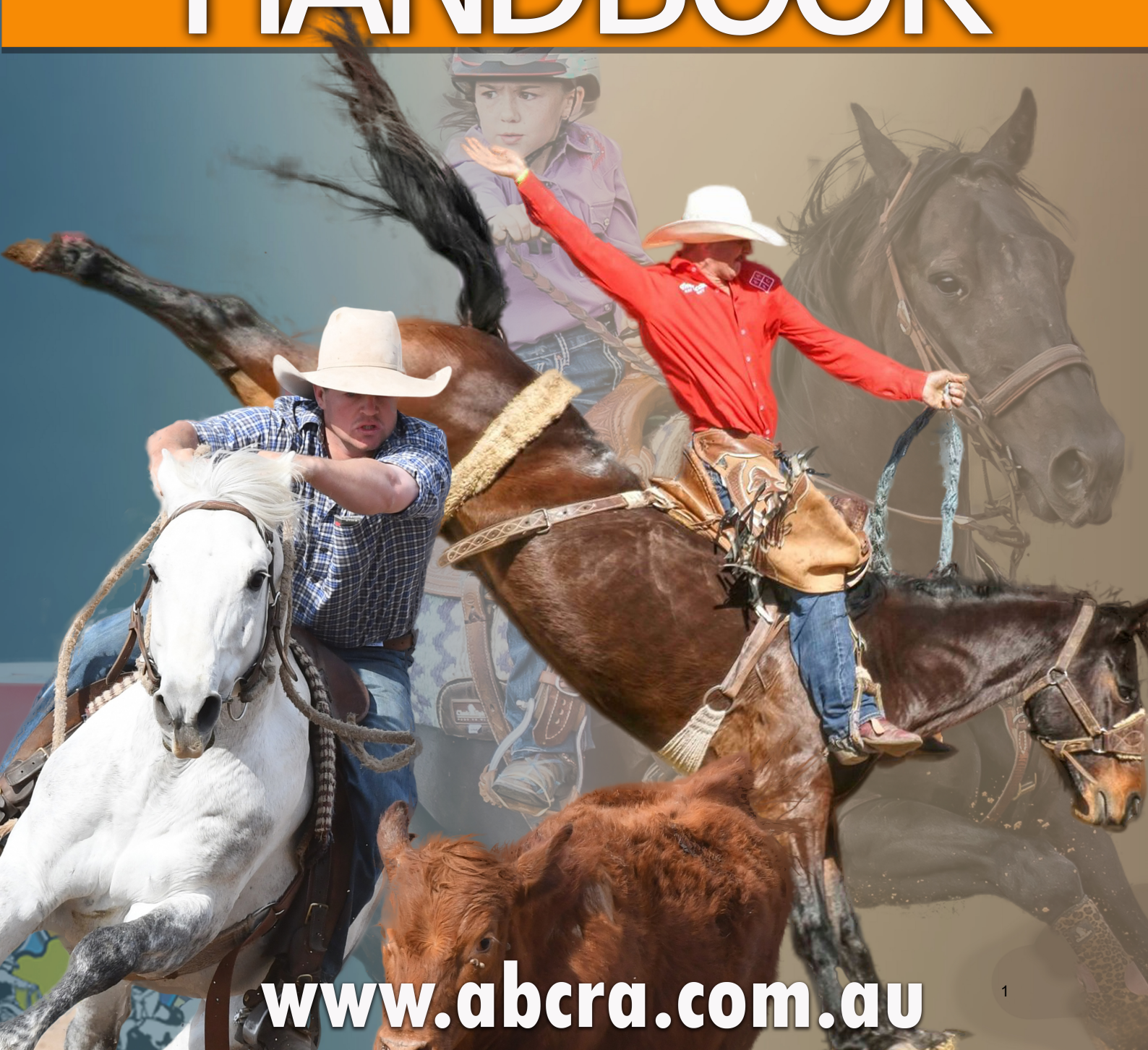




Tradition • Pride • Spirit

# COMMITTEE HANDBOOK



[www.abcra.com.au](http://www.abcra.com.au)



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## INTRODUCTION

The ABCRA strives to make this Committee Guide as up to date and accurate as possible, however this is not a legal document. The current ABCRA Rule Book always contains definitive information that may supersede information in this or any other editions of the ABCRA Committee Handbook.

**The ABCRA Committee Guide was produced by the ABCRA and replaces the traditional 'packages' documents.** We hope that this Committee Guide will help you navigate our organisation and make the most of the application process.

Our exclusive Committee webpage for financial affiliates includes:

### Event management documents

<https://www.abcra.com.au/committee-tools>

This page consists of a link for you to access

### Committee iCompete assistance tip sheets

<https://www.abcra.com.au/committee-icompete-help>

*Remember, we are here to help! Contact our knowledgeable and friendly team with any questions about your affiliation or event.*

If you have any suggestions for future editions of the Handbook please contact us 02 6767 9200 or email [general@abcra.com.au](mailto:general@abcra.com.au)

### WHAT EVENTS DO THE ABCRA AFFILIATE

The ABCRA can support and affiliate a wide range of equine disciplines, not just Campdraft & Rodeo.

These include but are not limited to:

- Rodeo
- Campdrafting
- Ranch Sorting
- Clinics
- Challenges
- Training Days

- Team Penning
- Gymkhanas
- Sporting Events
- Jackpot Timed Events

### WHY CHOOSE THE ABCRA?

Make your event a resounding success by affiliating with the ABCRA – Australia's largest and most diverse equine sporting peak body.

When you affiliate with the ABCRA, you have access to the following:

- Dedicated Competitor base with over 5,000 Members Australia wide.
- Friendly, knowledgeable and efficient Administration Staff providing support and assistance to your event.
- Insurance – Notation as an interested part on ABCRA's Public Liability Insurance Policy (\$20 million cover).
- Personal Accident Insurance for Committee Members and Voluntary Workers at your events and all approved non-stock related activities run by your Committee (meetings, working bees).
- Competitive Affiliation Fees including new committee incentive – half price for two (2) years.
- Access to advertising in our ABCRA Magazine with an estimated readership of 16,000 per month.
- Access to advertising via our Social Media, Instagram and Facebook with over 20,000 Followers.
- Efficient online entry system ensuring that all competitor fees are paid reducing the workload and stress of committee members.



## ABCRA CONTACTS

### ABCRA HEAD OFFICE

Phone: 02 6767 9200

Email: [general@abcra.com.au](mailto:general@abcra.com.au)

Website: [www.abcra.com.au](http://www.abcra.com.au)

Address: 539 Goonoo Goonoo Rd, Tamworth NSW 2340

Postal Address: PO Box 5313, Tamworth NSW 2340

### CURRENT ABCRA COUNCIL:

<https://www.abcra.com.au/abcra-council>

### CURRENT BOARD OF DIRECTORS:

<https://www.abcra.com.au/board-of-directors>

The ABCRA Board of Directors (18) consists of:

- President
- Past President
- Zone Board Directors (12)
- Rodeo MRC Board Directors (2)
- Campdraft MRC Board Directors (2)

The Governance structure can be viewed in this Handbook

### ZONE CONTACTS:

<https://www.abcra.com.au/zones>

Rodeo, Campdraft, Team Sorting / Penning & Challenge each have a Members Representative Council with 8 elected Members per discipline. The MRC can provide advice and guidance to your committee in conjunction with the Official judges and Event Directors where necessary.

### Rodeo MRC

<https://www.abcra.com.au/rodeo-event-directors>

### Campdraft MRC & Judges Panel

<https://www.abcra.com.au/campdraft-mrc-judges>

### RODEO EVENT DIRECTORS

Elected members who can provide advice and guidance to your committee in conjunction with the Official judges and MRC representatives.

<https://www.abcra.com.au/rodeo-event-directors>

## MEMBERS REPRESENTATIVE COUNCIL



## GLOSSARY OF ABCRA TERMS

- ‘SHOW’** refers to your Committee Show e.g. Tamworth Campdraft
- ‘SHOW APPLICATION’** previously known as Date applications, the process of reserving your Committees Show date online using the iCompete system.
- ‘PROGRAM’** refers to your Show’s program of events.
- ‘EVENT’** refers to the individual events of your Show program e.g. Saddle Bronc, Barrel Race, and Maiden Campdraft etc.
- ‘ROUNDS’** Refers to the number of rounds an event consist of eg. Saddle bronc hosted over two rounds



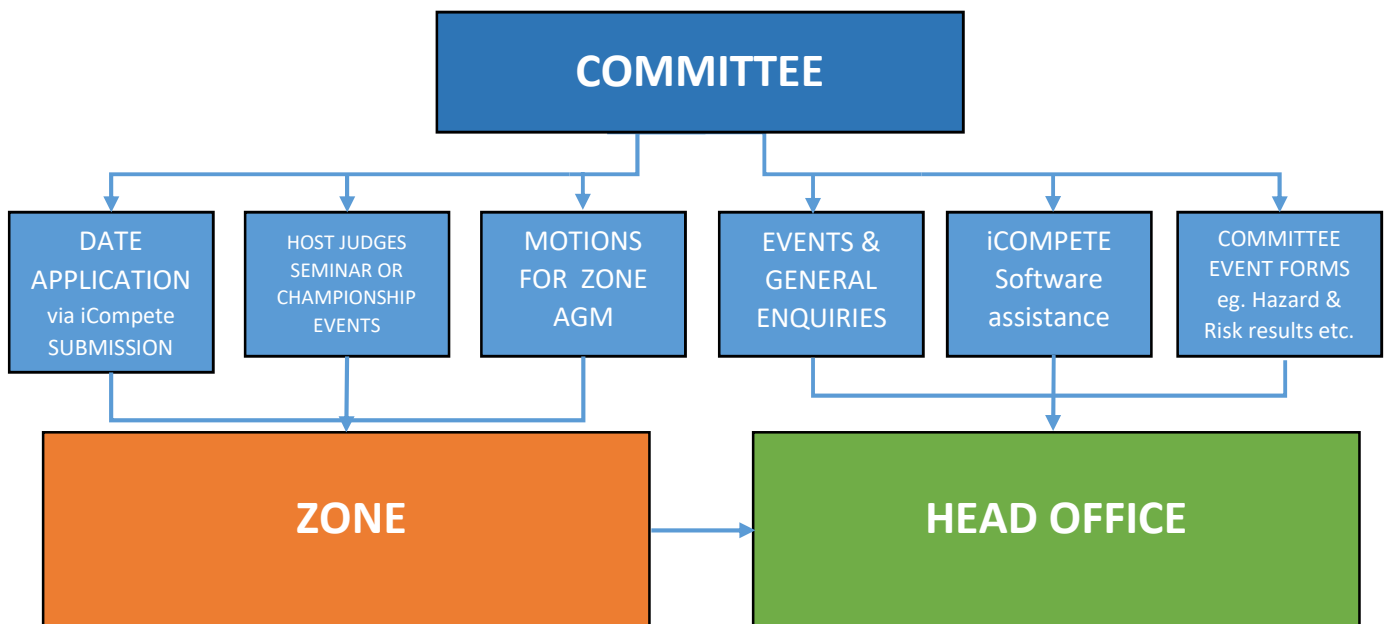
## ABCRA GOVERNANCE STRUCTURE





## ABCRA COMMITTEE COMMUNICATION STRUCTURE

### GENERAL COMMITTEE COMMUNICATIONS







# ABCRA COMMITTEE COMMUNICATION STRUCTURE

## COMPETITOR COMPLAINTS & PROTESTS

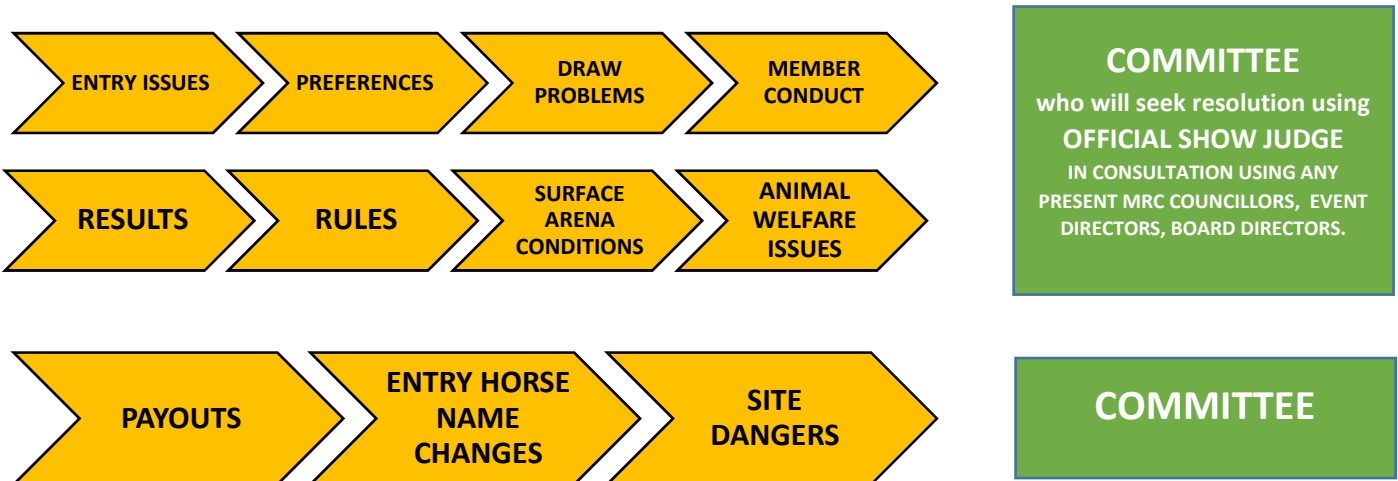
Competitor Problem / Issue

Seek resolution via:

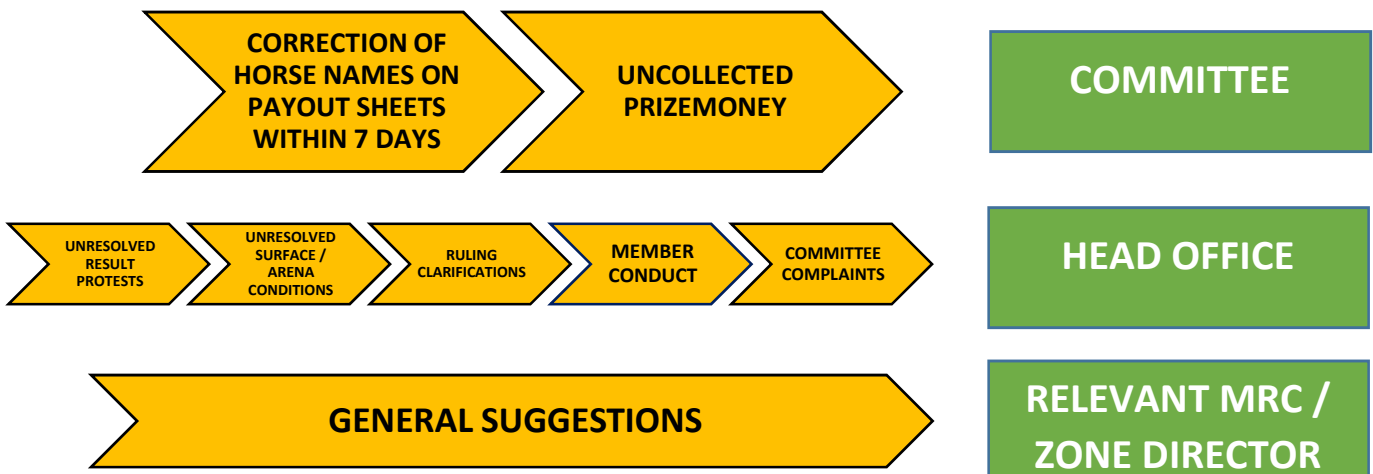
### BEFORE THE SHOW



### DURING THE SHOW



### AFTER THE SHOW





## ABCRA RESOURCES

*As a financial Affiliate of the ABCRA, a Committee receives assistance in the operation of their Show:*

- Staff administration support
- Use of ABCRA iCompete management software
- Established ABCRA Constitution Rules & bylaws
- Access to accredited judges and personnel
- Established Drug & alcohol Policies
- Access to advertising in ABCRA official magazine and website
- Established COVIDSafe policies and Committee protocols

See below for a detailed description of each resource.

### **ABCRA WEBSITE** [www.abcra.com.au](http://www.abcra.com.au)

The ABCRA have recently launched a newly designed website.

The ABCRA website includes many pages that are helpful to our Committees, including:

- ABCRA [Event Calendar](#)
- Recent ABCRA News & press releases
- Contact information
- Current Rulebook & Constitution
- Drug & Alcohol Policies
- Animal Welfare Policies
- Standings & Results

### **Committee/Event Websites**

If your Committee or event has a website please advise Head Office [general@abcra.com.au](mailto:general@abcra.com.au) so that we can include a link to your website on our ABCRA website and social media pages to assist with the promotion of your event.

### **ABCRA COVIDSafe**

ABCRA are an accredited COVID Safe Association with an established Safety Plan, Policy and Committee protocols for the operations of an event during the COVID-19 pandemic.

Affiliated Committees can access the ABCRA COVIDSafe documents and Committee requirements here:  
<https://www.abcra.com.au/Committee-COVIDSafe>



## ABCRA RESOURCES

### ABCRA iCompete [abcra.icompete.net](http://abcra.icompete.net)

ABCRA iCompete is a complete data management system that has been developed for accuracy and workload reduction for Head Office and Committees.

