



AGRICULTURAL SHOWS
AUSTRALIA

**AGRICULTURAL SHOWS
AUSTRALIA HANDBOOK**

**NATIONAL ASA YOUNG JUDGES AND
PARADERS CHAMPIONSHIPS
DESCRIPTION OF OFFICIALS' DUTIES**

(Update Final 25 August 2019)

National ASA Young Judges and Paraders Championships

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The National ASA Young Judges Championships for animal and fleece judging are designed to determine the Competitors whose placings after careful inspection and consideration would likely agree to those of the Championship judge.

National ASA Young Judges and Paraders' Championships include:

- National ASA Alpaca (Animal and Fleece) Judging Championship
- National ASA Beef Cattle Judging Championship
- National ASA Dairy Cattle Judging Championship
- National ASA Meat Breeds Sheep Judging Championship
- National ASA Merino Fleece Judging Championship
- National ASA Merino Sheep Judging Championship
- National ASA Poultry Judging Championship.

The National ASA Paraders' Championships for parader judging are designed to determine the Competitors who present and parade an animal before a Championship judge most effectively.

National ASA Paraders' Championships include:

- National ASA Beef Cattle Paraders' Championship
- National ASA Dairy Cattle Paraders' Championship

The Officials' required for running of the National ASA Championships include:

Provided by Agricultural Shows Australia (ASA):

- One (1) Data Reader Steward
- One (1) Ring Steward
- One (1) Timekeeper

Provided by Host State/ Territory/ Region

- One (1) Data Entry Steward
- One (1) Ring Steward
- One (1) Announcer Steward.

The Undertaking of Officials'

The Championship Officials' should:

- Be aware of the importance of their Official position to the success of each National Championship and undertake to conduct themselves in a highly professional manner;
- Know the Rules and Regulations of each National Championship and act in accordance with those Rules and Regulations at all times;
- Demonstrate exemplary standards in behaviour by being polite and courteous;
- Work co-operatively with fellow Officials' and support the efforts of those who are officiating as a Championship judge.

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- Operate with due regard to the requirements of OH&S associated with the Show Society and National Championship.
- Be as neutral as possible so as not to influence other Officials'.
- Not discuss Competitors with other Officials'.

Responsibilities and Obligations of Officials'

The Officials' responsibilities and obligations include:

- Being appropriately dressed for the standard of the Show and the weather conditions.
- Being on time with a minimum of 15 to 30 minutes before the advertised starting time of the National Championship.
- Ensuring that they have all the required material to perform their role.
- Not starting the National Championship prior to the scheduled time.
- Acting in accordance with the Rules and Regulations pertaining to the Show and/ or as directed by the Judges Steward.
- Ensuring that they carry out the instructions of the Championship judge precisely and without error. Avoid conversing with the Championship judge during judging except at the direction of the Championship judge.
- Not voicing an opinion about a Competitor to the Championship judge.
- Ensuring that proper decorum is maintained in the Judging ring and that unauthorised persons do not enter, nor attempt to converse with the Championship judging during adjudication. If unauthorised persons enter the Judging ring, judging must be halted until the unauthorised person leaves the area.
- Following the Show judging area Evacuation Procedures when directed by a Show Representative.
- Not being under the influence of alcohol or mind-altering substances.
- Keeping noise levels to a minimum during the Championship and set mobile phones to silent when in the Show judging area.
- Complying with a non-smoking policy where it applies on the Show judging area.

The roles and activities of the Officials' being as follows:

Championship judge

The Championship judge to:

1. Select/ nominate animal/ fleece or bird Exhibits for the Classes in the National Championship whether one, two or three (1, 2 or 3) Classes.
2. Assess the Classes in the National Championship and to place the animal/ fleece/ bird Exhibits accordingly.
3. Complete the Master Card and ensure it is submitted to the Assessor Steward prior to the first batch of assessed cards being received by the Assessor Steward from the Competitors.

