



Administrative Protocol for Exhibitors and Organisers When Attending Victorian Central Region (VCR) Organised Alpaca Shows

The purpose of this document is to provide new (and established) exhibitors and organizers with requirements and guidelines of expected protocol when choosing to exhibit alpacas at all alpaca shows run by the Victorian Central Region (VCR) of the Australian Alpaca Association Ltd (AAA Ltd).

These guidelines are designed for the benefit of both show organisers and exhibitors with the expectation that by adhering to these requirements and guidelines will provide the consistency of cooperation and support for both show organizers and exhibitors on the Show Day.

It is recommended and encouraged for the benefit of all, that exhibitors choosing to participate at VCR shows become fully familiar with the following responsibilities and guidelines governing VCR shows which must be read in conjunction with the Australian Alpaca Association Ltd Showing Rules Manual (latest edition¹). These protocols are endorsed by the VCR Committee and may be amended without notice by the VCR Committee should a situation arise warranting changes and/or updates for future events.

Reference to "Exhibitor/s" throughout this document, means owner, authorised agent or representative of an animal responsible for entering and showing animals in an alpaca show organized and conducted by the VCR of AAA Ltd.

General

- 1 **Show Rules.** All exhibitors must familiarise themselves with the showing requirements of:
 - a. AAA Inc Showing Rules Manual (latest revised edition),
 - b. Show Schedule of the respective show that they are intending to participate in, and
 - c. These administrative protocols endorsed by the VCR Committee and Show Organizers.

Responsibilities of Exhibitors

2. **Financial Member.** All exhibitors participating in a VCR show must be financial members of the AAA Inc.
3. **Late Entries.** Late entries will not be accepted. It is recommended that show entries be mailed and postmarked no later than 3 working days prior to the closing date for entries.
4. **Correct Entry Form Details.** It is the exhibitor's responsibility to ensure that all details on the entry forms are complete, contain correct animal details, is legible and accompanied by full payment. If an entry form does not meet the above requirements the exhibitor will be advised as soon as the problem is identified (time permitting) and will be permitted to resubmit a new entry form; on the provision that the resubmitted information is physically received by the Show Convenor, or appointed person, prior to the scheduled closing date for the respective show. Any entries remaining incomplete or incorrect after the scheduled closing date and time will become null and void and will be treated as a late entry.
5. **Correct Animals and IAR Registration.** It is the exhibitor's responsibility to ensure the correct animal/s with correct IAR registration is presented for inspection and showing. Animals which are not registered for showing or do not have the correct IAR tags will not be permitted at the show premises. The Chief Steward may request that an animal not entered for showing or incorrectly registered in accordance with AAA ruling be removed from the showing premises. This

¹ AAA Ltd Showing Rule Manual is available from the AAA Ltd National Office or can be downloaded from the AAA Ltd official website: www.alpaca.asn.au .

may be especially the case when a show event incorporates the provision for the sale of animals during the event.

6. **Pending IAR Registration.** If an exhibitor has not yet received an animal's IAR Certificate of Registration at the time of submitting a show entry form, the exhibitor is to endorse the entry form (against the respective animal) with 'AWAITING CERTIFICATE'. The exhibitor is to ensure a copy (both sides) of the certificate (or a printout from the AAA IAR Database) is available for verification by the Show Convenor/Inspection Steward on arrival to the event.

7. Exhibitors are strongly encouraged to bring with them to the show a copy of their entry form and AAA Registration Certificates for each animal being exhibited.

8. **Late Arrivals.** It is the exhibitor's responsibility to ensure that all their animals are penned and presented from inspection by the required allocated time; as stated in the show schedule. Any exhibitor who is not able to meet this requirement/deadline due a "*mishap during transit between their departure location and the show premises*" is to make every effort to contact the Show Organising Committee (contact details are recorded on the show entry forms) and advise the Show Convenor or Chief Steward of their situation. Only the Chief Steward may consider the individual exhibitor's circumstances on merit. The Chief Steward, when deciding whether to permit or withdraw an exhibitor and their animals should consider the new expected time of arrival of the exhibitor and how it will affect the operation and commencement of the show and advise the exhibitor accordingly of their decision.