The iCompete system is an industry leader in managing relevant Association operations. Our affiliates can gain access to event data information and enjoy functionality like never before.

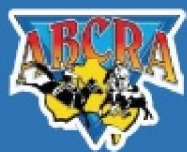
### Advantages & Functions of iCompete:

*ABCRA Administration team manage these components of your show using iCompete*

✓ Competitor Membership	No need to process event memberships or conduct membership checks before your event. Event memberships are collected online during the nomination process.
✓ Online competitor pre paid entry system	Relief from the entry payment process during the morning of your show
✓ Event summaries	Committees have access to accurate competitor nominations giving Committees information required to plan the timing of the show's events
✓ Automated competitor draw system	Rodeo Committees and Competitors will receive competitor draws before the show

*Committees will be able to manage these components of their show using iCompete*

✓ Committee affiliation renewal	Process online
✓ Show Date application	Process online, the date will be auto-submitted to zone for approval and subsequent ABCRA AGM approval
✓ Show program development	Process online 2mths before your show. System features include assistance with auto calculation of entry fees including levies.
✓ Magazine advertising booking	Event details for magazine advertising will come automatically from program details.
✓ Day entries if specified (novice & Jnr events only)	Enter day entries into system negating the need to submit a listing to Head Office post-event
✓ Campdraft Draw creation	First and final round draws conducted by Committee
✓ Results entry & reporting	Results will be able to be entered directly in iCompete by Show secretary, availability of event result reports instantly.
✓ Competitor payouts	Upon results entry, competitor payouts will be auto-calculated for event secretary with an option to utilise EFT payments.
✓ Event reconciliations	Calculate your shows reconciliation easily. iCompete will calculate the relevant dues/levies and formulate the total Committee reimbursement.



## Show Processes

Using  
iCompete

Benefit of  
using  
iCompete



### Committee Affiliation management

Online Committee Affiliation renewal	✓	No need for manual form
Edit Committee contact details any time	✓	No need to contact Head Office

### Committee Show management

Online Date application for approval	✓	No manual form
Online Submission of Show Programme	✓	Worksheet online
Advertisement development fast-tracked	✓	Details attained by staff from online worksheet
Online Entries	✓	No payments need to be taken on the day
Auto financial membership check	✓	No need to search members
Event membership processing during the entry phase	✓	No waivers and payments on the day
Auto Novice Rider status check	✓	Easily identify competitors that need to wear vests and helmets
Auto Encouragement rider status check	✓	Easily identify competitors that need to wear helmets
Online scratchings enabled for a competitor	✓	Competitors can notify of scratching online, Head Office process refunds
Committee Show reports for entries & scratchings	✓	For easy identification of scratchings and entry numbers
Event draws	✓	Develop first and final round scores from system entries
Draw notification to competitors	✓	Advise competitors of draws via email
Show results	✓	Enter results in live time, auto upload to standings. Auto calculation of scores means fewer errors
Post draw scratchings	✓	Enter post draw scratchings in live time
Payouts	✓	System assistance with payout figures. The option for Head Office to process payouts using EFT
Event reconciliation	✓	All data in the system assists with finalising event and processing reconciliation

## Using an External or Manual System:

**Additional Committee Tasks required**

N/A

✗	Date, programme and Advertisement details must still be submitted in iCompete system
✗	
✗	
✓	
✗	Must manually check each member's financial status
✗	Must take event membership payment and fill out waivers on the day. Provide Head Office with receipts and waivers
✗	Inability to identify Novice competitors
✗	Inability to identify Encouragement riders
✗	The committee must manage scratchings and process refunds
✗	
✓	Provide draws to Head Office for calendar upload
✓	
✓	Committees must also input their Show results into iCompete
✓	Advise Head Office of post draw scratchings
✓	The committee develops own payouts, must provide Head Office with payout sheets and process the EFT payouts
✗	Reconciliation using a manual process



## ABCRA RESOURCES

### ABCRA MAGAZINE

The ABCRA monthly magazine is prepared and published by leading industry professionals and is distributed to our Members and also available for retail sale in newsagencies across Australia.

With over 3,500 copies of the ABCRA magazine printed each month, your event is sure to be recognised by Competitors and Members.

**Rule Com.3, all ABCRA events must be advertised in our magazine the month prior to your event.** Eg. If your event is running in September the event needs to be advertised in the August edition of the magazine.

You will develop your show program and subsequent magazine advertising two months before your event using the iCompete system. Head Office administration will check and approve your program and provide details to our magazine Co-Ordinator. See developing your program section of this handbook for tip sheets.

A proof of the event advertisement will be supplied to your committee secretary (or nominated person) for approval.

All Committee created advertising for your event must be submitted to Head Office for approval before public release. This is to ensure your advertising complies with the regulations regarding Show status and points award.

### ABCRA RULEBOOK

The most current and up to date ABCRA rulebook is available from our website:

<https://www.abcra.com.au/rule-book>

The rulebook can be used as a reference for Members, Committees, Judges and the public for information about our regulations and standards of behaviour. It is always useful to have a copy of the rule book either in hard or in digital format available at your event.

### ABCRA CONSTITUTION

Available on our website [here](#)

### ESTABLISHED POLICIES

#### SOCIAL MEDIA / DRUG & ALCOHOL POLICIES

<https://www.abcra.com.au/policies>



# COMMITTEE HANDBOOK

## COMMITTEE FUNDAMENTALS

### BASIC OBLIGATIONS OF ANY INCORPORATED COMMITTEE AS AN ABCRA AFFILIATE

#### 1. Become an Incorporated Association & provide ABCRA with certificate of Incorporation

- **NSW Committees** need to contact Fair Trading <https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms> Their Incorporation number will start with either INC or Y
- **WA Committees** - If the original certificate cannot be located the committee may apply through [AssociationsOnline](#) for a duplicate certificate to be issued. Their Incorporation number will begin with an A
- **QLD Committees** – need to contact QLD Government [fair trading](#) for a copy of their Incorporation certificate. Their Incorporation number will start with either IA or CP.

#### 2. Abide by the [Associations Incorporation Act 2009](#)

#### 3. Have registered [COMMITTEE CONSTITUTION](#) (can adopt the [Dept Fair Trading Model](#))

#### 4. Ensure that Committee Constitution does not conflict with the [ABCRA CONSTITUTION](#)

#### 5. Follow Correct [MEETING PROCEDURES](#)

#### 6. Ensure adequate [RECORD KEEPING](#)

#### 7. Ensure proper [FINANCIAL REPORTING](#)

### OBLIGATIONS OF A COMMITTEE TO THE ABCRA

- Abide by ABCRA Rules and Constitution
- Conduct annual committee affiliation
- Liaise and complete requests by Head Office where necessary
- Appoint two Committee delegates per Committee for voting at the ABCRA Annual General meeting.
- Fulfil requirements of event procedures and document return to Head Office within given time frames
  - ✓ Date application
  - ✓ Program of events
  - ✓ Magazine Advert
  - ✓ Hazard and Risk
  - ✓ Personnel
  - ✓ Order of events
  - ✓ Site inspections
  - ✓ Injury report
  - ✓ Animal welfare report
  - ✓ PL & Accident report
  - ✓ Results input
  - ✓ Provide judges sheets
  - ✓ Payout sheets
  - ✓ Event Reconciliation
- Prompt payment of fees
- Familiarisation with ABCRA rules and rule changes
- Keep their ABCRA iCompete Committee profile up to date at all times with relevant info
- Assist zones in hosting Championship events
- Assist zones in hosting Judges seminars
- General zone assistance where requested



## ABCRA ZONES & CIRCUITS

### What is an ABCRA Zone?

A zone by definition is a sub-committee of the ABCRA Board.

Zones are defined by location and encompass all of the Committees located within the designated area.

Being a sub-committee of the Board, the ABCRA is responsible for all actions undertaken by a zone. Therefore the powers of a zone are determined by the Board and all monetary zone charges or actions must be approved by the ABCRA.

### Zone responsibilities and authority

- Appoint the zone representative to the ABCRA Council
- Facilitate general zone meetings for zone Committees
- Zones are required to conduct a Zone Annual General Meeting
- Maintenance of accurate zone financials Collation of zone date applications ensuring resolutions for date clashes. The liaison with other zones may be required.
- Assembly of annual zone point scores
- Provide annual zone awards and trophies
- Assist zone Committees in the hosting of ABCRA Championship events as determined at ABCRA AGM

### Obligations of a committee to their zone

- A committee is allocated to a zone geographically and membership to that zone is compulsory
- Process date applications via iCompete for Zone approval, assist in the resolution of date clashes
- Nominate 2 delegates to attend zone meetings and represent the committee
- Attend zone AGM
- Pay the zone any fees set by the zone
- Make recommendations such as rules, fees to the Zone meeting for discussion and Zone forward to the ABCRA Council

### Zone Maps & Contacts

Detailed [zone maps](#) are available for each state on our website. Zone Contacts can be located <https://www.abcra.com.au/zones>

*See committee fees page in this Handbook for information regarding Zone Fees.*

### What is an ABCRA Rodeo Circuit?

The purpose of the rodeo circuits is to collaborate points from events hosted within specific zones for end of year circuit awards.

Circuit award reserve funds are created via competitor entry fees, therefore are not a direct Committee expense.

The two ABCRA rodeo circuits are Bad Company and Central Circuit. Both circuits incorporate several Zones.

Southern Zone and WA Zone operate their own Zone Circuits.

**Bad Company Circuit** incorporates the following zones:

- Central West
- North West
- Sth West QLD
- Northern
- Border

**Central Circuit** incorporates the following zones:

- Hunter
- Mid Nth Coast
- Eastern
- Far Nth Coast

**The annual awards for each circuit are:**

- ALL ROUND COWBOY
- BREAKAWAY ROPER
- SADDLEBRONC RIDER
- BAREBACK RIDER
- ROPE & TIE
- JUNIOR BARREL RACER U11, 11-U14 & 14-U18.
- ALL ROUND COWGIRL
- BARREL RACER
- BULLRIDER
- STEER WRESTLER
- TEAM ROPER
- JNR STEER RIDER 8-U11, 11-14, 14-18



## INSURANCE



### Committee FAQ's

Public Liability and Voluntary Workers protection provided by the association to protect committees when they run an ABCRA sanctioned event. Competitors are also covered under personal accident insurance.

#### Public Liability Summary of Benefits

- Limit of Liability - \$20,000,000
- Extension of Cover to Affiliated Committees
- Member to Member Cover
- Participation Risk
- First Aid Treatment
- Care Custody and Control Limit – \$250,000
- Financial Loss Cover: Limit of Liability \$2,000,000
- Statutory Fines and Penalties: Limit of Liability \$2,000,000
- Cover extended to Volunteers and Officials whilst conducting their role on behalf of ABCRA or their affiliated committee
- Excesses  
AUD1,500 each and every Occurrence (costs inclusive).  
AUD2,500 each and every Occurrence (costs inclusive) in respect to trail riding.  
Other than in respect of claim for Injury to contractors, subcontractors and/or labour hire workers for which the Deductible is AUD25,000 any one Occurrence (costs inclusive).\$25,000

#### Summary of Benefits Voluntary Workers

- \$50,000 Capital Benefits (Up to)
- \$500 Weekly Benefits (Up to) for Volunteers
- \$10,000 Non Medicare Medical Expenses
- \$10,000 Funeral Expenses
- Accommodation and Transport benefit up to \$2,000
- Unforeseen Expenses Up to \$2,500

#### How will claims be managed under the ABCRA's Insurance Policy?

Should an incident arise, in the first instance the Committee or Member should inform ABCRA's Head Office by lodging an Incident Report Form that the ABCRA will forward to Affinity.

Affinity has a dedicated claims division who are specialists in managing complicated liability and personal accident claims. Affinity's claim team, led by an In-House Legal Counsel will be responsible for managing claims on behalf of the ABCRA. Affinity will investigate the circumstances of the claim and determine whether the claim should be settled or defended. If the claim is settled it will be settled as promptly and efficiently as possible. If the claim is defended, Affinity will take all steps necessary to protect the interests of the committees and members of the ABCRA.

#### What is a Certificate of Currency and what does it certify? Our Committee is looking to host an ABCRA sanctioned event in our local parklands, and the local Council wishes to be included as an Interested Party? What is an Interested Party and how is it arranged?

A Certificate of Currency is confirmation of the insurance cover in place and is generally requested when a third party such as a Property Owner, Council, Land Owner or Government Department require proof of the ABCRA's insurance and often will request to be noted as an interested party.

It is important to note that an "Interested Party" is not the same as an "Insured" party as this would provide such person or entity full cover, which is not the intention of the Policy.

The intention of noting person(s) or entity(s) on a Certificate of Currency is to provide them with limited protection if they are brought into an action purely as a result of the ABCRA's negligence. The policy will not respond to protect the Interested Party if they themselves were in anyway negligent in contributing to the claim.





## INSURANCE

### **Should Head Office be notified of all details of events?**

Yes, it is important that ABCRA Head Office is notified of all events that are sanctioned by the ABCRA and conducted by any Committee.

If events are not notified to the ABCRA, the Committee may run the risk of holding an event that has not been fully sanctioned by the ABCRA, and therefore Affinity. If this is the case, insurance cover may not extend to an event that the ABCRA is not aware of. Notification of all activities must be provided in advance.

### **What Risk Management procedures should our Committee undertake and follow before hosting and during an ABCRA event?**

In conjunction with the ABCRA, Affinity has developed an event checklist for Committees. The checklist provides prompts for all of the areas that should be addressed while preparing for, and running an ABCRA event.

A risk assessment of all activities should be undertaken prior to any event. ABCRA Head Office is in constant communication with Affinity to assist with any issues that might be raised.

In all instances, the desired outcome is that each Committee runs a safe and well-managed event or training day, and to minimise the potential for any injury to a third party. The checklist will not make people safe but it will provide documented evidence of the work the ABCRA committees do in order to ensure safety if it is completed.

### **How do I lodge a claim under the ABCRA's Insurance Policy?**

Should an incident arise please contact ABCRA Head office for a copy of the claim form. Please complete full and return to ABCRA Head Office who will forward your claim to Affinity to be assessed by the insurer. Claims will be managed Affinity's-house legal counsel Mary Spanos in partnership with the insurer.

### **Are Contractors covered under the policy?**

Contractors are not covered under the public liability policy and are required to hold their own insurance.



## INSURANCE



### Competitor Personal Accident

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Personal Accident insurance is provided by the association to give relief and assistance to affected members of the association if injured during a sanctioned event.

#### Summary of Benefits - Competitors

- \$50,000 Capital Benefits (Up to)
- \$1,000 Non Medicare Medical Expenses
- \$10,000 Funeral Expenses
- \$500 Weekly Benefits (Up to) - \$5,000 max benefit payable
- Accommodation and Transport benefit up to \$2,000

#### How does a competitor lodge a claim under the ABCRA's Insurance Policy?

Should an incident arise please contact ABCRA Head office for a copy of the claim form. Please complete full and return to ABCRA Head Office who will forward your claim to Affinity to be assessed by the insurer. Claims will be managed Affinity's-house legal counsel Mary Spanos in partnership with the insurer.

#### Are Event Members covered under the policy?

Event members are covered provided they have paid their event membership, signed their waiver and paid their entry fees before competing or participating.

#### What if a competitor can't work as a result of their injury?

This policy provides cover for Non Medicare Medical Expenses (eg Physiotherapy) along with weekly benefits for income earners.

#### What if a competitor has their own Personal Accident Insurance Policy? Can they claim on more than one policy?

Yes, if you have multiple Personal Accident or Income Protection policies you can claim on all of them providing you do not claim more than the specified loss. Death or Permanent Disability compensation would be paid to the various policy limits on all current policies. However you would need to claim on your other policies first before you can claim on this policy.



## STEP GUIDE FOR COMMITTEES

Current as of Sept 2020

Full detailed instructions for iCompete processes are available via our tip sheets  
<https://www.abcra.com.au/committee-icompete-help>

- 1
  - Use/Create a Committee email eg. tamworthrodeo@gmail.com
  - Register your Committee for iCompete abcra.icompete.net
  - New Committees must apply in writing to the ABCRA
- 2
  - Existing ABCRA Committees: Log in and Renew affiliation
  - New ABCRA Committees: download and return affiliation form to ABCRA via general@abcra.com.au
- 3
  - Log in and process date application
- 4
  - Develop show program worksheet & magazine advertisement.
- 5
  - Submit Hazard & Risk and Personnel list to Head Office
- 6
  - Staff open entries
  - Campdraft Committee process entries \* Head Office process Rodeo entries
  - Campdraft Committee generate draw \* Head Office create Rodeo draws
- 7
  - Rodeos: Submit Show Order of Events to Head Office 1 week prior see form Show Management documents
- 8
  - Conduct Site inspections daily during Show
  - Compile any competitor infringement notices
- 9
  - Enter results, post draw scratchings
- 10
  - Return to Head Office: Animal Welfare report, Injury & Incident reports, Public Liability report, Judges Sheets & Payout sheets, Daily site inspection, infringement notices
- 11
  - Complete your Show reconciliation and return to Head Office



# COMMITTEE HANDBOOK

## YOUR SHOW TIME GUIDELINES

All show documents can be located on the [Committee Tools Page](#).  
 Assistance with completing iCompete tasks can be found on our [Committee Tip Sheet page](#).

