

## American Simmental Association Hosting a National Show – State Association Guidelines



Thank you for hosting the National Simmental Show. This event should adhere to all Progress Through Performance (PTP) guidelines. The following document contains additional guidelines to assist you in the hosting process.

### 1. Scheduling Full Host Responsibility

*The host is responsible for:*

- Arranging and/or confirming the dates of the event, including all show times and locations.
- Arranging and announcing the time and location of animal check-in.

As soon as you know the confirmed dates of your event, contact the ASA. Your event's schedule will then appear on the ASA website, in ASA eNews, and in *the Register* as space allows.

### 2. Judges Joint Responsibility

*The host is responsible for:*

- Selecting the judge(s). The national show judge(s) must be selected from the approved Progress Through Performance judges list. ([www.simmental.org/site/index.php/eventshows/ptp-judges](http://www.simmental.org/site/index.php/eventshows/ptp-judges))
- Contacting the ASA office as soon as the judge and associate judge are approved and confirmed.

*The ASA is responsible for:*

- Paying and coordinating housing for the associate judge.
- Providing up-to-date and accurate PTP information to the judge(s).

Your event likely has a judge selection deadline at least nine (9) months before the national show occurs and may go through a nominating process. In most cases, the expo pays and coordinates housing for the main judge; the ASA pays and coordinates housing for the associate judge.

The ASA does not dictate judge selection from its approved PTP list, but hopes the host will secure a judge who: A.) uses a combination of EPDs and visual appraisal, in order to move the breed forward; and B.) has an appropriate amount of judging experience to handle a major show.

### 3. Registration and Entries Full Host Responsibility

*The host is responsible for:*

- Collecting and compiling all entry information.
- If a state association website exists, posting class breakdowns, entry deadlines and fees, and any entry tips to that website. This will be an added service above the event's premium book and online registration, as well as the ASA publicity.

The ASA recommends that hard copies of all entries – including online entries – be collected and stored. In addition to hard copies, entries should be listed in a Microsoft Excel spreadsheet. (This will allow you to complete Step 5 more easily.)

### 4. Publicity Full Host Responsibility

*The host is responsible for:*

- As entry deadlines near, providing the ASA and regional agricultural media outlets with an update. This update should note that your event is a national show/special event, to make it more newsworthy.
- Sending updates to the ASA (Microsoft Word files are sufficient) to be included on the ASA website, in ASA eNews and/or in *the Register* as space allows.

### 5. EPD Data Joint Responsibility

*The host is responsible for:*

- Creating a Microsoft Excel spreadsheet that contains all entry information for the show, including: exhibitor names and addresses, animal registration numbers, animal birth dates, and – if available – class numbers and assigned back tag numbers.
- At least one month prior to the show, submitting the aforementioned spreadsheet to the ASA office.

*The ASA is responsible for:*

- Uploading and compiling current EPD and registration information on all animals entered in the show.
- Identifying potential errors within the entry information and making necessary resolutions.
- Using EPD information to create show programs for the public, as well as for the judge(s).

## 6. Animal Check-In

Joint Responsibility

*The host is responsible for:*

- Identifying which measurements will be included into the check-in process. All measurements taken at check-in will be incorporated into the PTP data. Measurement and data options can be found on the ASA's website at: [www.simmental.org/site/index.php/eventshows/ptp-guidelines](http://www.simmental.org/site/index.php/eventshows/ptp-guidelines)
- Securing a processing site and time.
- Obtaining and setting up at least two (2) chutes in the check-in area. If ultrasound is a part of the process, an additional chute and all ultrasound equipment will need to be obtained by the event host.
- Providing at least six (6) volunteers to assist with check-in. Volunteers will be responsible for tasks including, but not limited to: check papers for semen quality or pregnancy; read tattoos; make measurements; distribute back tags; manage traffic flow.  
(Note: If you would like AJSA Board Members to assist, please inform the ASA two months in advance.)
- Returning registration papers to exhibitors, if they are not returned at time of check-in.

*The ASA is responsible for:*

- Providing at least one (1) staff member to record and input all data at check-in.
- Organizing AJSA Board Members to assist. (Host committee must request this in advance.)
- Handling all necessary DNA kits at the time of check-in.
- Supplying and/or locating all necessary check-in supplies, with the exception of chutes and ultrasound equipment.

## 7. Show Programs

Joint Responsibility

*The host is responsible for:*

- Providing a volunteer to aid with class breakdowns and splits, as well as to proof the show program.
- Posting a draft in the barns for review by exhibitors.

*The ASA is responsible for:*

- Creating the show program, including all EPDs and measurement data.
- Locating a printing service, getting the catalogs printed, and paying all associated expenses.
- Distributing copies of the show program to exhibitors, as well as making them available to spectators.

## 8. Show Day

Joint Responsibility

*The host is responsible for:*

- Hanging signage and/or banners denoting national show status.
- Providing at least four (4) volunteers. Volunteers will be responsible for tasks including, but not limited to: assist with class line-up; serve as ring stewards; and report scratches/changes to announcers.  
(Note: If you would like AJSA Board Members to assist, please inform the ASA two months in advance.)
- Deciding whether DNA from show champions will be collected for verification purposes.
- Arranging and purchasing all awards, and making them available for distribution during the show.
- Calculating all Premier Breeder and/or Premier Exhibitor points, if applicable.

*The ASA is responsible for:*

- Arranging a show photographer and coordinating all necessary photo sharing.
- Being on hand to assist with show day happenings.
- Organizing AJSA Board Members to assist. (Host committee must request this in advance.)
- Tracking all official results and creating a publicity report to that effect.
- If DNA from show champions is to be collected, overseeing and/or handling this process.

The American Simmental Association thanks you for the time and effort you are putting forth to make this National Simmental Show a success. If you have any questions, concerns or requests regarding this upcoming event, please do not hesitate to contact us.

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