



Show Management Checklist

BEFORE THE SHOW:

- Visit www.ajcattle.com to become familiar with all rules and regulations regarding AJCA sanctioned shows.
- Print copies of necessary forms and make notations about information needed from exhibitors (AJCA number, registration number, etc.)
- Make copies of AJCA requirements/guidelines and any additional rules that apply to the show and post them at the registration table.

AT REGISTRATION:

- Record the exhibitor name and AJCA member number. Correct spelling of names and correct AJCA numbers are vital in reporting points correctly.
- Check registration papers for owner's name, animal's date of birth, and ownership date. Checking current health papers is highly recommended.
- Record whether the animal is a heifer, bull, or steer and make certain the animal is in the correct division.
- Break registered classes in two-month intervals (January/February, March/April, etc.) with the exception of the youngest and oldest class (one-month break).
- Class breaks for commercial heifers and steers are at the discretion of the show management based on weights.
- Record the names and ages of all exhibitors that register for showmanship classes.

DURING THE SHOW:

- Make certain information (class placings, etc.) is recorded as accurately as possible. If the show secretary is unsure of an exhibitor name or class placing, please ask the exhibitor, ring steward, or judge immediately.
- Record any possible rules violations noticed. Also, make notations about any suspected rules violations reported to you by exhibitors and/or spectators. This information may be pertinent in points challenge situations.
- During showmanship classes, record the number of exhibitors that ACTUALLY participate. This number may vary from those registered. AJCA needs the exact number of actual participants in each age division.
- All showmanship classes should be placed 1st through 5th. AJCA awards points based on 1-5 placings only.
- Record the Grand Champion and Reserve Champion in each division. Important: Report information on heifers and bulls in each breed; commercial heifers by American, English, and Exotic; and steers by Grand and Reserve (not breed specific).

- Write down any questions/concerns you may have, no matter how trivial they may seem at the time. Recording these questions may help in a points challenge situation.
- Provide the show secretary with a copy of AJCA requirements/guidelines rules to help answer any questions that may arise.

AFTER THE SHOW:

- Paperwork for AJCA points should be RECEIVED by the AJCA Points Administrator within ten (10) working days of the conclusion of the show.
- Use the *AJCA Official Sanction Show Reporting Forms* available at www.ajcattle.com to report show results to the AJCA Points Administrator.
- REQUIRED information should include Exhibitor name, AJCA number (if known), classes, placings, and number of animals in each class and/or division.
- When filling out the points *Show Placing/Reporting Forms*, use a separate sheet for each breed or division. It is also preferred that heifers and bulls are listed on separate sheets.
- List only the top 5 showmanship placings on the Showmanship Report. It is very important that AJCA knows the number of actual participants in each age division.
- Indicate the Grand and Reserve Champion heifer in each of the commercial divisions—American, English, and Exotic.

A Rules Infringement/Special Circumstances form may be submitted with the *Show Placing Report Forms* at the discretion of the show management.

Fill out all forms as accurately and neatly as possible. Do not forget to include a contact person who has knowledge of the show and can provide clarification or additional information in a points challenge situation.

SUBMITTING SHOW POINTS/PLACING REPORTS:

Please contact Cole Jackson for assistance in filling out show reporting forms. All reports should be mailed to:

Dr. Chelsey Kimbrough
2301 S. University Ave.
Little Rock, AR 72204

Other contact information:
ckimbrough@uaex.edu or 479-754-1559

A special thank you to all of the volunteers and show management who dedicate their time and talents to provide AJCA sanctioned shows for the youth of Arkansas. The members of the Arkansas Junior Cattlemen's Association are truly appreciative of your efforts!