### PRE-SHOW

TIP: Print these page to use as checklist of required tasks! ✓

ANNUALLY	Committee Affiliations	Committees to online renew their affiliations using <a href="#">iCompete</a> log in before 30 <sup>th</sup> May annually.	
2MTHS PRIOR TO ZONE AGM	Date claim Application	Committee to submit 1 year in advance utilising your <a href="#">iCompete</a> Committee profile. The application will be auto-submitted to your zone secretary and once zone approved be tabled at the ABCRA AGM for approval.	
3MTHS PRIOR TO EVENT	Rodeo Stock Contractor Agreement	Select an ABCRA Approved Stock. Use <a href="#">form provided</a> as an agreement between both parties.	
10 WEEKS PRIOR	Create Show program	Committees to log into <a href="#">iCompete</a> profile to create a program for their event	
8 WEEKS PRIOR	Magazine Advert Booking	Magazine adverts are compulsory at a minimum of ¼ advert. Process your Committee advert using Committee iCompete profile	
3 WEEKS PRIOR	Hazard & Risk Form	Complete <a href="#">Hazard &amp; Risk form</a> and return	
2 WEEKS PRIOR	Personnel Sheet	Committee to submit 14 days prior to event via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a>	
WEDNESDAY THE WEEK OF SHOW	Order of Events	Rodeo Committees to submit <a href="#">Order of Events form</a> to Head Office by 10am Wednesday the week of fixture	
FRIDAY THE WEEK OF FIXTURE	Official Draws	Head Office will process and display Friday at latest the week of the event. Draws will be updated to the <a href="#">ABCRA Calendar</a> on your show listing by Head Office.	
AT LEAST 72HRS PRIOR	Membership Status Checks	<ul style="list-style-type: none"> <li><b>Drafts-</b> If operating via an external event management software system, the Committee must manually check every entered person for their ABCRA Financial membership status. <a href="#">See Tip sheet Membership Check</a></li> <li><b>Committees must charge day membership for any competitor that cannot prove full financial ABCRA membership.</b> <a href="#">Event Waiver/Day membership forms</a> to be completed by competitor. Should it be established said competitor is a full member, Head Office will refund member Day membership fees that were charged by Committee.</li> </ul>	



## YOUR SHOW TIME GUIDELINES

### DURING YOUR SHOW



<b>EVERY DAY OF SHOW</b>	<b>Site Inspection Checklist</b>	<a href="#">Site inspection form</a> to be completed by Committee EVERY DAY of the event on separate forms	
	<b>Infringement Notices</b>	<a href="#">Infringement forms</a> completed by Judge or Committee in case of offence against ABCRA rules and by-laws	
	<b>On day entries</b>	Add any on day entries as a manual entry into your show. See tip sheet <a href="#">HERE</a>	
	<b>Post draw scratchings</b>	Process any on day scratchings. See tip sheet <a href="#">HERE</a>	
	<b>Process event Results</b>	Record first and final round results on the day. See tip sheet <a href="#">HERE</a>	



# COMMITTEE HANDBOOK

## YOUR SHOW TIME GUIDELINES

### AFTER SHOW



<b>MONDAY FOLLOWING EVENT</b>	<b>Injury report</b>	Forms located on <a href="#">Committee Tools page</a> under Show Management Documents to be returned to Head Office via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a>	
	<b>Animal Welfare</b>		
	<b>Site Inspection Checklist</b>		
	<b>Public Liability &amp; Accident Report</b>		
<b>UP TO 7 DAYS POST EVENT</b>	<b>Results &amp; Judges Sheets</b>	<ul style="list-style-type: none"> <li>All committees are responsible for entering their Show results into the iCompete system. Those utilising iCompete for their event management will process results live on the day. A tip sheet for assistance can be located <a href="#">HERE</a></li> <li>To receive official Horse points, ABCRA Horse registration numbers for Rodeo and Campdraft must be documented by competitors on the day (if not detailed during the entry process). It is the responsibility of the competitor to contact the Committee within 7 days to add/alter a horses name to the results. Head Office will not accept any alterations or additions to the Committee's results from a member.</li> </ul>	
	<b>Payouts</b>	<ul style="list-style-type: none"> <li>Committee to process payout information in iCompete Tip Sheet can be located <a href="#">HERE</a></li> </ul>	
	<b>Pay out sheets</b>	<ul style="list-style-type: none"> <li>Pay out sheets must be signed by a Committee. Horses must have been entered using registered Horse number for points allocation.</li> <li>RODEO- Hazer sheets to be included in results. Hazers must be over 18years old and be full financial ABCRA members. Hazing Horse registration numbers must be completed by competitors in order to receive Hazing Horse Points. to be submitted via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a> to Head Office</li> </ul>	
	<b>Infringement Notices</b>	Completed by Judge or Committee in the case of an offense against ABCRA rules and by-laws. Committee to submit any <a href="#">infringement notices</a> via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a> to Head Office within 7 days	
<b>UP TO 14 DAYS POST EVENT</b>	<b>Reconciliation statement</b>	Committees to use the <a href="#">reconciliation spreadsheet</a> provided by Head Office for digital data entry. A tip sheet is located <a href="#">HERE</a> To be returned by Committee to head office via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a> <i>NOTE: Ensure Day Event member receipts are included</i>	
	<b>Committee Reconciliation</b>	To be processed by Head Office within 14 days RODEO- Central Entry. Pre-paid entries less levies & outstanding invoices funds will be returned to Committee. CAMPDRAFT- When using an external event management software or taking own entries, the ABCRA levies/fees will be invoiced to Committee.	



## YOUR SHOW TIME GUIDELINES

### COMMITTEES TAKING DAY ENTRIES

<b>UP TO 7 DAYS POST EVENT</b>	<b>Day Entries</b>	Add any on day entries as a manual entry into your show. See tip sheet <a href="#">HERE</a>
	<b>Day Permit/Event Management Waivers</b>	<b>Committees must charge day membership for any competitor who cannot prove full financial ABCRA membership.</b> Event Waiver/Day membership forms to be completed by competitor. Should it be established said competitor is a full member, Head Office will refund Day membership fees to member that was charged by Committee. All Day membership/Event Management Waivers returned to Head Office up to 7 Days post event via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a> Ensure Day Event member receipts are included in Head Office correspondence.
	<b>Bull Riding Declarations</b>	When taking day entries, participants in the open Bull ride must complete the Bull Riding Declaration form. This document is a declaration that the competitor is over 18 years old and has won over \$1000 in novice bullriding events and is therefore eligible to complete in the Open Bullride as per ABCRA rules. Committees to return declarations up to 7 days post event via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a>



## YOUR SHOW TIME GUIDELINES

### HOUSEKEEPING GUIDELINES

<b>Returning Documents to Head Office</b>	<ol style="list-style-type: none"> <li>1. Please ensure documentation is scanned rather than taken via phone photos. Alternatively use appropriate phone apps for scanning process using phone camera. Phone photos come through in poor quality and lighting which make deciphering difficult at times.</li>   <li>2. Please send all documents as ONE pdf with multiple pages as opposed to multiple individual jpeg images. This eliminates the risk of pages being missed at Head Office when mass amounts of documents are being forwarded such as fixture results. Use scan to file function on your scanner.</li> </ol>
<b>Bank Deposits</b>	When depositing into ABCRA bank accounts please ensure you use preferably invoice number or at minimum Committee Name.
<b>Changes to Committee or Fixture details</b>	<p>Changes that must be advised to ABCRA Head Office via email <a href="mailto:general@abcra.com.au">general@abcra.com.au</a> :</p> <ul style="list-style-type: none"> <li>• Event Dates</li> <li>• Program detail adjustments</li> </ul> <p>Committee changes that can be updated using the Committee iCompete profile</p> <ul style="list-style-type: none"> <li>• Committee Positions</li> <li>• Contact details</li> </ul>

### DISPUTES

<b>Competitor Disputes</b>	<p>Disputes for event placings, times, scores, payouts etc, <b><u>are the responsibility of the competitor to address with the Committee or judges ON THE DAY of the fixture.</u></b></p> <p>Head Office will not enter into any disputes post event when they have not initially been addressed with the appropriate personnel or Committee at the fixture itself.</p>
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## CAMPDRAFT: SHOW DATE & PROGRAMME APPLICATION

- A. **Complete the Show Application** via [Committee iCompete portal](#) and wait for Zone and ABCRA approval
- B. After approval **Complete the Programme Application** and submit to ABCRA  
[See Tip sheet for detailed instructions](#)

### 1. DEVELOPING YOUR EVENTS

#### NOMINATION FEES & PRIZEMONEY

Use the worksheet in [show management documents](#) and return to Head Office with Ad Booking sheet.

#### Recommended Prize Money

It is recommended that prize money for Campdrafts be divided up as follows:

#### Events with Posted Prize Money:

PRIZEMONEY	PLACING	PAYOUT
Up to \$500	5 Placings	1 <sup>st</sup> 30%
		2 <sup>nd</sup> 25%
		3 <sup>rd</sup> 20%
		4 <sup>th</sup> 15%
		5 <sup>th</sup> 10%
\$500 - \$800	6 Placings	1 <sup>st</sup> 25%
		2 <sup>nd</sup> 21%
		3 <sup>rd</sup> 18%
		4 <sup>th</sup> 15%
		5 <sup>th</sup> 12%
		6 <sup>th</sup> 9%
Over \$800	8 Placings	1 <sup>st</sup> 20%
		2 <sup>nd</sup> 18%
		3 <sup>rd</sup> 16%
		4 <sup>th</sup> 14%
		5 <sup>th</sup> 12%
		6 <sup>th</sup> 10%
		7 <sup>th</sup> 6%
		8 <sup>th</sup> 4%

**Committees need to set their entry fee and then add competitor levies to create the complete and final nomination fee. This may include zone competitor levies.**

#### CALCULATING YOUR NOMINATION FEES

Up to 3% of your total posted

Prizemoney

+

Stock levy

(max \$15)

+

(OPTIONAL) Added back \$

+

Australian Campdraft Championships Trophy

Levy \$0.75c

+

National Finals Trophy Levy \$0.75c

+

First Aid \$2.00

**= \$ TOTAL NOMINATION FEE**

#### Alternative payout method:

#### JACKPOT/SWEEPSTAKES:

The stock levy, trophy levies, and ambulance levy are to be taken out of the total entry fees paid.

**Then, the remainder of the entry fees can be split – 60 % to the Competitor and 40 % to the Committee.**



## CAMPDRAFT: SHOW DATE & PROGRAMME APPLICATION

### **2. UNDERSTANDING LEVIES (see also Glossary of fees section in this handbook)**

#### **A: Levies collected from Competitor Entry Fees**

The following levies are collected via your shows competitor entry fees and therefore are not a direct cost to your committee.

The levies will be deducted by Head Office during the reconciliation process and held in trust by the Association.

#### **Zone trophy levy**

Zone trophy levies are collected at the time of reconciliation and paid to the Zone at the end of each month. Zone trophy levies are utilised to purchase end of year Zone trophies and awards and are funded by competitors.

#### **Australian Championship Campdraft Trophy levy**

ACC Levies are held in trust by the ABCRA and utilised to provide funds support to the host committee, advertising, prize money, ribbons and trophies for the ACC event.

#### **National Finals Trophy Levy**

These funds are retained by ABCRA to create a reserve for National titles and awards.

#### **B: Fees retained by the Committee**

##### **Up to 3% of Posted Prizemoney**

This fee is the component that is kept by the Committee and makes up a portion of the competitor nomination fee. The percentage can be reduced in the instance of a committee's large prizemoney offerings to keep the total entry fee at a reasonable rate.

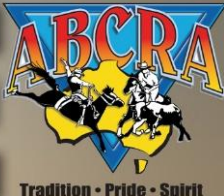
**Com.7. Entry Fee** The entry fee shall not exceed three percent (3%) of total prize money (excluding trophies and free services). A stock levy may be charged in addition to the three percent (3%). A stock levy (As set by the Board) + GST if applicable, is permissible, providing the Committee can substantiate the cost. Such stock levy must be clearly stated on the program.

##### **Stock Levy maximum \$15.00**

##### **First Aid Levy**

This fee is the component that is kept by the Committee and makes up a portion of the competitor nomination fee.

A levy per entry (to a maximum set by the Board) may be charged by Committees as cost recovery for the provision of approved medical attendants.



# RODEO: SHOW DATE & PROGRAMME APPLICATION

- A. **Complete the Show Application** via [Committee iCompete portal](#) and wait for Zone and ABCRA approval
- B. After approval **Complete the Programme Application** and submit to ABCRA
- C. Complete the Worksheet available in [Show Management documents](#) and return to Head Office with Ad booking sheet

[See Tip sheet for detailed instructions](#)

## 1. DEVELOPING YOUR SHOWS PRIZEMONEY

In accordance with [ABCRA Rules](#), the following scale is to be used when calculating entry fees and added back;

PRIZEMONEY	ADDED BACK \$
\$300-599	\$30
\$600-\$999	\$40
\$1000-\$1999	\$70 maximum
>\$2000	\$70 maximum unless the committee applies for a higher added back fee through Head Office, and approved by the Rodeo MRC.
<i>NOTE: JUNIOR EVENTS</i>	Committees have the option of including \$5 added back on junior events.

**Prizemoney paid out is GST INCLUSIVE where applicable**

**Committees need to set their entry fee and then add competitor levies to create the complete and final nomination fee. This may include zone competitor levies.**

**Maximum of 3% of Total prizemoney**  
 +  
**Stock levy**  
 if applicable (max \$15)  
 +  
**Added back**  
 +  
**Competitor Levy + Barrel Timer Levy +**  
**Circuit Levy**  
 +  
**First Aid**  
**= \$ TOTAL NOMINATION FEE**



# RODEO: SHOW DATE & PROGRAMME APPLICATION

## 2. UNDERSTANDING LEVIES (see also Glossary of fees section in this handbook)

### A: Levies collected via Entry Fees

The following levies are collected via your show's competitor entry fees, therefore, are not a direct cost to your committee. The levies will be deducted during the reconciliation process.

#### Circuit/Zone Trophy Levy

These funds are collected by ABCRA and reimbursed to the zone every month. This creates a reserve of competitor monies for the purchase of circuit awards, see Zones/Circuit section of this handbook.

#### End of Year Trophy levy

These funds are retained by ABCRA to create a reserve for National Titles and Awards.

#### Barrel Timer Levy

These funds are retained by ABCRA to create a reserve for the maintenance and upkeep of the electronic timers used at sanctioned events.

#### Competitor Levy

These funds are retained by the ABCRA.

### B: Fees retained by the Committee

#### Up to 3% of Posted Prizemoney

This fee is the component that is kept by the Committee and makes up a portion of the competitor nomination fee. The percentage can be reduced in the instance of a committee's large prizemoney offerings to keep the total entry fee at a reasonable rate.

**Com.7. Entry Fee** The entry fee shall not exceed three percent (3%) of total prize money (excluding trophies and free services). A stock levy may be charged in addition to the three percent (3%). A stock levy (As set by the Board) + GST if applicable, is permissible, providing the Committee can substantiate the cost. Such stock levy must be clearly stated on the program.

#### Stock Levy maximum \$15.00

#### First Aid Levy

This fee is the component that is kept by the Committee and makes up a portion of the competitor nomination fee.

A levy per entry (to a maximum set by the Board) may be charged by Committees as a cost recovery for the provision of approved medical attendants.



# ADVERTISING IN THE ABCRA MAGAZINE

## POINTS AWARD EVENTS

For an event to be eligible for National Points, that fixture has to be points award approved and appear at least once in the ABCRA Official Magazine, unless it is postponed from an approved date. (excluding training days and non point's events)

## ICOMPETE SHOW PROGRAMME

The iCompete programmes section is used to calculate your nominations and is integral for the development of your advert. See development of your Show program section of this handbook.

## ACTIONS TO UNDERTAKE FOR ADVERTISING

- Complete iCompete Show program application [see tip sheet](#) including all information listed below.
- Email any Committee logos and photos to [magazine@abcra.com.au](mailto:magazine@abcra.com.au)

## WHAT NEEDS TO BE INCLUDED IN MY AD?

*(Com.3. in the ABCRA Rule book)*

- The words "Affiliated with the Australian Bushmen's Campdraft and Rodeo Association" or "Affiliated with the ABCRA" plus ABCRA Logo must be shown on all programs, posters and advertising used by the affiliated Committee for their approved event.
- Judges names should be printed on all programs wherever possible.
- It is recommended a clause stating that the committee reserves the right to refuse any nomination for any event.
- All prize money paid is inclusive of GST where applicable.
- Helmets Can Save Lives
- All committees must advertise total prize money, entry fee plus added back.
- Committee Registered/Not Registered for GST
- Method and date of entries being taken eg. iCompete
- Terms of scratchings eg. Failure to notify the Committee of scratchings 72 hours prior to commencement of program will forfeit nomination

fees. (place in notes section of programme application)

- Campdrafts must advertise the number of ways each event is being paid out, ie 1st – 5th. Place this information in programme notes section

## MAGAZINE DEADLINES

**The magazine deadline is the 1st working day of the month preceding.**

For example September edition deadline Monday 3<sup>rd</sup> of August or October edition deadline Tuesday 1<sup>st</sup> September.

