

AFFILIAT BOOKLET



2019



Tips on running a Cutting Show

The 3 most important tips to having a successful show

1. **Organisation** – The better organized in lead up to the show, the less stress for your committee and yourself. A stress free atmosphere at the show will make it more enjoyable for everyone.
 2. **Preparation** – Do as much as you can as far in advance as you can. Initial planning should include preparation of a show budget, checklist and timeline. This will lessen the amount of work you need to do immediately before and during the show.
 3. **Delegation – Get Help**, and delegate the smaller tasks to someone you can trust to complete them in a timely manner.
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1. ORGANISATION – Who, What, Where & When

- Decide **Who** will be running the event
 - An existing affiliate of the NCHA?
 - A new affiliate that you would like to form? If you are forming a new structure, you need to decide on the legal entity – eg: unincorporated cutting club or incorporated association. The advantage of an incorporated association is that liability is limited as the association is a separate legal entity. Incorporated associations have to complete and lodge an annual return with the Department of Fair Trading each year. If it is a new affiliate, you will also need to elect office bearers and open a bank account. The NCHA recommend that a Westpac account for Incomplete Transactions.
- Decide **What** kind of show you are going to have:
 - Jackpot
 - Championship show (money added) or
 - Aged event show
- **Where** - Decide on a location for the show. Considerations may include:
 - Cost of hiring the facility
 - Proximity to main cattle supply
 - Any council considerations to comply with
 - What facilities are available:
 - Quality of existing Arena and Cattle Yards?
 - Are additional panels required to construct the arena?
 - What is the quality of the arena surface? Is additional sand required?
 - Is there a PA system on ground
 - Catering facilities
 - Secretary office facilities
 - Toilets
 - Power
 - Water
 - Stables or Day Yards for Horses?
 - Is there a warm up area?
 - Are dogs allowed on the grounds?
 - Adequate Rubbish Bins provided?
 - Any conditions requiring the grounds to be left in a clean state (including removal of manure)
 - Proximity to committee members who are running the show
- Decide **When** to have your show – will largely depend on:
 - Cattle availability
 - Available dates on the NCHA calendar (you can't run a show within 300kms of another show, and should try to avoid running shows the same weekend as another show in your area if possible)
 - Available dates at preferred venues



2. PREPARATION – Show Checklist, Budget, and Timeline

<u>SHOW CHECKLIST</u>				
		QTY	IN	OUT
Ribbons and Prizes				
Secretarial Supplies				
Show Paper Work	Results Forms			
	Day Member Forms & Waviers			
	NCHA Fees (Levy Summary Report)			
	Indemnity Forms			
	Incident Forms			
	Printed Copies of Draws			
Marker Pens for Scratchings				
Extension Cords				
PA System				
Microphones				
Stop Watch				
Whistle				
Walkie Talkies				
Table & Chairs				
NCHA Rule Book				
Cash Float				
<u>PERSONNEL REQUIRED</u>				
JUDGE(S)		1-2		
CUTTER'S REP		1		
VIDEO PERSON		1		
TIME KEEPER		1-2		
BACK YARD CATTLE WORKERS		2-3		
ANNOUNCER		1		
SHOW MANAGER/STEWARD		1		
STABLING/PARKING OFFICER (IF REQUIRED)		1		
SHOW SECRETARY		1		
CATERING		2-3		
PEOPLE TO PULL DOWN PANELS/HESIAN ETC		6		

Show Budget

Determine what your fixed and variable costs are:	
FIXED COSTS	
Judge	
Prizemoney added	
Venue Hire	
Arena Preparation (Sand, panel hire, water truck)	
Ribbons & Trophies	
TOTAL	
VARIABLE COSTS	
Cattle hire per head (if any)	
Transport cost per head	
NCHA Levies – applied are dependent on show	
TOTAL	
If you add up the fixed costs to put on the show, say \$5,000 you will be able to work out your breakeven cost by the number of runs. If there is a \$20 Office Fee and you make \$10 per run from the cattle hire, $(5,000/30) = 167$ runs to break even.	

SHOW TIMELINE

At least 6 Months in advance:

- Decide on the date, location and venue
- Approach Cattle Suppliers to determine the best time to source cattle
- Type of show – Jackpot, Championship Show with Money added, Aged Event show with minimum guaranteed prizemoney
- Approach sponsors & decide on money added, if any
- Start getting your show committee together. As soon as possible after determining the date, etc.
- Start getting the word out / Social Media / NCHA website / Chatta
- Hire your judge, announcer and any other officials needed
- Determine your class list – What events will be in the program



3 months in advance

- Check in with cattle suppliers
- Make sure show is affiliated with NCHA
- Schedule a committee meeting to run through logistics/ plan working bees if required

6 to 8 weeks in advance

- Order the ribbons and other prizes
- Start getting your show materials together – both secretarial and ring

3 to 4 weeks in advance

- Finalize your volunteers – make sure you have a few in reserve
- Check in again with Cattle Suppliers, especially during difficult weather conditions.

1 to 2 weeks in advance

- Have a meeting of the show committee to make sure you have everything organised
- Contact the local rescue squad to give them a heads-up that you are having the show and make sure they know the exact location.
- Visit the show facility to inspect the grounds and make sure there is nothing else you need to provide for the show.
- Risk Management Plan – Signage policy ensure Warning Signs are used where applicable at Events.

The day before the show

- Do a final safety inspection of the showgrounds.
- Make sure you have all your show forms and show supplies.
- Reconfirm timings with transport company
- Final Check of Arena surface

The day of the show

- Ensure cattle are on the ground at least one hour prior to show starting
- Post draws or have copies available for competitors at least one hour before show starts
- Set up and check the time clock is working properly
- Set up and check the sound systems speakers and walkie talkies
- Have a vehicle ready for the judge to sit if there is no judges stand



3. DELEGATION

- Decided what tasks to delegate and who can and will do them. Remind the people who are doing them that they are very important and will require a time commitment. Some jobs can be scheduled in time blocks (ie: time keeping) so one person is not tied up all day.
- Secretarial duties: While the show organizer can serve as the secretary, be sure you have help, especially for the hour or so before the show starts when most people are filling out entry forms. It is a good idea to have at least 2 people there to transfer the entries to the class sheets. NCHA recommend Icompete for ease in creating/taking entries, draws and finals.
- Ribbon presenters and runners. These are excellent jobs for members who are not showing.
- Safety: Consider having a safety person or committee to police the grounds prior to the show (even the day before) and look for anything that might cause a safety problem. If found, either correct the problem, or make that part of the grounds off limits.



<u>AFFILIATE CHECKLIST</u>	<u>TICK COMPLETED</u>
• Date, location and venue sorted.	
• Approval from NCHA	
• Judges and officials organised	
• Cattle Supplies finalised	
• Ribbons and prizes ordered	
• Finalise entries	
• Day Members have signed waivers	
• Draws completed	
• Supplies and volunteers organise	
• Results finalised	
• Payouts done	
• Results and levies to NCHA Office	