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4. Use the Computer Scoring Program and Hormel Slide which allows a differential score between animal/ fleece/ bird Exhibits to be used to mathematically score the variance of the Competitors placement of animal/ fleece/ bird Exhibits as compared to the Championship judge.
5. Assess the judging technique/ handling by Competitors as well as the Oral Section of the National Championship.
6. Officially place the animal/ fleece/ bird Exhibits according to their original assessment at the completion of the National Championship and give comments for the benefit of Competitors and spectators. Comments may include a brief description on how Competitors can improve upon their presentation.
7. The Championship judge must not have access to any Master Score Sheet prior to the announcement of the winners of the particular National Championship.
8. Sign the Awards Cards.

Judge's Steward

The Judge's Steward to:

1. Accompany the Championship judge when selecting the animals/ birds/ fleece Exhibits for judging. In some cases it will probably be necessary to do this the day before the National Championship.
2. Collect from the Judging Championship office:
 - a) The Exhibitor's Notification Forms as required.
 - b) Complete these forms after animal/ fleece/ bird Exhibits have been selected and distribute accordingly to Exhibitors and as required. Retain a copy for filing.
3. Supervise the arrival of all animal/ fleece/ bird Exhibits to an area adjacent to, but not in the Judging Ring at least ten (10) minutes prior to the advertised start of the Championship.
4. Supervise distribution of all identification numbers, breastplates or pen numbers for animal/ fleece/ bird Exhibits. Where age and/ or scanning measurements are required, these particulars to be noted on the breastplates.
5. Collect numbers or breastplates after each National Championship and supervise return of animal/ fleece/ bird fleece Exhibits.
6. Attend to all Championship judge's requirements including assistance in completing Master Cards and submitting Assessors Cards to the Data Entry Steward's table.
7. Sign off the results sheet along with the Data Entry Steward or Data Reader Steward (two (2) signatures required).

Ring Steward:

The Ring Steward to:

1. Set up required Judging Rings in conjunction with the Judge's Steward.
2. Supervise parading of animals/ placing of fleece Exhibits or penning of birds as laid down in each National Championship Handbook.
3. Ensure that Sponsor's corporate banners and signage are in place during the National Championship Judging. Ensure that ASA flags and banners are in place promoting the National Final Championships and Competition.

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4. Receive instruction from Competitors as to the placement of ribbons on animals/ birds/ fleece Exhibits before the commencement of their Oral presentation.
5. Promptly assist any handlers having difficulty with animal/ fleece/ bird Exhibits.
6. Supervise interchange of Classes and/ or Competitors.
7. Liaise with Championship Coordinator as regards to collection of ribbons, trophies, Judging Cards prior to Championship.
8. Attend to all requirements of the Judge's Steward.
9. Collect and check Competitor's Cards and places them in numerical order before handing to the Data Entry Steward.
10. Assist supervising the final oral Competitors.
11. Do not allow a Competitor to talk with the Championship judge unless required.
12. Ensure that Competitors are not receiving outside assistance during the National Championship.
13. Collect arm bands from Competitors.

Data Entry Steward

The Data Entry Steward to:

1. Set up the Computer Scoring Program and Hormel Slide in accordance with Championship judge's estimates on Score Cards. Confirm with the Data Reader Steward regarding correctness of the Computer Scoring Program and Hormel Slide settings.
2. Enter the Competitor's name and arm band number as provided by the Data Reader Steward into the Computer Scoring Program and on the Master Score Sheet.
3. Check that Competitors Oral Judging and Visual Judging cards and sheets have been identified and completed correctly before being entered into the Computer Scoring Program and on the Master Score Sheet.
4. Identify to the Data Reader Steward the cut off points for the Oral Section and those Competitors required for the Oral Section.
5. Make sure that the Championship judge does not have access to the Master Score Sheet prior to the signing off of the winners of the particular National Championship.
6. Print off results for checking.
7. Cross check results and confirm with the Data Reader Steward of the placegetters. Limit the number of other people at the Assessor's table to the Judge's Steward, Timekeeper and Data Reader Steward.
8. No more than one (1) nominated person from each State/ Territory/ Region to be present on the judging table.
9. Sign off the results sheet along with the Judges Steward.
10. Advise Data Reader Steward that Competitors can have their individual results printed off or emailed to them if required.

