



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 iCompete log in before 30 th May annually.	
2MTHS PRIOR TO ZONE AGM	Date claim Application	Committee to submit 1 year in advance utilising your iCompete 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 form provided as an agreement between both parties.	
10 WEEKS PRIOR	Create Show program	Committees to log into iCompete 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 Hazard & Risk form and return	
2 WEEKS PRIOR	Personnel Sheet	Committee to submit 14 days prior to event via email general@abcra.com.au	
WEDNESDAY THE WEEK OF SHOW	Order of Events	Rodeo Committees to submit Order of Events form 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 ABCRA Calendar on your show listing by Head Office.	
AT LEAST 72HRS PRIOR	Membership Status Checks	<ul style="list-style-type: none"> Drafts- If operating via an external event management software system, the Committee must manually check every entered person for their ABCRA Financial membership status. See Tip sheet Membership Check Committees must charge day membership for any competitor that cannot prove full financial ABCRA membership. Event Waiver/Day membership forms 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. 	



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DURING YOUR SHOW



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



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AFTER SHOW



MONDAY FOLLOWING EVENT	Injury report	Forms located on Committee Tools page under Show Management Documents to be returned to Head Office via email general@abcra.com.au	
	Animal Welfare		
	Site Inspection Checklist		
	Public Liability & Accident Report		
UP TO 7 DAYS POST EVENT	Results & Judges Sheets	<ul style="list-style-type: none"> 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 HERE 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. 	
	Payouts	<ul style="list-style-type: none"> Committee to process payout information in iCompete Tip Sheet can be located HERE 	
	Pay out sheets	<ul style="list-style-type: none"> Pay out sheets must be signed by a Committee. Horses must have been entered using registered Horse number for points allocation. 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 general@abcra.com.au to Head Office 	
	Infringement Notices	Completed by Judge or Committee in the case of an offense against ABCRA rules and by-laws. Committee to submit any infringement notices via email general@abcra.com.au to Head Office within 7 days	
UP TO 14 DAYS POST EVENT	Reconciliation statement	Committees to use the reconciliation spreadsheet provided by Head Office for digital data entry. A tip sheet is located HERE To be returned by Committee to head office via email general@abcra.com.au <i>NOTE: Ensure Day Event member receipts are included</i>	
	Committee Reconciliation	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.	



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COMMITTEES TAKING DAY ENTRIES

UP TO 7 DAYS POST EVENT	Day Entries	Add any on day entries as a manual entry into your show. See tip sheet HERE
	Day Permit/Event Management Waivers	Committees must charge day membership for any competitor who cannot prove full financial ABCRA membership. 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 general@abcra.com.au Ensure Day Event member receipts are included in Head Office correspondence.
	Bull Riding Declarations	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 general@abcra.com.au



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HOUSEKEEPING GUIDELINES

Returning Documents to Head Office	<ol style="list-style-type: none"> 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. 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.
Bank Deposits	When depositing into ABCRA bank accounts please ensure you use preferably invoice number or at minimum Committee Name.
Changes to Committee or Fixture details	<p>Changes that must be advised to ABCRA Head Office via email general@abcra.com.au :</p> <ul style="list-style-type: none"> • Event Dates • Program detail adjustments <p>Committee changes that can be updated using the Committee iCompete profile</p> <ul style="list-style-type: none"> • Committee Positions • Contact details

DISPUTES

Competitor Disputes	<p>Disputes for event placings, times, scores, payouts etc, <u>are the responsibility of the competitor to address with the Committee or judges ON THE DAY of the fixture.</u></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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