9. Late arrivals of animals and/or fleeces **will not** be permitted after the scheduled commencement time of the show as promulgated in the show schedule; irrespective of whether the show commences at that time or later on Show Day.

10. **Early Departure.** An exhibitor is not permitted to remove animals from the show venue until after all awards have been presented and the Chief Steward declares the show completed.

11. **Reporting on Arrival.** On arrival to the venue, it is the exhibitor's responsibility to report to the Administration Desk to confirm their arrival and receive pen allocations and necessary documentation (ie: show catalogue, exhibit numbers, etc).

12. **Presenting Fleeces for Showing.** It is the exhibitor's responsibility to ensure show fleeces are presented to and receipt acknowledged by the Fleece Steward before the required date/time as promulgated in the show schedule.

13. **It is also the exhibitor's responsibility to enter and present fleeces for showing in the correct classes.** A Fleece Exhibit Number will be provided to exhibitors in their show/administration bag; available from the Show Convenor/Administrator on show day. This Fleece Exhibit Number is to be secured to each respective exhibit fleece bag. Any fleece submitted for judging that does not include a Fleece Exhibit Number will not be accepted until completed by the exhibitor.

14. It is the Exhibitors responsibility to ensure the fleece bags are placed in the matching pre-numbered show boxes.

15. All care will be taken by the Fleece Steward. Information on fleece preparation and fleece classes can be found in the AAA Ltd Showing Rules Manual (Latest Edition).

16. **Inspection of Animals.** It is the exhibitor's responsibility to ensure their animals are ready for inspection and are to liaise with the inspection team regarding the schedule and procedures that will be adopted for inspecting animals on the day. Exhibitors or an authorized representative must be present during the inspection of their animals. **All animals are to remain in their pens until after they have been inspected.**

17. **Reporting to the Marshalling Area on Show Day.** It is the exhibitor's responsibility to ensure their animals for the appropriate class are assembled in the Marshalling Area twenty (20) minutes, or no less than one class, prior to their own class and are checked off the show catalogue by the Marshalling Steward/Attendant.

18. Exhibitors who are not in the Marshalling Area ready for their nominated class when called by the Judge may be immediately eliminated from that class. Exhibitors who have more than one animal in a class or have animals in consecutive classes are to ensure they have sufficient minders/handlers for their animals. If an exhibitor or animal is not ready to enter the show ring when directed to do so by the Judge, that exhibitor/animal may be disqualified to compete.

19. **Advertising.** Exhibitors must ensure that promotional material complies with the requirements Paragraph 49 of the AAA Inc Showing Rules Manual (latest revised edition). Exhibitors not complying may be directed to remove all advertising and promotional material. [Table and chairs are not permitted in the aisles for Occupational, Health and Safety reason and public liability.]

Responsibilities of Stewards

20. Each Steward appointed to a VCR Show has a responsibility to ensure that the event progresses as efficiently and professionally as possible. The Stewards also have a responsibility of duty of care to all exhibitors, venue owners, other members of the organising team and members of the public. These responsibilities are not taken on lightly and cooperation from all participating exhibitors and AAA members is appreciated and expected.

21. **Inappropriate Behaviour by an Exhibitor.** Where an incident involving an exhibitor contravenes these administrative requirements and/or the AAA Inc Showing Rules Manual, the exhibitor is to be advised of their inappropriate action by the Chief Steward. If the nature of the incident is considered to be misconduct in accordance with the AAA Inc Showing Rules or is known to be a repeat offence by the exhibitor, formal action, in accordance with AAA Inc Showing Rules Manual, paragraph 35, may be taken.

22. **Reporting of Incidents to VCR Committee.** The Chief Stewards, in their debriefing to the VCR Committee, are to advise the Committee of any incidents that affected the efficiency of the event or were considered prejudicial to the event, organizers, the VCR Committee and/or the alpaca industry. Where an exhibitor is established to be a '*repeat offender*' for a particular incident, the VCR Committee may elect to formally address this matter, in writing, to the exhibitor. The Committee may elect to apply a '3 strikes and you're out' ruling to any person who consistently offends.

VCR Committee

9th April 2008