Documents are to be completed and returned to by the deadline. If you are unable to return the booking sheet and worksheet prior to the deadline please contact head office to arrange a suitable alternative. This MUST be done 24hrs before the deadline.

If documents are not received the committee will receive an administration/late fee of \$30.

## ADVERTISEMENT SIZE

When advertising for your events preliminary adverts/save the dates committees may opt for a colour 1/8 ad. All full program advertising must be ¼ page minimum.

ADVERTISEMENT RATES (inc GST) - COLOUR ADVERTISEMENT	
Full page \$600.00	Half Page \$350.00
1/3 Page \$275.00	1/4 Page \$200.00
1/8 Page \$110.00 (save the date ONLY)	
MAGAZINE CONTACT: Mel Gorton	
EMAIL: <a href="mailto:magazine@abcra.com.au">magazine@abcra.com.au</a>	

## ADVERTISEMENT PROOFS

Once your event ad has been created, a proof will be sent to your nominated contact for approval. Committee approval is final and changes made after printing will incur a \$50 administration fee. If no booking sheet is received by magazine deadline committee will be supplied with a ¼ page ad charged at the standard rate.



# ENTRY PROCEDURES

## ENTRIES

Entries are taken by the ABCRA iCompete system.

Competitors process their entries for your show by logging onto their registered profile [abcra.icompete.net](http://abcra.icompete.net)

		ENTRIES OPEN	ENTRIES CLOSE
<b>RODEO</b>	<b>Standard entry</b>	<b>9am Tuesday</b> the week before your show	<b>5pm Friday</b> the week before your show
	<b>Late entry (Late fee applies)</b>	<b>5.01pm Friday</b> the week before your show	<b>12pm Monday</b> week of your show
<b>CAMPDRAFT</b>	<b>Standard entry 2 weeks prior to Show</b>	<b>10 am Tuesday</b>	<b>5 pm Wednesday</b>

## MEDICAL OUTS (APPLIES TO ALL EVENTS)

	COMMITTEE	COMPETITOR	HEAD OFFICE
<b>Medical out before rodeo</b>	<ul style="list-style-type: none"> <li>✓ Retains stock levy from pre paid entries</li> <li>✗ Do not include competitors added money into payouts</li> </ul>	<ul style="list-style-type: none"> <li>✓ Competitor must provide medical certificate by Wednesday following the rodeo</li> <li>✓ Forfeits Stock Levy &amp; Central Entry Levy</li> <li>✗ Receives a 10 day non competing period</li> </ul>	<ul style="list-style-type: none"> <li>✓ Process medical certificate</li> <li>✓ Process Refund</li> <li>✓ Implements 10 day non competing period for member</li> <li>✓ Include competitors stock levy in committee reconciliation</li> </ul>
<b>Medical out on day of rodeo</b>	<ul style="list-style-type: none"> <li>✓ Must visually sight injury or receive doctors certificate (forward to HO)</li> <li>✓ Retains stock levy from prepaid entry</li> <li>✗ Do not include Competitor's entry in Final Numbers for reconciliation</li> <li>✗ Do not include competitor's added money in Prize Pool for payouts</li> </ul>	<ul style="list-style-type: none"> <li>✓ Must present to Committee for a visual medical out or provide doctors certificate</li> <li>✗ Receives a 10 day non competing period</li> </ul>	<ul style="list-style-type: none"> <li>✓ Implements 10 day non competing period for member</li> <li>✓ Process Refund</li> <li>✓ Includes competitors stock levy in committee reconciliation</li> </ul>

## TURNOUTS ON THE DAY

	COMMITTEE	COMPETITOR	HEAD OFFICE
The competitor does not turn up or voluntarily turns out of an event	<ul style="list-style-type: none"> <li>✓ Process as a scratching when entering results</li> <li>✓ Competitor's entry stays in Final Numbers for reconciliation purposes</li> <li>✓ Competitor's Added Money remains in the prize pool for payouts</li> </ul>	<ul style="list-style-type: none"> <li>✓ Will be fined by ABCRA and unable to compete until fine paid</li> <li>✓ Forfeits entry fees in total</li> </ul>	<ul style="list-style-type: none"> <li>✓ Deliver competitor fine</li> <li>✓ Suspend/unsuspend Competitor from competition as required</li> <li>✓ Entry fees provided to the Committee in reconciliation</li> </ul>



## ENTRY PROCEDURES

### **ADVANCE REMITTANCE OF PREPAID ENTRIES**

The ABCRA collects entries and their relevant fees from members, for and on behalf of Committees, as a service to both members and committees.

Where necessary, the Committee may submit a request to have a percentage of prepaid entries remitted to them in advance of the running of their show. These funds may only be used for the disbursement of prizemoney and expenses incurred after the event. No funds from entries collected and remitted pre-event may be used by the committee for any other purpose.

To apply for an advance remittance of prepaid entries, please submit your application on the appropriate form to [accounts@abcra.com.au](mailto:accounts@abcra.com.au). Forms are located on the web in the [Committee Tools Show Management documents](#).

Please be aware that the payment of prepaid advances is not automatic, and each application will be assessed on its individual merits.



## ABCRA MEMBERSHIP

**ALL Competitors/Participants/Personnel in all sanctioned ABCRA events must be, without exception, current Financial Members or Event Members of the ABCRA.**

No new Full Membership or Full Membership Renewal payments are to be taken by a Committee at any fixture.

All Full Membership payments (including renewals) must be conducted by a competitor by registering via [abcra.icompete.net](http://abcra.icompete.net)

### EVENT MEMBERSHIPS

Event memberships will in most cases be handled before your event within the iCompete pre-entry process.

If your committee has specified they will be taking day entries for Novice and Junior events, you may need to process an event membership.

All Event Membership payments MUST be recorded in a generic receipt book and a copy returned to Head Office with the event reconciliation.

- To have several copies on hand of
  - [1. Risk Warning & Waiver Form](#)
  - [2. Event Membership Parental Consent and Indemnity Form.](#)
- The completed forms MUST be returned by the Committee to ABCRA Head Office for file retention in the event that any claim or legal action is commenced.

### COMPLIMENTARY EVENT MEMBERSHIPS

A complimentary Event Membership can be used by the Committee at their discretion, as a reward to persons donating stock or services and voluntary helpers who may wish to participate at the fixture.

All event membership disqualify the competitor from receiving National Points for any results & earnings.

**Limit of six (6) complimentary Event Memberships per fixture.**

The Event Membership holder MUST sign a "[Risk Warning and Waiver Form](#)" before they participate. Receipts are to be issued for ALL complimentary Event Memberships clearly marked COMPLIMENTARY and the ABCRA copy forwarded to Head Office with the event reconciliation.

### COMPETITOR GATE ENTRY

**Committees can run a gate list report via iCompete**

1. Enter Committee iCompete profile
  2. Click on Programmes on side bar
  3. Select reports from appropriate Show
  4. Select Competitor list (CSV)
- ✓ Rodeo competitors competing at a venue receive free gate entry.
  - ✓ Campdraft competitors competing at a venue receive free gate entry except at Agricultural Shows.

Any competitor found manipulating the gate entry system shall be fined minimum of \$100.00

Gate entry refers to and includes competitor vehicle entry.

EVENT MEMBERSHIP TYPE	COST	INCLUDES	COMPETITOR MUST COMPLETE
Senior Event Memberships	\$45	(Includes \$15 Personal Accident Insurance Levy).	<a href="#">Risk Warning and Waiver Form</a>
Junior Event Memberships	(U18) \$20	(Includes \$5 Personal Accident Insurance Levy).	<a href="#">Risk Warning &amp; Waiver Form</a> <a href="#">Event Membership Parental Consent and Indemnity Form</a>

**NOTE:**

An Event Membership is valid for the duration of a specific Rodeo/Campdraft fixture ONLY.

All event memberships disqualify the competitor from receiving National Points for any results & earnings.

A NEW member of ABCRA may upgrade their Event Membership to a Full Membership within seven (7) working days of your fixture through ABCRA Head Office and the Event Membership fee will be deducted from the Full Membership fee providing their Event Membership receipt accompanies the membership application form.

*NOTE: A NEW member is someone who has previously never been a Full Member of the ABCRA.*

### COMMITTEES MUST ENSURE





## INFRINGEMENTS

### INFRINGEMENT NOTICES

Authorised persons to issue fines are MRC, Board Directors, Judges and Chute Bosses. Infringement notices are located [HERE for RODEO](#) [HERE for CAMPDRAFT](#)

Fine notifications are to be emailed or faxed to Head Office within 48 hours of the fixture. Infringements are to be paid by the competitor to the ABCRA Head Office within 28 days of issue.

FINE TYPE	FEE
Dress Code	\$50
Junior/Juveniles not wearing helmets	\$50
Inappropriate behaviour	\$100
Animal Welfare / Mistreatment of stock	\$250



# COMMITTEE HANDBOOK

## HAZARD & RISK SITE MAPS AND DAILY SITE INSPECTIONS

### 1. Hazard & Risk / Site Map plans

As an event organiser, you have a duty of care to both your attendees and your staff/Volunteers. The larger your event, the more detail required in your health and safety planning. But even for small events, it is an important consideration to take.

This means taking reasonable steps to prevent harm coming to anyone involved in your event and forward planning in case of any emergencies that could arise during your event. Conducting a risk assessment might seem like a daunting task, but it doesn't have to be a big, bureaucratic process — it's ultimately about being conscientious and prepared.

Follow this guide to identify potential hazards in your event and take the necessary steps to protect yourself and others.

Once you have completed your Hazard and Risk and Site Map form, please return these to Head Office 3 weeks PRIOR to your event.

[Rodeo Hazard and Risk forms HERE](#)

[Campdraft Hazard and Risk forms HERE](#)

#### Assess the suitability of your venue

Start with a written profile of your event, including all the events that will take place and the estimated audience size and demographics (i.e. children, the elderly or disabled will have different needs). With this in mind, visit your event venue to assess its suitability.

Once you have confirmed the suitability of your venue, draft a site plan indicating where the structures, facilities, fencing lines, entrances, and exits will be. Make the plan available to all contractors, suppliers, and staff working on the event.

#### Factors you need to consider are:

<b>Capacity</b>	Can your attendees be safely accommodated inside the venue? Will they be standing or seated? Is there room to move? Are there areas where overcrowding could occur?
<b>Access</b>	Is there sufficient access to the event site/venue for pedestrians, animals and vehicles? Are people with disabilities, wheelchairs or pushchairs able to access the venue? Are there enough emergency exits?
<b>Hazards</b>	Does the site have any existing hazards, such as overhead electric powerlines or buried services that your structures could interfere with? Is it prone to flooding, high winds, or in a potential bushfire zone? Consider ground conditions and areas when positioning any temporary structures.
<b>Facilities</b>	How far away are the nearest hospital and fire station? What are the public transport links like? Consider the facilities/services you need for your event.

### 2. Site inspection checklist

A Site Inspection Checklist is to be completed by the Committee EVERY DAY of the event on separate forms and submitted to Head Office via email [general@abcra.com.au](mailto:general@abcra.com.au) after your event.

[Rodeo Site inspection checklist forms HERE](#)

[Campdraft Site Inspection Checklist forms HERE](#)

# COMMITTEE HANDBOOK



## HAZARD & RISK SITE MAPS AND DAILY SITE INSPECTIONS



EXAMPLE ONLY

### Hazard & Risk Assessment Form

EVENT TITLE/NAME: **EXAMPLE** \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

ON BEHALF OF THE COMMITTEE OF THE (insert committee name) \_\_\_\_\_, AN AFFILIATE OF THE ABCRA.

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
Civil Disturbance Animal Activist activity	Injury to staff & public. Disruption of event	L	Use of security contractors	L	ABCRA
Armed/Dangerous intruder	Injury to staff & public	L	Security and police on ground while event running. Security monitoring bar area at all times.	L	Police Security
Drunk/Rowdy behaviour	Potential injury to staff, public and competitors	L	Security monitoring bar area at all time. All staff behind bar must have RSA. Bar staff instructed to refuse service to anyone showing signs of excessive drunkenness or rowdy behaviour.	L	Bar Staff Security
Broken glass, litter etc.	Potential cuts & lacerations. Staff, Spectators and animals	L	No glass being sold on grounds. Contractor cleaners to check and remove bins once full.	L	Contractor cleaner
Ground surface	Injury to competitors, animals, spectators	L	Area surface is well watered and raked. Venue staff to ensure grounds are safe by doing daily inspections	L	ABCRA Venue Staff
Stable areas	Injury to persons or horses. Strong smells Blockage of walkways. Health hazards.	L	Signage up to keep walk ways clear. In case of emergency a contact phone number for the Venue's Maintenance, Ground and Stable Surfaces clear of hazards	L	Venue staff
External Emergency	Potential injuries to public and staff	L	Contact the appropriate emergency services. Follow instructions from authorities	L	ABCRA Venue Staff

# COMMITTEE HANDBOOK

ABCRA  
Tradition • Pride • Spirit

## HAZARD & RISK SITE MAPS AND DAILY SITE INSPECTIONS

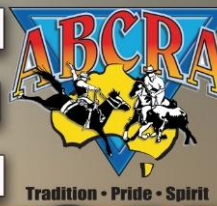


**EXAMPLE**

### Hazard & Risk Assessment Form

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
Electrical cords for camping	Injury to persons Power failure	L	All Electrical cord are to be tested and tagged. All Electrical cord are to be coved appropriately coming from power outlets.	L	Venue Mainitance Staff Safety Officer
Fire	Burn injury & loss if fire breaks out	L	Emergancy protocols Call 000	L	ABCRA Venue Staff
Weather extremes	Cold/heat induced illness. Dehydration. Participants with inappropriate clothing.	M	Medical Staff for both humans and animals are on ground whilst event running. Shaded areas avaiable, Water available all over grounds. Stock yards are supplied with water Troughs	L	ABCRA Medical Staff Venue Staff
Wind/Storm	Injury to public, staff, animals from flying debris/falling objects.	L	Medical Staff for both Humans and animals are on ground whilst event running All potential flying objects and banners to be secured strongly and if they start to become loose they are to removed straight away. All Organic debris removed by Venue Staff.	L	ABCRA Medical Staff Venue Staff
Dust	Poor vision Breathing difficulties Equipment failure Stock comfort Spectator comfort Competitors comfort	M	The Following areas are to be kept watered during the event Warm up area Stock holding areas  Medical staff for both humans and animals are on grounds whilst event running	L	Medical Staff ABCRA Venue Staff
Rain	Flooded drains Slippery surfaces Bogged vehicles Damage to traders goods	L	Grounds to be inspected for safety ABCRA to call off events if deemed unsafe Gravel roads to be closed off untill made safe by venue staff	L	ABCRA Venue Staff
Loss of crowd control and overcrowding	Bodily injury. Injuries to public due to crushing and panic. General discomfort. Injury from horses	L	Spectators are unable to enter competitor areas without wristbands. First aid on site at all times	L	ABCRA

# COMMITTEE HANDBOOK



## HAZARD & RISK SITE MAPS AND DAILY SITE INSPECTIONS



**EXAMPLE**

### Hazard & Risk Assessment Form

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
Major Equipment Movement	Staff carrying large or awkward objects bumping into patrons – causing injury.	L	All Awkward/ Large objects to be moved prior to event starting with the guidance of safety officers	L	ABCRA
Medical Emergency. Emergency vehicles. Access to the event.	Potential further injuries to public and staff.	L	Signed posted around the site for designated emergency personnel	L	ABCRA
Suitable Landing Area for Rescue Helicopter	Emergency vehicles unable to enter event site due to structures or crowds.	L	Designated driveway for emergency vehicles only away from other driveways and crowd areas	L	VenueStaff ABCRA
Missing Person Lost Child	Trauma to those directly involved.	L	ABCRA Event office to be designated as location to report missing person. ABCRA staff will put an announcement over loud speaker Liaise with Victims. Their will be first aid if required.( eg. shock) If person not found contact Police	L	ABCRA Venue Staff Police
Negative publicity. Result of emergency situation	Reputation damage to ABCRA, Committee, local Council & Authorities	L	Staff to notify E/O and President who will then notify the Police .All persons involved to be escorted from premises and not allowed back on site, get witnesses to speak to Police	L	E/O President Police
Noise	Noise induced hearing loss. Unpleasant surroundings causing aggravation.	L	Microphone and music levels to be tested prior to event starting All generators and other loud equipment to be placed away from spectators and competitors	L	Venue Staff Sound supplier
Structures, Scaffold, Fences, Marquees, etc collapsing	Crushing/fall injury to workers, public or participants	L	No Scaffold or other structures to be used during event. All fences/ect will be checked prior to event starting and if require to be replaced will be. Any Fences/Ect broken during to course if the event will be repaired or replaced immediately upon identification.	L	Venue Staff ABCRA
Erection of decorations (eg flags etc)	Falls from heights	L	Appropriate equipment to be used to suspend and remove all banners, flags ect. First aid on site	L	ABCRA



