

# SHOW COMMITTEE CHECK LIST

## **BEFORE THE SHOW**

- Familiarize yourself with the CMGA Show Rules in which the responsibilities of the Show Committee are outlined and read through the CMGA Show Organization Guidelines (available on the CMGA website: [canadianmeatgoat.com/rules](http://canadianmeatgoat.com/rules)).
- Fill out the CMGA Show Sanctioning Application Form and send it, along with a copy of the schedule of classes and the appropriate payment to the CMGA office at least 30 days prior to the event. (*See Section B of the Show Rules.*) All shows officially sanctioned by the CMGA must be judged by a currently licensed CMGA judge or a currently licensed judge of an officially recognized association.
- Once sanctioning has been approved, the CMGA will send you the following championship rosettes for each of the divisions that are being sanctioned: Junior Champion, Reserve Junior Champion, Senior Champion, Reserve Senior Champion, Grand Champion, and Reserve Grand Champion. Most fair boards will supply individual placing ribbons
- Contact the CMGA office if you have any questions ([info@canadianmeatgoat.com](mailto:info@canadianmeatgoat.com), 519-824-2942).

## **THE WEEK BEFORE THE SHOW**

- Download and print out the official Health Check Form for CMGA Sanctioned Shows to have on hand at the show ([canadianmeatgoat.com/showforms](http://canadianmeatgoat.com/showforms)).
- Download and print out the CMGA Show Rules to have on hand at the show. It is the responsibility of the Show Secretary to have a copy of these rules available at all times in case any question arises during the course of the show.
- Download and print out the Report of Awards to have on hand at the show ([canadianmeatgoat.com/showforms](http://canadianmeatgoat.com/showforms)). The original completed ROA must be sent to the CMGA office and copies given to the judge and the show committee.
- Be sure to also take to the show:
  - flashlight for checking tattoos
  - disinfectant hand wash, wipes or disposable gloves for the health committee and the judge
  - bottles of water for the judge

## AT THE SHOW

- ❑ IDENTIFICATION OF ANIMALS: The original paper registration certificate as issued by CLRC is required for all registered animals. No photocopies can be accepted. In the event of an oversight or omission, and at the show committee's discretion, electronic verification of CLRC registration will be permitted **as a secondary and back up verification method only**. It is NOT the show committee's responsibility to provide the electronic device and Internet access. If the exhibitor cannot provide this, the animal cannot be permitted to show without the original paper registration certificate.
- ❑ HEALTH CHECK: Prior to the show, all animals must pass the mandatory health check as outlined on the official Health Check Form for CMGA Sanctioned Shows. (See Show Rules Section A.5.) Be sure to have the form **signed** by all three members of the health check committee or the licensed veterinarian **before** the judging begins.
- ❑ REPORT OF AWARDS: The Show Secretary must complete all of the results for each division judged **before judging of the next division begins**. This includes ensuring that the judge checks the tattoos of the Junior and Reserve Junior Champions, and Senior and Reserve Senior Champions, and this information is recorded. The judge is the only authority when reading tattoos on an animal. As well, the show secretary must ensure that the complete results for each class are recorded immediately after that class.
- ❑ As soon as all of the classes are complete, each page of the Report of Awards must be signed at the bottom by the Show Secretary, the Show Chairman and the judge. Each of the winning exhibitors must also sign next to the information for each of their animals, certifying that the information has been recorded correctly.

## AFTER THE SHOW

- ❑ Send the following paperwork to the CMGA office within 60 days of the completion of the show:
  - ❑ Completed and signed Health Check Form;
  - ❑ Completed and signed Report of Awards;
  - ❑ Complete show results including individual class placings and disqualifications (ie. show program with the results of all classes marked, including number of entries and number of animals disqualified).