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Data Reader Steward

The Data Reader Steward to:

1. Confirm with the Data Entry Steward regarding correctness of the Computer Scoring Program and Hormel Slide settings.
2. Issue and explain the Judging Cards and numbered arm bands to Competitors.
3. Record each Competitor's name to an arm band number and hand to Data Entry Steward.
4. Confirm with the Data Reader Steward the cut off points for the Oral Section and those Competitors required for the Oral Section.
5. Advise the Announcer Steward and Judge's Steward of those Competitors required for the Oral Section.
6. Cross check results and confirm with the Data Entry Steward of the placegetters.
7. Note the final assessment on Master Score Sheet and Award Cards, and deliver to the Judge's Steward.
8. Document placegetters for the Announcer Steward and Section offices.
9. Limit the number of other people having access to the judging table to include the Timekeeper, Data Entry Steward, and Judge's Steward.
10. Sign off the results sheet along with the Judges Steward.
11. Inform Competitors that their individual results can be printed off or emailed if required.

Timekeeper

The Timekeeper to:

1. Have a stopwatch in working order and be familiar with operating and reading the watch.
2. Have access to the National Championship Handbook Guidelines and be familiar with the timings for each Championship activity.
3. Position them self so that they have a good view of the Judging Ring and be ready, before notifying the Ring Steward that they may proceed with that section of the National Championship.
4. Check that Competitors are competing in the given order.
5. Start the watch at the instant Competitors are to start their National Championship activity.
6. Record the time each Competitor takes to complete each activity.
7. Record any penalties that may apply to Competitors going over the allocated times and pass to the Data Entry Steward.
8. Act in a professional and impartial manner throughout the National Championship.
9. Keep the time on the watch until given the instruction by the Ring Steward to clear the watch.

Announcer Steward

The Announcer Steward to:

At Start of Championship

- Welcome Competitors and spectators.
- Acknowledge the role of the Hosting State/ Territory/ Region running the National Championship.

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- Introduce Championship judge prior to his/ her comments on judging. This to be followed by a Vote of Thanks.
- Acknowledge the sponsors and donors of prizes and trophies.
- Explain to Competitors and Spectators the National Championship procedures This includes:
 - a) Advising of the time breaks for the Visual Section and selection, and the Oral Sections **(as listed in the National Championship Handbook)**;
 - b) Assumptions **(if any)** that may be made by Competitors in relation to their judging process;
 - c) Adhering to the Rules and Regulations of the National Championship and the general Conditions of Entry **(as listed in the National Championship Handbook)**;
 - d) Confirming that no communication between Competitors and the spectators is permitted throughout the duration of the National Championship **(breaking this rule it may be deemed as outside assistance and result in disqualification)**.

During Championship

1. Repeat at suitable times throughout judging:
 - The sponsors and donors of prizes and trophies.
 - The National Championship procedures.
2. Once Competitors have completed individual judging announce the Oral Finalists and supervise their oral presentation to the Championship judge.

At Completion of Championship

1. Invite the Championship judge to present comments on the judging whilst the scores are being tallied.
2. Judge's Steward and Championship Judge to sign off on results.
3. Advise Competitors and the spectators to direct any questions to the Championship judge after the Awards Presentation is complete.

Presentation of Awards

A signed copy of the ASA National Championships Awards Sheet by the Judges Steward, Data Entry Steward and / or Data Reader Steward (two (2) signatures required) to be followed for the Presentation of Awards.

1. Invite the presenters of Awards and ribbons to come forward.
2. Announce the particular Awards. Presentations to be presented in the following order:
 - Third Place Winner of the Agricultural Shows Australia National _____ Young Judges Championship.
 - Runner-up of the Agricultural Shows Australia National _____ Young Judges Championship.

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- Winner of the Agricultural Shows Australia National _____ Young Judges Championship.
3. Allow the following to speak if they wish:
- Judge's Steward
 - ASA Representative
 - Sponsor's Representative
 - Winner of the National Championship.
4. Thank everyone for attending.