# HAZARD & RISK SITE MAPS AND DAILY SITE INSPECTIONS



## EXAMPLE

### Hazard & Risk Assessment Form

HAZARD	RISKS	RISK LEVEL	CONTROLS	RISK RESULT	RESPONSIBILITY
Plant/Equipment, Trucks	Injury to staff/public by dropping, falling, collapsing or being struck by moving equipment	L	All personnel used are to have the appropriate safety equipment and cards. Only hired staff to help with the loading and unloading of equipment.	L	ABCRA Hired Staff
Erection/Dismantle of Portable Panels	Injury to staff/workers	L	All building of panels ect to be done prior to the event starting. Minimum of two staff members per pannel. Pins to be secured prior to releasing panel. Dismantle on panels after event has finished.	L	ABCRA
Slips, Trips, Falls and Knocks	Bodily injury to public, workers or participants	L	Power leads to be either covered or raised above traffic. All event staff to ensure walkways are clear. Appropriate signage in place.	L	ABCRA
Toilet/Shower block blockage etc.	Inconvenience to public, staff, competitors. Potential health risks.	M	More than 1 amenities block available, Alert Venue Staff, Contact plumber restrict area, place signs showing nearest amenities block.	L	ABCRA Venue Staff Plumber
Broken water lines	Inconvenience to public Flooding Lack of water for stock. Arena surface.	M	Contact Venue Staff, Contact Plumber, close off affected area. Water truck on site for the event, therefore water in constant supply.	L	ABCRA Venus Staff Plumber Driver
Drought	Poor/no cattle available. Competitors unable to attend. Extreme dust. Lack of water. Excessive cattle hire. Extra expense in trucking cattle	L	Shaded areas with water troughs always available, contractors hired to provied livestock in sufficient condition to preform for event, Yards and Area surface watered thoughtout the duration of the event. Always additional holding areas forexcessive cattle	L	ABCRA
Vehicles/Trucks travelling within grounds	Injury to staff, animals & public	M	Designated areas for Vehicles to travel/Park within grounds. All of the grounds are signposted with speed limit. Cars that are found parking in wrong areas will be asked to move straight away.	L	ABCRA



# COMMITTEE HANDBOOK



## HAZARD & RISK SITE MAPS AND DAILY SITE INSPECTIONS



### Hazard & Risk Assessment Form

**EXAMPLE**

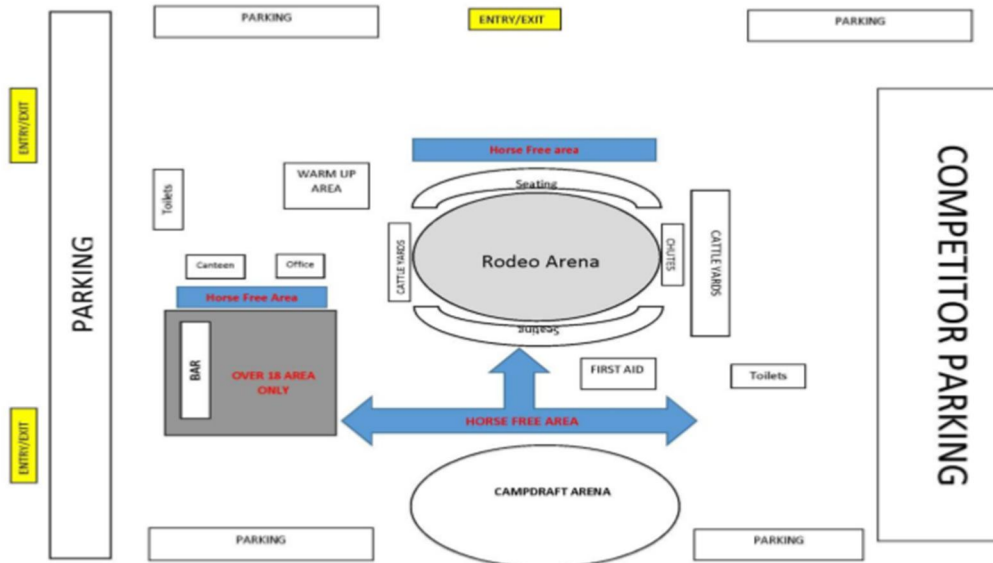
#### SITE MAP

A Site Map of your venue must be supplied to Head Office identifying all key areas outlined below:

- Warm Up/Competition areas
- Spectator areas – Grandstands/Seating areas.
- Competitor parking
- Public parking
- Horse Yards, Stables, and laneways.
- First Aid access

Please note, the site map can be hand drawn or published on a computer and does not have to be specifically to scale.

#### Site Map Example





# COMMITTEE HANDBOOK

## EVENT MANAGEMENT PERSONNEL

The Event Management plan will draw together your Site Inspection Checklist, Hazard & Risk, Site Map and Command and Control structure. The Command and Control structure for your event will clearly identify the roles and responsibilities of the Event Management team.

PERSONNEL ROLE	RESPONSIBILITIES
<b>Event Manager</b>	<ul style="list-style-type: none"> <li>✓ Responsible for the running venue and the overall event</li> <li>✓ Authority and control over all areas</li> </ul>
<b>Risk Manager or Safety Officer</b>	<ul style="list-style-type: none"> <li>✓ Responsible for overall risk management and the safety and welfare of all those attending the event (staff, participants, spectators etc)</li> <li>✓ Authority and control over all areas</li> <li>✓ Supports the Event Manager and Arena Director</li> <li>✓ Reports to the Event Manager</li> </ul>
<b>Arena Director</b>	<ul style="list-style-type: none"> <li>✓ Responsible for the competition arena including loaded chutes and timed event boxes</li> <li>✓ Authority and control over all competition areas including loaded chutes and timed event boxes</li> <li>✓ Reports to the Event Manager</li> </ul>
<b>Chute Boss</b>	<ul style="list-style-type: none"> <li>✓ Supports the Arena Director and directly responsible for welfare of competitor animals</li> <li>✓ Reports to the Arena Director</li> </ul>
<b>Assistant Arena Director</b>	<ul style="list-style-type: none"> <li>✓ Supports the Arena Director and Chute Boss and directly responsible for the management of competitor areas including camping and warm up areas.</li> <li>✓ Reports to the Arena Director</li> </ul>
<b>Primary Stock Contactor</b>	<ul style="list-style-type: none"> <li>✓ Responsible for contract stock, the operations of back yards/stockyards and the animal welfare of all contract stock</li> <li>✓ Authority and control over back yards/stockyards, race and stripping cutes</li> <li>✓ Supports the Arena Director and Chute Boss</li> <li>✓ Reports to the Arena Director</li> </ul>
<b>Additional Stock Contractors</b>	<ul style="list-style-type: none"> <li>✓ Required to support the Primary Stock Contractor and Arena Director</li> <li>✓ Reports to the Primary Stock Contractor</li> </ul>
<b>Customer Support Officer</b>	<ul style="list-style-type: none"> <li>✓ Supports the Event Manager and responsible for spectator access and seating areas Reports to the Event Manager</li> </ul>
<b>Vendor Services</b>	<ul style="list-style-type: none"> <li>✓ Supports the Event Manager and responsible for overseeing external vendors including food services providers, static displays etc.</li> <li>✓ Reports to the Event Manager</li> </ul>

Please complete the ABCRA Personnel List and return to Head Office with all other Pre-Event documents.

[Rodeo personnel list HERE](#)

[Campdraft Personnel list HERE](#)

We strongly advise that you display the completed Command and Control structure in key areas during your event (e.g. Secretary Office)





## EVENT MANAGEMENT PERSONNEL

### GUIDELINES FOR SELECTING CHUTE BOSSES

The role of the chute boss is most important in the running of a smooth fast rodeo performance. It takes decisiveness and enthusiasm. A good chute boss should be clearly audible, yet showing regard for contestants and contractors. Here are some important guidelines to help become a competent chute boss.

1. Chute boss must be a **full financial member** and must be dressed in full western attire and police others to do so.
2. It is recommended to have a chute boss for each rough stock and time event ends.
3. During chute draw events (eg novice/ steer rides) the chute boss where possible should audibly call contestants in order of the sheet draws, top to bottom into relevant chute numbers.
4. Contestants will be disqualified for not being ready to contest when their name is called. The contestant will be called 3 times by the chute boss. If they do not present themselves they will be disqualified.
5. A chute boss should make sure the next contestant is aboard his head of stock with their glove on (where applicable) and the riders gear in a ready state.
6. Chute boss is to aid the judges in making sure that novice and under 18 contestants have helmets and vests on and fitted correctly. In the Novice bareback events the chute boss must ensure that the horses have a headcollar on.
7. In rough stock events, the chute boss should liaise with the contractor or check the stock brand to ensure contestant is called to correct head of stock.
8. The chute boss should ensure that the arena is clear before allowing the next contestant to nod.
9. The chute boss should liaise with the judges and announcer to make sure that the scores are not confused on the sheets.
10. In the event of a re-ride in open events, the chute boss should consult judges as to which re-ride stock will be awarded to the competitor. He then liaises with the contractor and contestant as to which head of stock will be used and when that head of stock will be taken.
11. In all events the chute boss should be aware of illegal gear, including spurs, rowels.
12. In time events the chute boss can officiate a stock draw with a judge.
13. Time event stock are not always run up in the correct order, therefore it is mandatory that the chute boss checks the stock's number before calling the contestant into the box and check that the arena is clear.
14. The chute boss must audibly call contestants 3 times before turning the head of stock out.
15. The chute boss should check the stock numbers and prepare the next contestant to be ready 1-2 runs prior.
16. During the barrel race the chute boss must ensure the arena is clear and that all the barrels are standing correctly prior to commencing the next run.



## EVENT MANAGEMENT PERSONNEL

### GUIDELINES FOR SELECTING TIMEKEEPERS

Time keeping is a very important part in ensuring the correct placing's in time events at a rodeo. It requires alertness and concentration. Here are some important guidelines to follow to help become a capable timer.

1. **There must be two timekeepers at all times, dressed appropriately in western attire. One timekeeper must be approved. ([see rule book](#))**
2. Check the stopwatches are working properly before event commencement.
3. Timekeepers who start timing an event must continue the timing for that event until all rounds are completed. It is preferred to have the same timekeepers for the whole rodeo.
4. Both timekeepers are to be positioned on the same side of the time event box that the barrier is drawn across. Timers should be positioned with a clear view of the barrier and the judge a clear view of the competitor.
5. Timers should start the clock when the barrier rope releases or horse breaks the barrier string.
6. Timers should stop the clock when the flag judge drops the flag or if the steer escapes the arena.
7. Both timers' scores should be written down on the judge's sheets by one of the timers.
8. Any penalties incurred (either barrier or field penalties) are to be written on the sheet immediately.
9. Any time discrepancies are to be noted to the barrier judge as soon as possible.
10. If there is more than 0.5second difference between clocks the barrier judge needs to be notified immediately.
11. In team roping, the roping partner must be written in the column provided with a (B) in the column provided for the header in the team. Be vigilant as to whose run it is according to the sheets as competitors get to run twice.
12. In steer wrestling and steer undecorating, the hazers name must be written in the column provided.
13. Hazers MUST advise the timekeeper of the horse's details, horse registration number and horse's name, prior to or immediately after the completion of the run.
14. If not sure whose run it is, consult the barrier judge or chute boss immediately to ensure no mistakes.
15. At the completion of the event the barrier judge should check and sign sheets before handing to the office.



## EVENT MANAGEMENT PERSONNEL

### GUIDELINES FOR SELECTION OF A TIME EVENT GATE OPENER

Patience, concentration and alertness are the keys to a capable gate person. To ensure a smooth-running event here are some important guidelines to follow to help become a competent gate person.

1. Gate person must arrive before the first time event (in full western attire) in time to test the gate latch etc. prior to loading stock.
2. The gate person who starts the event must continue until all rounds of that event are completed. It is preferred to have the same gate person throughout the whole rodeo.
3. The competitor will be using the box that barrier rope is drawn across.
4. At all times watch the contestant only and watch for his/her nod.
5. Do not be distracted by others around you.
6. If unsure of a contestant's nod or gate fails, doesn't open; wait for a second nod from the contestant.
7. Be consistent with gate latch throughout the competition.



# AMBULANCE AND MEDICAL STAFF REQUIREMENTS

For all Committee related rules please refer to the Committee section of the [ABCRA rule book](#). Excerpts below. **A levy per entry (to a maximum set by the Board) may be charged by committees as cost recovery for the provision of approved medical attendants.**

## Com.15. Ambulance/Medical Staff Requirements

### COMPETITIVE EVENTS

A Committee is to make arrangements for an ambulance or suitably accredited medical officers to be in attendance on the grounds throughout a competitive Campdraft, Rodeo or other competitive fixture sanctioned by ABCRA.

Should an ambulance have to leave the grounds the Committee shall not allow the Rodeo or fixture to proceed until another ambulance or alternative suitably qualified medical assistance is available.

All premises must have an effective communication link for contacting emergency services. All officials and staff should be aware of the location of the communication link.

Committees must supply to Head Office, prior to your campdraft or rodeo, the following information;

1. The name of the alternate medical aid you will have at your campdraft or rodeo, e.g. St Johns Ambulance, SES, etc.
2. A list of the personnel of these organisations, their qualifications and the equipment they will be carrying, bearing in mind they must have resuscitation equipment and be qualified in the use of such equipment.

### TRAINING DAYS

For Training/Clinic Days there is a medical intervention matrix which sets out the requirements for Medical Staff depending on the type of sport, the number of participants and the proximity to the nearest emergency care facility.

A committee must adhere to the Training Day Medical Intervention Matrix when assessing the appropriate medical service required at any type of training day.

All premises must have an effective communication link for contacting emergency services. All officials and staff should be aware of the location of the communication link.

Prior to conducting any Training Day, a committee must complete a Training Day Date Application form which is to be forwarded to ABCRA for approval and must contain the following details;

- a) The type of training day.
- b) An accurate estimate of the number of participants
- c) The type of and distance to the nearest Emergency Medical Care Facility.
- d) The type of medical Intervention to be used.
- e) A copy of the qualifications of the person that will act on the day.
- f) The effective method of communication for contacting emergency services NOTE: Not required if an ambulance or commercial Paramedic is used.

Medical Intervention Matrix		Event Type							
		Campdrafting Barrel Racing Roping Events Team Penning Ranch Sorting			Junior Rough Stock Steer Wrestling Steer Undecorating			Senior Rough Stock	
	Risk Level	Low			Medium			High	
	# Participants	< 15	16 -55	> 55	< 10	10 - 25	> 25	< 10	10 +
Distance to nearest Emergency Care Facility	< 40 km	QFA	AFA	AFA + Resuc	AFA	AFA	AFA + Resuc	AFA + Resuc	COM
	40 - 100 km	AFA	AFA + Resuc	COM	AFA	AFA + Resuc	COM	AFA + Resuc	COM
	100 + km	AFA + Resuc	AFA + Resuc or COM	COM	AFA + Resuc	AFA + Resuc	COM	COM	COM

- Legend**
- QFA Qualified First Aid (Minimum Senior)
  - AFA Advanced First Aid
  - + Resuc Plus Resuscitation Equipment used by Qualified Personnel
  - COM Ambulance/ Commercial Paramedic
- Definitions**
- Emergency Care Facility Means Hospital or Emergency Centre and ready access to Ambulance and/or Rescue Helicopter



## ARENA SURFACE GUIDELINES

### Arena Guidelines

Rodeo arena-size – Minimum 35 metres from bucking chutes to opposite fence and a minimum of 70 metres from time event box to opposite fence.  
 Rodeo arena fence – Minimum 1.8 metres high

Campdraft arena fence – Minimum 1.6 metres high

### Preparing your ground for an ABCRA affiliated event

The information provided is a guide for you to meet the requirements of the ABCRA insurance which in place will provide the safety of competitors and horses.

You will need a tractor with an attachment i.e. (disc plough, scarifier, ripper) the type of implement will, of course, depend on what you have available and the type of ground you have to work with.

### Barrel Racing event

You will be required to drag/work your barrel race pattern during your event to give each contestant an equal opportunity at the same ground. This will also depend on what type of ground you have. The result you are looking for is to keep furrows around the barrels as minimal as possible the deeper the furrows there is more chance for injury and slower times. We suggest you work your pattern on clay-based soils after every 5 to 10 contestants, sandy loam 5 to 10 and natural sand after 5 as the track will get heavy on natural sand.

### Indoor arena's

As with all arena's you need to find out what is underneath. With a lot of indoor arenas, they are set up to host a wide variety of events. The base of the arena is usually set very hard sometimes even concrete. This can still be made into a good surface it requires a lot more effort on the part of the organizers. For hard based surfaces that cannot be ripped with an implement, enough clay type soil dampened will need to be laid over the hard surface followed by loam or sand to add cushioning for livestock. For those arenas that have a wooden or concrete base at least 300mm of dampened

clay followed by sandy loam, the clay would need to be packed while damp to hold its position, sandbags are found to work well followed by dampened clay then sandy loam.

### What type of ground do you have?

The first question is determining what type of ground you have to work with, some examples: - clay, natural sand and sandy loam.

