



Employment Application for Halter Superintendent

The Calpaca Board invites you to be considered as the ***Halter Show Superintendent for the Gold Country Gathering, October 18-19, 2014 in Grass Valley CA.*** The Gold Country Gathering is a Level II show expected to have 100 – 299 entries.

Please complete the following information and attach separate addendums as needed.

Name:

Address:

City, State and Zip

Phone:

Cell Phone: Fax:

Email:

AOA Show Division Number:

Please submit this form and any addendums to **calpacaboard@gmail.com**

Submissions should be received by: May 10, 2014

Position Overview

- Reporting to the Event Manager, the Halter Show Superintendent is the individual responsible for coordinating the show and is the final authority in the enforcement of all the rules pertaining to the show, except the final color determination, based upon the rules of the 2014 AOA Show System Rules.

Requirements of Show:

The Halter Show Superintendent will have the following responsibilities:

- Shall not also serve as a Fleece Show Superintendent for Level II, III and IV Fleece shows.
- Shall not personally show their alpacas before the Judge in that show.
- Shall apply for certification of the show, choose the conditions of entry, and set the schedule for the classes.
- Shall oversee the selection and hiring other show personnel with exception of the Judge.
- Shall implement a system that ensures verification and compliance with color and fleece length of all alpaca entries.
- Shall produce the premium listing which contains the list of classes offered, ribbons, prizes, or premiums and the show entry form.
- Shall receive the entries and examine for accuracy, including verifying that the show entry matches the ARI Registration Certificate papers.

- Shall retain the copies of the AOA Registration Certificates with their show records.
- Shall require all owners to submit a copy or photocopy of the Certificate of Veterinary Inspection (CVI) with all necessary State tests and mandated AOA tests such as BVDV “negative” or BVDV “not detected” by PCR testing listed for all alpacas entering the venue, whether in competition or entering the premises for any other reason. The Show Superintendent shall keep the copy or photocopy as part of their permanent show records.
- Shall organize the classes according to the rules pertaining to the level of the show.
- Shall produce the show catalog which contains the show order and listing of entries in their appropriate classes.
- Required information: Class Number, Name of Class (Breed Type, Gender, Age Division, Color, Class Type), Exhibitor Number, ARI Registration Number, Alpaca Name, Owner Name and Farm Name, DOB, Color Designation, Sire Name, Dam Name, Encouraged information: Handler Name
- Shall ensure procurement of ribbons and/or trophies.
- Shall enforce all rules pertaining to the show.
- May direct the Gate Steward to re-check the microchip number for each alpaca in a class held at the gate prior to entering the ring to verify the identity of the alpacas in the class.
- May excuse any alpaca or exhibitor from the show prior to or during judging if exhibitor is deemed to be in violation of rules.
- Shall be in charge of the show but may not serve as Ring Steward at that show.
- Shall be present on the show grounds for the duration of the show.
- Shall direct anyone seeking to register a complaint to follow the procedures documented in the Standards of Proper Conduct section in Part 22 of this Handbook and on the AOA Show System website.
- Shall be responsible for reporting show results to the Show System Administrator in the required format within the time required by the show rules.
- After entries have been received and classes have been assembled, provide the Judge with a list that shows only the proposed classes and the estimated number of alpacas in each class. The list shall also show the class order.
- Shall be a farm member of AOA and a member of the AOA Show System

In addition to the specific duties and responsibilities listed above the Halter Superintendent shall follow the show guidelines as set forth in Part 4 Show Positions and Officials, Section D. Ethics Relating to Halter Show Officials of the 2014 Show Division Handbook.

Technical Requirements:

- Strong computer skills and or access to volunteers/ staff who do possess necessary skills
 - Proficient in word processing
 - Proficient in creating spreadsheets and reports
 - Have the ability to quickly learn new applications such as the Registration software

Experience and References

List any AOA Certified Shows and/or other Shows & Show Associations with whom you have contracted or acted in a volunteer nature within the past 24 months, including a name as a point of Reference for each show. Please provide all information for each show. (If you require more room, you may attach an addendum).

Name of Show

Dates of Show

Position contracted or volunteered at show (Pls. note whether contracted or volunteer position)

Type of Show (Halter, Fleece, Performance, other)

AOBA Certified Show (Y/N)

of Entries

of Judges

of Rings

Reference Name, Telephone # and email

Show management will additionally pay for meals, hotel, transportation and miscellaneous fees not to exceed \$300.

*Selection of Calpaca **Gold Country Gathering Halter Superintendent** will be made by the Calpaca Board and will be relayed to submitters by no later than 6 months prior to the date of the show.*

Thank you for your interest.

Calpaca Board