CLAY BASED SOILS
<p>This type of soils tend to pack this will make it difficult for a horse to find any grip in the turns. We are not talking about what the top of the ground looks like we need to get down to the hard base. A scarifier or ripper should be used to break up that hard surface underneath, down about 152mm or 178mm. The arena should be worked in both directions to bust up the ridges that have been left from the first rip. Once your arena has been worked both ways a set of harrows or some sort of drag implement should be used to level the surface safe from any ruts made from the tractor, rocks or clods.</p>

NATURAL SAND	SANDY LOAM
<p>This type of surface does not have a hard base so would not require the use of a plough etc, it will require water to hold the sand together. The amount of water will depend on the type of sand. The surface may need to be levelled out.</p>	<p>This type of surface will require the use of an implement to break up the ground but to a depth of about 127mm to 152mm as long as there is not a hardpan underneath. The sandy loam should offer enough support to livestock.</p>



# ABCRA ANIMAL WELFARE STANDARD OPERATING PROCEDURE

## 1. INTRODUCTION

*Animals used in Rodeo, Campdrafting and allied events receive unequalled care and attention, however, there are rare occasions when an animal may sustain an injury and/or has to be euthanised.*

*ABCRA recognises and takes seriously its obligation concerning the welfare of all livestock used in the sports it administers and fixtures it sanctions.*

*ABCRA Committees should provide safe accommodations for all event stock and should be prepared to handle any animal welfare matters and animal rights issues promptly, professionally, and compassionately.*

*ABCRA is officially recognised under the [NSW code of practice for animals used in rodeo events](#). Ensure you are familiar of any local or state animal welfare requirements See rule book for [ABCRA Animal Welfare Code Rodeo](#)*

*Committees should appoint a spokesperson to handle any animal/livestock inquiries including those from TV, radio, social media etc. The nominated person can contact Head Office with any questions or queries they have after familiarising with the above codes. This will ensure they know current animal welfare standards and policies.*

*The below **Standard Operating Procedure (SOP)** is to be used as the principal guide for such occasions. It is recognised that this SOP may not cover ALL contingencies and circumstances and it may alter courses of action. Therefore the SOP has some flexibility in relation to individual venues and is to be used as a guide to best practice in this field.*

## 2. VETERINARIAN ATTENDANCE

- 2.1 Some States demand by law, the presence of a registered Veterinarian at all Rodeos which includes Rodeo Schools/Training Days. This is not the case with Campdrafting, Ranch Sorting and similar sports.
- 2.2 Where attendance is not a requirement by law at a Rodeo and a veterinarian is not able to be present, one must at a minimum be on call. A current listing of veterinarians for your area are available by visiting the relevant state link below.

NSW: [Veterinary Practitioners Board of NSW](#).  
 QLD: [QLD Veterinary Surgeons Board](#)

WA: [Veterinary Surgeons Board WA](#)  
 SA: [Veterinary Surgeons Board of SA](#)  
 VIC: [Veterinary Practitioners Registration Board of Victoria](#)  
 NT: [Veterinary Board of the NT](#)

- 2.3 Where a registered Veterinarian is not present, there should be a competent stock person often referred to in Codes of Practice as a 'Livestock Supervisor' present who has responsibility for the welfare of all livestock.
- 2.4 This person is independent of the Stock Contractor/s.
- 2.5 In all other fixtures, it must be considered best practice, to advise a registered Veterinarian of the fixture and have them on call.

## 3. RESPONSIBLE PERSONS

- 3.1 There should be a clear line of authority made prior to the commencement of a fixture as to who will provide direction and make decisions where stock are injured or require euthanising and extraction from arena.
- 3.2 In Rodeo, a Stock Contractor, being the owner of the livestock, has primary responsibility for the welfare of their stock and any decision without the advice of a registered Veterinarian should be made in tandem.
- 3.3 Where a registered Veterinarian is present, they will make decisions regarding welfare and treatment of injured animals, however, decisions regarding extraction should be made by the nominated person in charge being the Stock Contractor and/or Livestock Supervisor using this SOP.
- 3.4 Where there are multiple contractors the primary contractor should be nominated and assume that responsibility.
- 3.5 All Officials should be aware of this plan, have a copy and know who is responsible for its execution prior to the commencement of the Rodeo.
- 3.6 In all other fixtures, an accomplished stockperson MUST be on hand and readily available to assist in the confinement or removal of injured livestock from the arena to a suitable facility where they can be treated/euthanised.



# ABCRA ANIMAL WELFARE STANDARD OPERATING PROCEDURE

## 4. MANAGEMENT OF INJURED/EUTHANISED ANIMALS

- 4.1 Accomplished stockpersons **MUST** be on hand and readily available to assist in the confinement or removal of injured livestock from the arena to a suitable facility where they can be treated. A stockpersons principal aim should be to restrict the movement of the injured animal to the greatest extent possible.
- 4.2 All reasonable attempts should be made to entice an injured animal to move to secure facilities of their own accord.
- 4.3 In Rodeo, it is recommended that stockpersons should be mounted, carry a rope and be capable of roping and handling a large animal and as calmly as possible coach it to secure facilities for treatment.
- 4.4 Livestock that are frequently housed or grazed with animals being used, particularly in Rodeo, **MUST** be readily available to be released into arena to settle injured livestock if required.
- 4.5 In the event that an injured animal cannot be or is unable to be enticed to leave the arena, a suitable vehicle and conveyance **MUST** be available at all times to remove injured livestock, livestock that has died or has been euthanized from the arena. The most suitable conveyance is a rubber belt sled however in certain situations an enclosed horse float/trailer may be more suitable.
- 4.6 A screen **MUST** be on hand and **USED** to obscure the view of participants/public when treating or euthanizing injured livestock in the arena or any other location on the venue
- 4.7 In situations where an injured animal cannot be removed from an arena within a reasonable time frame and a registered Veterinarian is in attendance and in possession of a 'jabstick' injector, it may be used providing the Veterinarian or nominated person is capable and confident that they can administer the drug in a safe manner and without causing further stress and discomfort to the injured animal.

## 5. EUTHANASIA

- 5.1 Where a Veterinarian is in attendance, they will have sole discretion in relation to the method of euthanasia.
- 5.2 Where there is no veterinarian in attendance, a captive bolt gun, firearm (where permitted by law) or lethal injection may be used by suitably licensed/qualified people to euthanize a seriously injured animal.

Due care should be given in the choice of method of euthanasia by taking into account the reduction/elimination of any suffering to the animal and the effect/impact of the method of euthanasia on any participants/spectators or attendees at the fixture.

## 6. REPORTING

- 6.1 All injuries to animals **MUST** be reported to ABCRA Head Office using the Animal Welfare Report Form.
- 6.2 The report **MUST** clearly state the nature of any injury to an animal and what course of action was taken in relation to the treatment of the animal. This applies also to any animal euthanised as a result of any injury or any animal that dies of other causes during a fixture.

## 7. RECOMMENDED CATTLE WEIGHT FOR STEER RIDES

To assist Committees in obtaining suitable stock for steer rides, the Rodeo Members Representative Council make the following stock weight recommendations:

*Please note: Under the Prevention of Cruelty to Animals (General) Regulations, Rodeo Code of Practice. 2.7 The minimum weight applying to cattle used in 8U11 Jnr Steer riding events is 200 Kg, with a maximum rider weight of 40 Kg. It is an offence to use cattle under this minimum weight. The Chute Boss must make every attempt to match suitable cattle to the size of the rider to prevent "over-riding" of an animal.*

EVENT	WEIGHT
Under 8 yrs steer ride	minimum 200 Kg
8 to under 11 yrs steer ride	200 kg to 250 Kg
11 to under 14 yrs steer ride	300 Kg to 400 kg
14 to under 18 yrs steer ride	400 kg to 500 kg

### RRS.14. Junior Steer riding stock

It is recommended that Committees use contracted Junior steer riding stock where possible

Please contact Head Office or your MRC Director if you have any queries about this.



## LIQUOR LICENSE, SPONSORSHIP AND PROMOTING YOUR EVENT

### LIQUOR LICENSE

***Committees will find their Liquor Licence applications will be screened very thoroughly by their local courthouse/local licensing police. Head Office urges all Committees to consider the following:-***

1. The onus is on the nominated Committee person to apply/chase up the licence for the function. Make sure your application is in a minimum of at least six (6) weeks before your event.
2. All Committee persons involved with bar operations are required to complete an approved and accredited "Responsible Service of Alcohol" course. When completed the person will have a nationally recognised qualification via a Statement of Attainment.  
There are several training providers but we recommend TAFE in NSW.

There is a requirement that one licensed security person be retained for every 100 people in attendance at the licenced area of your event. Our Public Liability Insurance policy requires that we provide them with the name of your Bar Licensee on your Personnel Sheet located in Show management documents at <https://www.abcra.com.au/committee-tools>

### SPONSORSHIP

Sponsorship is an integral component of running a Committee event and can assist with defraying the costs of production.

Sponsorship can be provided in many ways -cash/money, goods in kind & services in kind.

It is suggested that your Committee designates this role to a committee member and when approaching a business or person for sponsorship your committee should provide a sponsorship proposal outlining your event, why the business would benefit from supporting your event and your expectations.

The proposal should be professionally formatted and include any relevant event information and how your committee/event will recognise the sponsorship – advertising, banners, logos etc.

Template agreement for the supply of items can be located in the Show management documents <https://www.abcra.com.au/committee-tools>

It is also becoming common for events to provide their Sponsors and other guests with a VIP experience during the event. A marquee or area for VIP's to enjoy food and refreshments while enjoying the thrills and excitement of your event. This is a great way for your Committee to say thank you to their sponsors and show their appreciation.

If your committee would like guidance or help to assemble a sponsorship package or proposal contact us: [marketing@abcra.com.au](mailto:marketing@abcra.com.au)





## LIQUOR LICENSE, SPONSORSHIP AND PROMOTING YOUR EVENT

### PROMOTING YOUR EVENT

Dedicated, organised promotion is perhaps the most important work you can do to guarantee a successful event.

There are four distinct areas of promotion for your event – public relations, advertising, publicity and online presence.

The ABCRA is dedicated to ensuring our committees have the resources, knowledge and skills to successfully promote their events and offer support.

As the majority of our Committees are hardworking Volunteers the ABCRA offer the support and guidance of our Marketing & Sponsorship Co-ordinator. Please email [marketing@abcra.com.au](mailto:marketing@abcra.com.au) with any questions or recommendations for promoting your events.

*The use of the ABCRA logo on any marketing material, merchandise, and social media must be approved by Head Office.*

Contact [general@abcra.com.au](mailto:general@abcra.com.au) to obtain a copy of the ABCRA logo in your required format.

Listed below are some resources and options to market and promote your events:

#### ✓ Facebook & Social Media

Social media is a must, it's free and it's effective. If you don't already have a Facebook page for your event you can easily create one. Here's a helpful [link](#) with step by step instructions to create a business Facebook page: From your Committee/Event Facebook page we can share your posts, information and photos to our ABCRA Page with a following of more than 16,000 your event is sure to be recognised.

#### ✓ TV & Radio Commercials

Get in contact with your local radio and TV stations. If TV is out of your marketing budget, Radio ads are cost-effective and a great source of advertisement. Not only can you promote the show dates you can do ticket giveaways, interviews with local committee people or competitors.

#### ✓ ABCRA Magazine

All events must be advertised in our magazine. With more than 3,000 magazines printed each month your event is sure to be recognised by our competitors and spectators.

#### ✓ Local Newspapers

Advertise and promote your upcoming event through your local newspapers - include photos, event dates etc.

#### ✓ Posters, Flyers and other printed material

Printed flyers, posters and other marketing material are great to market your event in the community. Most local businesses are happy to hang posters in their workplaces, offices, reception areas etc. DL sized flyers are also great to leave with businesses for the public to pick up and take with them. Perfect for motels, letterbox drops, schools, pubs, reception areas.

#### ✓ Banners & Corflute

Large event banners displaying your event name, dates, location etc. can be displaying in prominent, well-recognised areas of your community.

Smaller sized corflute (real estate for sale sign size) are another cost-effective source of advertisement for your event.

To get the most value out of your banners and corflute reuse these for your next event and simply change the event dates along with any other necessary information.

Long term partner and sponsor of the ABCRA, [Impulse Print](#) offer a wide variety of marketing and promotional materials from banners to business cards, signage and stationery, Impulse Print's quality and assistance is second to none.

Contact Lauren or Paul today and let them know you are an ABCRA Committee.

Website: <https://www.impulseprint.com.au/>

Phone: 02 4976 2450

Email: [sales@impulseprint.com.au](mailto:sales@impulseprint.com.au)



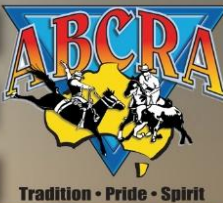
## MANDATORY SIGNAGE

Each Committee is supplied with mandatory signage which must be printed and displayed at your event.

The signage outlines specific rules, policies and requirements that must be adhered to by Competitors and event attendees. See show management document at <https://www.abcra.com.au/committee-tools> for download of the Mandatory Signage.

*The signs are recommended to be displayed in the following locations:*

SIGN	EVENT ENTRANCE	ARENA FENCE	CAMP	BACKYARDS	CHUTES	OFFICE	NOTES
Animal Welfare	✓	✓	✓	✓	✓	✓	
Copy Right Notice	✓	✓	✓	✓	✓	✓	
Encouragement Riders (Campdraft)		✓	✓	✓		✓	
Novice & Junior Competitors (Rodeo)		✓	✓	✓	✓	✓	
Helmets U18 (ALL Events)		✓	✓	✓	✓	✓	
Helmets Training Days/Schools		✓	✓	✓	✓	✓	
Notice to Visitors	✓	✓					
No Entry – Restricted Access							Applicable areas



# COMMITTEE HANDBOOK

## RESULTS AND PAYOUTS

### RODEO

It is a recommendation that in events where there are more than 15 contestants all advertised prizemoney be paid out.

**Non Event** - If there are no scores recorded or no times recorded, the event is classed as a non-event. It is the option of the Committee to re-run the event in order to distribute the prize money but no points will be awarded for National Rodeo All Round or National Points.

If the event is not re-run, all added money shall be refunded.

**ALL EVENTS PAY OUT 5 WAYS REGARDLESS OF TOTAL PRIZEMONEY.** This applies to all events except Team Roping. All Junior and Novice events pay out 5 ways regardless of total prizemoney.

Use the below table to determine payout splits if less than 5 competitors have qualified.

PRIZE MONEY BREAKUP RODEO PAYOUT PERCENTAGES	
One way	100%
Two way	60% / 40%
Three Way	50% / 30% / 20%
Four Way	40% / 30% / 20% / 10%
Five Way	37% / 27% / 19% / 10% / 7%

### TEAM ROPING

TEAM ROPING PAYOUT PER ROUND	
300 - \$500	3 ways
\$501 - \$1500	4 ways
\$1501+	5 ways

If Team Roping prizemoney exceeds \$1,000, the committee may choose to allow 1 run per team. When only 1 run for Team Roping and prizemoney is over \$1,000, winners to be allocated five (5) points for a win, 4 points for 2nd, 3 points for 3rd, 2 points for 4th and 1 point for 5th to All Round standings.

Each competitor will only be charged a maximum of half of the 3% levy and stock levy.

### RODEO PRIZE MONEY RULES

#### 1. Multiple Go-rounds

- a. Rodeos with Two Full Go-rounds and Average. The go-rounds and the average pay the same (i.e. 33 and 1/3% of prize money goes to each go-round, and 33 and 1/3% goes to the average). Placings are then paid as per normal rodeo splits. (Minimum posted prize money must be at least \$900 per Open event).
- b. Rodeos with Three or More Go-rounds and an Average Divide the total prize money, for any particular event, by number of go-rounds plus the average. The answer will be the payout for the go-round. Twice the answer will be the payout for the average. The average is always double the go-round. (Minimum posted prize money must be at least \$300 per round and average). Placings are paid as per normal rodeo splits.

#### 2. Rodeos with Go-Round, Finals and Average Prize money total to be divided as follows.

Forty percent (40%) for the go-round  
 Forty percent (40%) for the average  
 Twenty percent (20%) for the finals.  
 Rodeo's that run events to this format must have at least \$900 posted prize money per event. Placings are then paid as per normal rodeo splits.

#### 3. One round and Final Round

60% / Final 40%

#### 4. Event with Qualifying Round/s and a Final

When a Rodeo Committee chooses to run an event with qualifying round/s and a final, only competitors who qualify will be entitled to compete in the final. No wildcard entries will be permitted to compete in the final round for prize money and /or points.

#### 5. Or as agreed to by the Board.



## RESULTS AND PAYOUTS

### CAMPDRAFT

It is recommended that prize money for Campdraft be divided up as follows:

PRIZEMONEY	PLACING	PAYOUT
Up to \$500	5 Placings	1 <sup>st</sup> 30% 2 <sup>nd</sup> 25% 3 <sup>rd</sup> 20% 4 <sup>th</sup> 15% 5 <sup>th</sup> 10%
\$500 - \$800	6 Placings	1 <sup>st</sup> 25% 2 <sup>nd</sup> 21% 3 <sup>rd</sup> 18% 4 <sup>th</sup> 15% 5 <sup>th</sup> 12% 6 <sup>th</sup> 9%
Over \$800	8 Placings	1 <sup>st</sup> 20% 2 <sup>nd</sup> 18% 3 <sup>rd</sup> 16% 4 <sup>th</sup> 14% 5 <sup>th</sup> 12% 6 <sup>th</sup> 10% 7 <sup>th</sup> 6% 8 <sup>th</sup> 4%

### Ground Splits of Jackpot, Sweepstakes, Voluntary Added Entries and Added Entries

In the event of no competitor qualifying in these events, the added entries are returned to the competitors.

### Jackpot/Sweepstakes:

The stock levy, trophy levies, and ambulance levy are to be taken out of the total entry fees paid.

Then, the remainder of the entry fees can be split – 60 % to the Competitor and 40 % to the Committee.



# COMMITTEE HANDBOOK

## GLOSSARY OF FEES

### COMMITTEE FEES

#### A. ABCRA Affiliation fees

Due: annually on 1<sup>st</sup> May.

How to pay: Committee affiliation renewals are conducted online via your Committee iCompete profile.

Please refer to our [Committee Affiliation renewal Tip Sheet](#) for detailed instruction.

ABCRA Affiliation Fees	
Year	2020/2021
Amount	\$460 + Administration Levies

#### B. ABCRA Show Day insurance fees

These Show fees are deducted during the Committee reconciliation process.

20/21 Day Insurance Fees per day			
Year	2019/2020		
	One Day	Two Days	More Than 2 Days
Campdraft	150.00	150.00	75.00
Rodeo	650.00	330.00	
Junior Rodeo	330.00	330.00	
Junior CD. Inc. Barrels & Steers	150.00	150.00	
Training Day - CD	150.00	150.00	
Training day - Rodeo	150.00	150.00	
Sporting/Gymkhana	150.00	150.00	
Team Penning	150.00	150.00	
Ranch Sorting	150.00	150.00	
Jackpot Time Events	150.00	150.00	



## GLOSSARY OF FEES

### SHOW FEES

Show fees are broken up into two categories and are deducted during the reconciliation process;

1. Committee Fees payable and 2. Competitor Levies payable.

#### 1. COMMITTEE FEES PAYABLE TO ABCRA

##### 1.1 ABCRA ADMINISTRATION FEE

ABCRA Administration Fee	<b>Rodeo</b>	<ul style="list-style-type: none"> <li>▪ \$2.75 is payable per Nomination up to a maximum of 160 Nominations.</li> <li>▪ If the total nominations are greater than 160, the maximum payment is capped at \$440.00.</li> <li>▪ There is no minimum Committee Administration Levy.</li> </ul>
	<b>Campdraft</b>	<ul style="list-style-type: none"> <li>▪ \$1.10 is payable per Nomination up to a maximum of 300 Nominations.</li> <li>▪ If the total nominations are greater than 300, the maximum payment is capped at \$330.00.</li> <li>▪ If the total nominations are less than 200, the minimum payment is capped at \$220.00.</li> </ul>

##### 1.2 ZONE CHARGES

###### Committee Zone Affiliation Fees

Zones set their affiliation fees each year at the zone AGM and are sent to the Board for final approval.

ABCRA collect Zone Affiliation fees and levies and remit back to the Zone on a monthly basis.

From 2021, Committee Zone affiliations will be processed during your online annual ABCRA Affiliation renewal.

ZONE	19/20 COMMITTEE ZONE AFFILIATION FEE
Central West	Combined with Zone Trophy levy
Eastern Zone	\$15.00
Hunter Zone	\$25.00
North West Zone	Combines with Zone trophy Levy
Northern Zone	\$25.00
North QLD Zone	\$120.00
Southern Zone	\$100.00
WA Zone	NIL
Far North Coast Zone	\$100.00
Mid North Coast Zone	\$100.00
South West QLD Zone	NIL
Border Zone	NIL due to drought



## GLOSSARY OF FEES

### 1.3 ZONE & CIRCUIT LEVIES 19/20

ZONE	CIRCUIT	RODEO CIRCUIT/ZONE TROPHY LEVY	ZONE TROPHY LEVY CAMPDRAFT	OTHER FEES
Central West	Bad Company Circuit	Senior \$1.65 Junior \$0.83	\$150 Full day \$75 half day	
Eastern Zone	Central Circuit	Senior \$1.65 Junior \$0.83	2% of posted prizemoney not including Add Back	
Hunter Zone	Central Circuit	Senior \$1.65 Junior \$0.83	\$75/day	
North West Zone	Bad Company Circuit	Senior \$1.65 Junior \$0.83	\$100.00 for 1 day \$150.00 for 2 days	
Northern Zone	Bad Company Circuit	Senior \$1.65 Junior \$0.83	2% of posted prizemoney not including Add Back	Barrel Racing Timer levy \$0.50/ run
North Qld Zone	Own zone circuit	<ul style="list-style-type: none"> <li>- \$6.00/entry – All events EXCEPT bullride and ladies barrel</li> <li>- \$6.50/entry- Open Bullride &amp; Ladies Barrel</li> <li>- \$5.50/ entry Juv Barrel/Steer/Bullride</li> <li>- \$5.00/entry JNR Breakaway Saddlebronc &amp; Steer</li> <li>- \$2.50/entry Junior barrel Race &gt;8, 8-u11, 11-u14</li> <li>- \$2.00/entry All other Junior events Except Mini Bulls</li> <li>- \$0.50/entry Mini Bull ride all ages</li> <li>- \$0.00/entry Novice Bull ride</li> </ul>	N/A	Barrel Racing Timer levy \$0.50/ run
Southern Zone	Own zone circuit	<ul style="list-style-type: none"> <li>- \$5.00/entry All open events</li> <li>- \$3.00/entry All novice events</li> <li>- \$1.00/entry all JNR/JUV events</li> </ul>		Barrel Racing Timer levy \$0.50/ run
Far North Coast	Central Circuit	Senior \$1.65 Junior \$0.83	\$0.50/entry Senior \$0.25/entry JUN/JUV	
Mid North Coast	Central Circuit	Senior \$1.65 Junior \$0.83		
South West QLD	Bad Company Circuit	Senior \$1.65 Junior \$0.83	NIL	
Border Zone	Bad Company Circuit	Senior \$1.65 Junior \$0.83		



## GLOSSARY OF FEES

### 2. COMPETITOR LEVIES PAYABLE

The following levies are collected via your show's competitor entry fees and are therefore NOT a direct cost to your committee. The below fees should be charged on top of Committee entry fees.

These levies have been set by the relevant Members Representative Council (MRC) in conjunction with the Board. These fees are accepted by members as a part of their membership terms & conditions when joining.

**a. ABCRA National Finals trophy levy**

These funds are retained by ABCRA to create a reserve of Competitor monies for National Titles and Awards. The current cost of this levy is \$4.40 per Run inc GST for seniors & \$1.93 inc GST for Juniors.

**b. Australian Championship Campdraft Trophy Levy**

(Campdraft Only) These funds are retained by ABCRA to create a reserve of Competitor monies for Awards and Titles relating to the Australian Championship Campdraft. The current cost of this levy is \$0.75 per Run.

**c. Zone/Circuit End of Year Trophy Levy**

These funds are collected by ABCRA on behalf of, and remitted to, the relevant Zone every month; these funds are retained by the Zone to create a reserve of Competitor monies for Zone Awards. *Each Zone carries its own unique levies; please ensure that the correct Reconciliation Statement for your Zone is used.*

Zone levies are determined annually at Zone AGM's. See next page for full details of Zone levy fees.

**d. Circuit Levy**

A per-Entry per-Event levy collected by ABCRA to create a reserve of Competitor monies for the Bad Company and Central Circuit awards; this levy is only collected for points awarded events. These levies are built into a competitors entry fee during your program development. See next page for full detail of Circuit levy fees.

**e. Barrel race timer levy**

A per-Run levy to create a reserve of Competitor monies for the maintenance and replacement of equipment, currently set at \$0.50 per run, and payable as follows:

<b>Committee Own Timers</b>	Retained by the Committee
<b>Zone's own Timers</b>	Collected by Head Office and paid to the relevant Zone
<b>ABCRA Timers</b>	Retained by ABCRA

*NB. the fillable reconciliation form defaults Barrel Timer Levies to the Head Office Timer calculation and will need to be adjusted as required for own or Zone Timer use.*





***At the completion of your Show, you will be required to **submit a Reconciliation Statement to Head Office WITHIN 7 Days** of the running of that Show.***

The reconciliation is broken up into two categories;

Committee Levies Payable

**(A)** and Competitor Levies Payable

**(B)**. See **Glossary of Fees** section in this handbook for a full description of fees and levies.

It is critical that you use the correct Reconciliation Statement for your zone; this will determine the unique levies payable for that Zone and/or Circuit.

Please download your Zone relevant fillable Excel form from the [Show Management Documents page](#)

**See examples in the following pages for each Rodeo, Campdraft & Training Days/Non Point Shows.**

# RODEO RECONCILIATION

**BAD COMPANY CIRCUIT**  
 FOR ZONES: Central West, North West, Border, South West QLD

**RODEO RECONCILIATION STATEMENT**

Committee: <b>COONAMBLE RODEO ASSOCIATION</b>	Event Date: <b>08/06/19</b>
---	-----------------------------

PLEASE COMPLETE THIS TABLE FIRST						CHECK AND/OR COMPLETE EACH SECTION AS REQUIRED														
EVENT	TOTAL PRIZEMONEY	# OF ONLINE ENTRIES	# OF ENTRIES ON THE DAY	-MEDICAL OUTS	TOTAL # NOMS	COMMITTEE CONTRIBUTION														
Saddle Bronc	\$3,260.00	18	0	0	18	<b>A</b> COMMITTEE ADMINISTRATION LEVY (per nomination) • If total nominations are greater than 160, the maximum payment is capped at \$440. • If total nominations are less than 160, Total Levy is calculated at \$2.75 per nomination. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <th>NO.</th> <th>LEVY</th> <th>TOTAL</th> </tr> <tr> <td>TOTAL NOMINATIONS</td> <td>280</td> <td>\$2.75</td> <td>\$770.00</td> </tr> <tr> <td>TOTAL ACTUAL CONTRIBUTION PAYABLE:</td> <td></td> <td></td> <td>\$440.00</td> </tr> </table>			NO.	LEVY	TOTAL	TOTAL NOMINATIONS	280	\$2.75	\$770.00	TOTAL ACTUAL CONTRIBUTION PAYABLE:			\$440.00	
NO.	LEVY	TOTAL																		
TOTAL NOMINATIONS	280	\$2.75	\$770.00																	
TOTAL ACTUAL CONTRIBUTION PAYABLE:			\$440.00																	
Bareback	\$1,990.00	7	0	0	7															
Bull Ride	\$3,190.00	17	0	0	17															
Steer Wrestling	\$3,180.00	24	0	0	24															
Rope & Tie	\$2,410.00	13	0	0	13															
Team Roping	\$4,160.00	38	0	1	37															
Steer Undecorating	\$3,040.00	22	0	0	22															
Breakaway Roping	\$3,670.00	31	0	0	31															
Ladies Barrel Race	\$3,250.00	25	0	0	25															
Open Event - Other					0				<b>B</b> ADMINISTRATION LEVY Payable by ALL competitors per Entry <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>Senior Entries (inc. Novice)</td> <td>207</td> <td>\$1.00</td> <td>\$207.00</td> </tr> <tr> <td>Junior Entries</td> <td>73</td> <td>\$0.50</td> <td>\$36.50</td> </tr> </table>			Senior Entries (inc. Novice)	207	\$1.00	\$207.00	Junior Entries	73	\$0.50	\$36.50	
Senior Entries (inc. Novice)	207	\$1.00	\$207.00																	
Junior Entries	73	\$0.50	\$36.50																	
Open Event - Other					0															
Open Event - Other					0															
Novice Saddle Bronc	\$890.00	13	0	0	13	<b>C</b> BARREL RACE TIMER LEVY Will default to Head Office timers; adjust as necessary <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>Head Office Timers</td> <td>60</td> <td>\$0.50</td> <td>\$30.00</td> </tr> <tr> <td>Zone Timers</td> <td>0</td> <td>\$0.50</td> <td>\$0.00</td> </tr> <tr> <td>Committee Timers</td> <td>0</td> <td>NIL Payable</td> <td>\$0.00</td> </tr> </table>			Head Office Timers	60	\$0.50	\$30.00	Zone Timers	0	\$0.50	\$0.00	Committee Timers	0	NIL Payable	\$0.00
Head Office Timers	60	\$0.50	\$30.00																	
Zone Timers	0	\$0.50	\$0.00																	
Committee Timers	0	NIL Payable	\$0.00																	
Novice Bareback					0															
Novice Bull Ride					0															
Novice Barrel Race					0	<b>D</b> ABCRA END OF YEAR TROPHY LEVY Excludes ALL Novice & No-points events <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>Open Events</td> <td>194</td> <td>\$4.40</td> <td>\$853.60</td> </tr> <tr> <td>Junior/Juvenile Events</td> <td>73</td> <td>\$1.93</td> <td>\$140.89</td> </tr> </table>			Open Events	194	\$4.40	\$853.60	Junior/Juvenile Events	73	\$1.93	\$140.89				
Open Events	194	\$4.40	\$853.60																	
Junior/Juvenile Events	73	\$1.93	\$140.89																	
Novice Event - Other					0															
Novice Event - Other					0															
Novice Event - Other					0	<b>E</b> CIRCUIT END OF YEAR TROPHY LEVY Excludes ALL Novice & No-points events <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>Open Events</td> <td>194</td> <td>\$1.65</td> <td>\$320.10</td> </tr> <tr> <td>Junior/Juvenile Events</td> <td>73</td> <td>\$0.83</td> <td>\$60.59</td> </tr> </table>			Open Events	194	\$1.65	\$320.10	Junior/Juvenile Events	73	\$0.83	\$60.59				
Open Events	194	\$1.65	\$320.10																	
Junior/Juvenile Events	73	\$0.83	\$60.59																	
Novice Event - Other					0															
Junior Steer 8-U11					0	<b>F</b> ZONE END OF YEAR TROPHY LEVY NOT APPLICABLE														
Junior Steer 11-U14	\$255.00	17	0	0	17															
Juv. Steer/Jnr Bull 14-U18					0															
Junior Barrel U11	\$210.00	14	0	0	14	<b>G</b> EVENT MEMBERSHIPS For nominations taken on the day ONLY; attach receipts and waivers <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>Senior Competitors</td> <td>0</td> <td>\$45.00</td> <td>\$0.00</td> </tr> <tr> <td>Junior/Juvenile Competitors</td> <td>0</td> <td>\$20.00</td> <td>\$0.00</td> </tr> </table>			Senior Competitors	0	\$45.00	\$0.00	Junior/Juvenile Competitors	0	\$20.00	\$0.00				
Senior Competitors	0	\$45.00	\$0.00																	
Junior/Juvenile Competitors	0	\$20.00	\$0.00																	
Junior Barrel 11-U14					0															
Juvenile Barrel 14-U18	\$345.00	23	0	2	21															
Junior Breakaway					0	<b>RECONCILIATION SUMMARY</b> <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>TOTAL COMMITTEE CONTRIBUTIONS PAYABLE (A)</td> <td>\$440.00</td> </tr> <tr> <td>TOTAL COMPETITOR CONTRIBUTIONS PAYABLE (B-G)</td> <td>\$1,648.68</td> </tr> <tr> <td>TOTAL RECONCILIATION CONTRIBUTIONS PAYABLE</td> <td>\$2,088.68</td> </tr> </table>			TOTAL COMMITTEE CONTRIBUTIONS PAYABLE (A)	\$440.00	TOTAL COMPETITOR CONTRIBUTIONS PAYABLE (B-G)	\$1,648.68	TOTAL RECONCILIATION CONTRIBUTIONS PAYABLE	\$2,088.68						
TOTAL COMMITTEE CONTRIBUTIONS PAYABLE (A)	\$440.00																			
TOTAL COMPETITOR CONTRIBUTIONS PAYABLE (B-G)	\$1,648.68																			
TOTAL RECONCILIATION CONTRIBUTIONS PAYABLE	\$2,088.68																			
Mini Bull Ride 8-U11	\$290.00	8	0	0	8															
Mini Bull Ride 11-U14	\$315.00	13	0	0	13															
Junior Event - Other					0	Details of person completing the Reconciliation Statement <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>NAME:</td> <td>Rodeo Secretary</td> </tr> <tr> <td>CONTACT NO.</td> <td>0499 999 999</td> </tr> <tr> <td>EMAIL:</td> <td>rodeosecretary@coonamblerodeo.com.au</td> </tr> </table>			NAME:	Rodeo Secretary	CONTACT NO.	0499 999 999	EMAIL:	rodeosecretary@coonamblerodeo.com.au						
NAME:	Rodeo Secretary																			
CONTACT NO.	0499 999 999																			
EMAIL:	rodeosecretary@coonamblerodeo.com.au																			
Junior Event - Other					0															
Junior Event - Other					0															
Junior Event - Other					0															
Junior Event - Other					0															
<b>TOTAL NOMINATIONS</b>	<b>\$30,455.00</b>	<b>283</b>	<b>0</b>	<b>3</b>	<b>280</b>															

Last modified 23/06/20 ABCRA - Rodeo Package - 2020 to 2021


## How to Complete the Rodeo Reconciliation

1. **Committee Name** details;
2. **Date(s)** of your Show;
3. **Total Prizemoney** (excluding Added Money);
4. **No. of Online Entries.** You can use either your draw or the final "Event Entry Counts" report that was provided to you prior to the running of your event to complete this section;
5. **No. of Entries taken On the Day.** These are entries taken in addition to those taken through iCompete online.
6. **No. of Medical Outs** that were notified to you on the day of your event. Please DO NOT include ordinary turnouts in these figures.
7. No. of **Barrel Race Timer** entries where applicable. The form automatically calculates and defaults to the Head Office timers, therefore, if you use your own timers or Zone timers, please amend this section accordingly.
8. No. of Senior and Junior **Event Memberships** taken on the day. Please note that the iCompete online entry system charges non-financial competitors the Event Membership fees automatically. Only complete this section for entries taken on the day, otherwise leave as zero.
9. Complete the details of the person completing the reconciliation, in case we need to clarify anything with you.

You will note that in completing the table in the first instance, most of the fees and levies sections of the form will auto-populate for you, other than those listed for manual completion above.

Please ensure that when returning your Reconciliation Statement, you also return copies of any Event Membership receipts and their relevant signed Risk Warning & Waiver forms.

# CAMPDRAFT RECONCILIATION



**Australian Bushmen's  
Campdraft  
and Rodeo  
Association Ltd**

**FAR NORTH COAST ZONE**

## CAMPDRAFT RECONCILIATION STATEMENT

<b>Committee:</b> COPMANHURST CAMPDRAFT <span style="float: right;">1</span>	<b>Event Date:</b> 20-22/9/2019 <span style="float: right;">2</span>																				
PLEASE COMPLETE THIS TABLE FIRST						CHECK AND/OR COMPLETE EACH SECTION AS REQUIRED															
EVENT	TOTAL PRIZEMONEY	# OF ONLINE ENTRIES	# OF ENTRIES ON THE DAY	-MEDICAL OUTS	TOTAL # NOMS	COMMITTEE CONTRIBUTION															
Open	\$2,000.00	200	5	1	204	<b>COMMITTEE ADMINISTRATION LEVY (per nomination)</b> • If total nominations are greater than 300, the maximum payment is capped at \$330. • If total nominations are less than 300, the minimum Levy payable is \$220.															
Open for Open	\$1,500.00	100	0	0	100																
Ladies Campdraft	\$2,000.00	200	3	0	203	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">NO.</th> <th style="width: 10%;">LEVY</th> <th style="width: 10%;">TOTAL</th> <th style="width: 10%;">TOTAL</th> </tr> <tr> <td>TOTAL NOMINATIONS</td> <td>844</td> <td>\$1.10</td> <td>\$928.40</td> </tr> <tr> <td><b>TOTAL ACTUAL CONTRIBUTION PAYABLE:</b></td> <td></td> <td></td> <td><b>\$330.00</b></td> </tr> </table>				NO.	LEVY	TOTAL	TOTAL	TOTAL NOMINATIONS	844	\$1.10	\$928.40	<b>TOTAL ACTUAL CONTRIBUTION PAYABLE:</b>			<b>\$330.00</b>
NO.	LEVY	TOTAL	TOTAL																		
TOTAL NOMINATIONS	844	\$1.10	\$928.40																		
<b>TOTAL ACTUAL CONTRIBUTION PAYABLE:</b>			<b>\$330.00</b>																		
Maiden A	\$1,000.00	150	0	0	150	<b>ZONE TROPHY LEVY per nomination/run</b>															
Maiden B					0																
Novice A	\$1,000.00	100	2	2	100	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">No. of Adults</th> <th style="width: 10%;">NO.</th> <th style="width: 10%;">LEVY</th> <th style="width: 10%;">TOTAL</th> </tr> <tr> <td>No. of Juniors</td> <td>657</td> <td>\$0.50</td> <td>\$328.50</td> </tr> <tr> <td></td> <td>187</td> <td>\$0.25</td> <td>\$46.75</td> </tr> </table>				No. of Adults	NO.	LEVY	TOTAL	No. of Juniors	657	\$0.50	\$328.50		187	\$0.25	\$46.75
No. of Adults	NO.	LEVY	TOTAL																		
No. of Juniors	657	\$0.50	\$328.50																		
	187	\$0.25	\$46.75																		
Novice B					0	<b>COMPETITOR CONTRIBUTIONS</b>															
Maiden/Novice Combined					0																
Encouragement					0	<b>ABCRA NATIONAL FINALS CAMPDRAFT TROPHY LEVY (per run)</b>															
Associate (17-U21)					0																
Juvenile (13-U17)	\$500.00	50	3	0	53	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Number of Nominations</th> <th style="width: 10%;">NO.</th> <th style="width: 10%;">LEVY</th> <th style="width: 10%;">TOTAL</th> </tr> <tr> <td></td> <td>844</td> <td>\$0.75</td> <td>\$633.00</td> </tr> </table>				Number of Nominations	NO.	LEVY	TOTAL		844	\$0.75	\$633.00				
Number of Nominations	NO.	LEVY	TOTAL																		
	844	\$0.75	\$633.00																		
Junior (8-U13)	\$300.00	30	4	0	34	<b>ABCRA CHAMPIONSHIP CAMPDRAFT TROPHY LEVY (per run)</b>															
Other (Please complete)					0																
Other (Please complete)					0	<b>EVENT MEMBERSHIPS For nominations paid on the day ONLY</b>															
Other (Please complete)					0																
Other (Please complete)					0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Senior Competitors</th> <th style="width: 10%;">NO.</th> <th style="width: 10%;">LEVY</th> <th style="width: 10%;">TOTAL</th> </tr> <tr> <td>Junior/Juvenile Competitors</td> <td>5</td> <td>\$45.00</td> <td>\$225.00</td> </tr> <tr> <td></td> <td>3</td> <td>\$20.00</td> <td>\$60.00</td> </tr> </table>				Senior Competitors	NO.	LEVY	TOTAL	Junior/Juvenile Competitors	5	\$45.00	\$225.00		3	\$20.00	\$60.00
Senior Competitors	NO.	LEVY	TOTAL																		
Junior/Juvenile Competitors	5	\$45.00	\$225.00																		
	3	\$20.00	\$60.00																		
Other (Please complete)					0	<p style="color: red; font-weight: bold;">Please ensure that Event Membership receipts and signed Risk Warning &amp; Waiver forms accompany this reconciliation</p>															
Other (Please complete)					0																
Other (Please complete)					0	<b>RECONCILIATION SUMMARY</b>															
Other (Please complete)					0																
Other (Please complete)					0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>TOTAL COMMITTEE CONTRIBUTIONS PAYABLE (A + B)</b></td> <td style="text-align: right;">\$705.25</td> </tr> <tr> <td><b>TOTAL COMPETITOR CONTRIBUTIONS PAYABLE (C + D + E)</b></td> <td style="text-align: right;">\$1,551.00</td> </tr> <tr> <td><b>TOTAL RECONCILIATION CONTRIBUTIONS PAYABLE</b></td> <td style="text-align: right;"><b>\$2,256.25</b></td> </tr> </table>				<b>TOTAL COMMITTEE CONTRIBUTIONS PAYABLE (A + B)</b>	\$705.25	<b>TOTAL COMPETITOR CONTRIBUTIONS PAYABLE (C + D + E)</b>	\$1,551.00	<b>TOTAL RECONCILIATION CONTRIBUTIONS PAYABLE</b>	<b>\$2,256.25</b>						
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<b>TOTAL RECONCILIATION CONTRIBUTIONS PAYABLE</b>	<b>\$2,256.25</b>																				
Other (Please complete)					0	<b>Details of person completing the Reconciliation Statement</b>															
Other (Please complete)					0																
<b>TOTAL NOMINATIONS</b>	<b>\$8,300.00</b>	<b>830</b>	<b>17</b>	<b>3</b>	<b>844</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>NAME:</b></td> <td>Campdraft Secretary</td> </tr> <tr> <td><b>CONTACT NO.</b></td> <td>0499 999 999 <span style="float: right;">9</span></td> </tr> <tr> <td><b>EMAIL:</b></td> <td>secretary@localcampdraft.com.au</td> </tr> </table>				<b>NAME:</b>	Campdraft Secretary	<b>CONTACT NO.</b>	0499 999 999 <span style="float: right;">9</span>	<b>EMAIL:</b>	secretary@localcampdraft.com.au						
<b>NAME:</b>	Campdraft Secretary																				
<b>CONTACT NO.</b>	0499 999 999 <span style="float: right;">9</span>																				
<b>EMAIL:</b>	secretary@localcampdraft.com.au																				


Counts" report that was provided to you prior to the running of your event to complete this section. Please use the column for Entries on the Day if using Campdraft Central.

5. **No. of Entries taken On the Day.** These are entries either taken through CAMPDRAFT CENTRAL or taken in addition to those taken through iCompete online.
6. **No. of Medical Outs** that were notified to you on the day of your event. Please DO NOT include ordinary turnouts in these figures.
7. No. of **Adult** and **Junior** competitors for **Zone Trophy Levies** (irrespective of which event they entered).
8. No. of Senior and Junior **Event Memberships** taken on the day. Please note that the iCompete online entry system charges non-financial competitors the Event Membership fees automatically. Only complete this section for entries taken through CAMPDRAFT CENTRAL or on the day, otherwise leave as zero.
9. Complete the details of the person completing the reconciliation, in case we need to clarify anything with you.

You will note that in completing the table in the first instance, most of the fees and levies sections of the form will auto-populate for you, other than those listed for manual completion above.

Please ensure that when returning your Reconciliation Statement, you also return copies of any Event Membership receipts and their relevant signed Risk Warning & Waiver forms.

# TRAINING DAYS & NO-POINTS SHOW RECONCILIATION

 <b>Australian Bushmen's Campdraft and Rodeo Association Ltd</b> <small>Tradition - Pride - Spirit</small>		<b>RECONCILIATION STATEMENT</b> <b>Training Day</b> <b>Team Penning</b> <b>Other No-points Horse Sport</b>	
Committee: <b>1</b>		Date: <b>2</b>	
<b>TRAINING DAY EVENT TYPE</b> (X)			
<input type="checkbox"/> RODEO TRAINING			
<input type="checkbox"/> CAMPDRAFT TRAINING <b>3</b>			
<input type="checkbox"/> RANCH SORTING TRAINING			
<input type="checkbox"/> TEAM PENNING AND/OR TRAINING			
<input type="checkbox"/> OTHER: _____			
TOTAL NUMBER OF PARTICIPANTS:		<b>4</b>	
<b>TOTAL OF AMOUNTS PAYABLE TO ABCRA</b>		<b>PAYMENT DETAILS</b>	
<b>EVENT MEMBERSHIPS</b>		Payments can be made to ABCRA quickly and easily when done via Direct Deposit <i>Please do not pay without an invoice</i>	
	NO.	FEE	TOTAL
SENIOR	<b>5</b>	\$45.00	\$0.00
JUNIOR		\$20.00	\$0.00
TOTAL EVENT MEMBERSHIPS PAYABLE:			\$0.00
		BSB: 032-621 ACCOUNT: 131202 Account Name: ABCRA Working Account Reference: ABCRA Invoice Number	
<b>Event Membership Receipts MUST accompany this statement</b>			

As these are no-points award events, there are no Administration Fees or Trophy Levies payable. Event Memberships are still payable for non-financial participants:

1. **Committee Name** details;
2. **Date(s)** of your Show;
3. **Type of Event**;
4. **Total No. of Participants**;
5. No. of Senior and Junior **Event Memberships** taken on the day.

Please submit a "NIL" return if applicable.

Please ensure that when returning your Reconciliation Statement, you also return copies of any Event Membership receipts.



# ABCRA CHAMPIONSHIP CAMPDRAFT COMMITTEE GUIDELINES

Updated 20 June 2017

The aim of the Board and Campdraft MRC is to have a set of guidelines, which ensure the high standard of the Championships.

These guidelines assist the Committee conducting the Championships by way of liaison regarding the items contained in these guidelines.

All parties share the responsibility of a successful Championship Campdraft and these Guidelines are the minimum requirements for a Committee conducting an ABCRA Championship Campdraft.

**1. The Committee will liaise with the ABCRA and the Campdraft Members Representative Council (MRC) regarding;**

- a) The Program (must be advertised at least one & preferably two months prior to event)
- b) Entry Fees
- c) Prize Money
- d) Judges
- e) Events

**2. Judges**

- a) The Committee is required to submit three choices of judge for each event
- b) Judges **MUST** be Open status Judges who are full financial members of the ABCRA and as noted on the ABCRA Campdraft Judges List provided by the ABCRA.
- c) Where a Judge from another Association is appointed they must be a Financial ABCRA member or granted a complimentary Event Membership for the fixture.

**3. Adequate cattle handling facilities including yards for receiving, drafting and removal of used cattle.**

**4. Suitable Cattle**

The Committee hosting the ABCRA Championship Campdraft should ensure they have potential for securing up to 1500 first round cattle.

**If the number of entries exceeds this, horses may have to be looked at being restricted to their appropriate classes.**

**5. Grounds Inspection by Campdraft MRC and ABCRA**

- a) 12 months prior to the Championship
- b) 2 weeks prior to the Championship



# ABCRA CHAMPIONSHIP CAMPDRAFT COMMITTEE GUIDELINES

## 6. Membership

Any person entering an ABCRA Championship Campdraft must be a full competing financial member of the ABCRA.

This membership must be current at the time entries are lodged.

## 7. Advertising & Nomination

A Committee holding the ABCRA Championship Campdraft will be entitled to two (2) complimentary full-page colour advertisements in the ABCRA magazine.

The nominations will be taken via ABCRA iCompete

## 8. Nomination Fees

That the nominations be a maximum of 3% of the offered prize money before the ACC levy is added and that a draft of the program is to be submitted to the Campdraft MRC **before printing**.

## 9. Scratchings

A competitor must give the Committee not less than six (6) days notice in relation to withdrawing nominations. Should this notice not be provided, a fine to the equivalent of the stock levy will be imposed on the Competitor. **Rule CD.6**

## 10. Percentage of ACC levy to be attributed to each event;

Open	40%
Novice	25%
Maiden	15%
Ladies	9%
Encouragement	5%
Juvenile 13-U17	4%
Junior Under 13	2%



# ABCRA CHAMPIONSHIP CAMPDRAFT COMMITTEE GUIDELINES

## 11. Prize Money Payouts

The seven events must be run with the following percentage of ABCRA Championship Campdraft levy added to the committee prize money.

Prize Money supplied by the ABCRA is 90% of the ACC levies collected.

The balance of the levies is to be applied to the purchase of trophies and ribbons for presentation to the respective event winners and place getters. These items will be purchased each year by the ABCRA Head Office.

This amount would be in the vicinity of approximately \$15,000 - \$20,000 but is subject to events held throughout the year. Amount to be confirmed prior to advertising commencing.

Prize money at the ABCRA Championship Campdraft will be paid down to 10<sup>th</sup> place in all events.

### a) Posted Prize Money

#### **1 Round + Final**

1st Round – 30%

Final – 70%

#### **2 Rounds + Final**

1st Round - 20%

2nd Round - 20%

Final - 60%

### b) Points Awarded

All events will be points award 1- 10 places being –

**1st – 10 points**

**2nd – 9 points**

**3rd – 8 points**

**4th – 7 points**

**5th – 6 points**

**6th – 5 points**

**7th – 4 points**

**8th – 3 points**

**9th – 2 points**

**10th – 1 points**

***NOTE: PRIZEMONEY MUST BE ADVERTISED AS  
NUMBER OF PLACINGS PAID***

## 12. Number of competitors in Final Round

One round and final drafts, a minimum of 10% are to be taken into the final, providing there are enough complete scores.

## 13. Disputes Committee

The Campdraft MRC and President, if present on the grounds, will be available to assist in mediating any disputes.

## 14. Meals

The Organising committee should make provision for meals being available for competitors and spectators.

The available take away and more substantial meals should be advertised by the Committee so that competitors are well aware of what food facilities are in place (Subject to COVID & Biosecurity requirements).



## ABCRA CHAMPIONSHIP CAMPDRAFT COMMITTEE GUIDELINES

### 15. Awards Presentation

A suitable area for the presentation of awards and facilities for the provision of meals in conjunction with the awards need to be made available.

### 16. Adequate camping facilities including,

- a) Power outlets are available for campers needing power. Power outlets are safe and weatherproof to avoid any potential risk of electrocution.
- b) Showers – sufficient permanent and portable shower facilities to cater for the number of competitors/spectators. Facilities should be worked on 800 people e.g. 1 shower per 100 people.
- c) Toilets – provision of permanent and portable toilets  
If permanent facilities are not adequate to provide for the number of competitors/spectators, facilities should provide for 800 people e.g. A ration of 1 toilet bowl/urinal per 50 people.
- d) The organising committee has an obligation to ensure both shower and toilet facilities are working, kept clean and provisioned with items such as toilet paper, handtowels etc.
- e) Adequate parking for campers.
- f) Camping fees where applicable are to be advertised prior to the event.

### 17. Adequate stabling and/or horse facilities to reasonably provide for the needs of competitors.

### 18. Risk Management

The Committee must complete a Hazard & Risk Assessment not later than 20 days prior to the event. This is to be submitted to Head Office for approval.

There is also a daily Hazard and Risk Check List that must be completed.

### 19. ACC Cancellation

In the event of a committee having to cancel the ABCRA Championship Campdraft then the allotted Committees are offered the ABCRA Championships in order of running. Failing them being able to run, the Championships may be conducted at another venue.

When the allocated committee accepts the running of the ABCRA Championship Campdraft, the postponed committee may run in the allocated committee's year.

### 20. Photography

The host committee will have a mutually approved and suitably experienced photographer to cover the duration of the event and all presentations. The approved photographer will make available suitable images for the promotion and coverage of the event to be used in the ABCRA magazine, ABCRA website and Social Media.

### 21. Promotions Officer

The host committee will appoint a suitably experienced person to liaise with the ABCRA to facilitate and assist in preparing prior event promotion and post-event promotion. Including Magazine articles, website articles, media press releases and social media releases.