

OLD SET OF
1997

GUIDELINES FOR HOSTING THE NACA NATIONAL SHOW

The North American Corriente Association recognizes the importance of member involvement in the planning and execution of the annual National Corriente Show, Membership Meeting and other events that go along with them. In October, 1997, the NACA Board of Directors agreed to develop a format that allows the National Convention to rotate around the country to sites that are traditionally "regional sanctioned shows". The Board believes this format will move the events on a revolving basis allowing more members to participate. The host organization will be those regional/state associations which now assist in the important role of promoting the Corriente breed. The host group must have held at least one regional show, with a minimum of six sanctioned classes, before applying to host the National Show. They must apply in writing over the signature of the Regional President and Vice President. The application should be sent 2 ½ years in advance of the proposed dates for the National. The following requirements are meant to answer the most common questions about responsibilities for both NACA and the host group.

THE REGIONAL/STATE ASSOCIATION WILL:

1. Apply, in writing, to the NACA Board of Directors. They must describe the proposed facilities to be used, the suggested dates, hotel arrangements and any other pertinent information about the location. A list of specific requirements will be provided for the facilities along with a cost guideline.
2. Agree to supply volunteers to assist in the on-site set-up and check-in process, check brands, health papers, proof of fertility, solicit local sponsorships, plus other areas that may need manpower. Assign and label cattle pens and hip tag cattle.
3. Nominate from one to three persons, not currently serving on the NACA Board of Directors, to serve on the Convention Committee for the year prior to the event.
4. Provide input and suggestions for the schedule of events, speakers and theme for the Welcome Reception. Suggest entertainment/education.
5. Understand that meeting facilities are also required for the Annual Membership Meeting, Banquet, Board of Directors Meeting and other meetings and/or seminars.
6. Not have to pay the \$200 required fee for holding a sanctioned show for the National event. Nor, will they be responsible for advertising and mailing of entry forms.
7. Arrange for roping cattle, roping secretary, chute help, etc.
8. Find bulldoggers and team ropers.
9. Help find auctioneer.
10. Follow minimum established NACA Rules & Guidelines for all ropings. Receive and dispense all roping monies. (See Roping check list)
11. Select judges.

THE NACA WILL:

1. Approve/Disapprove of host applications in a timely manner, as early as possible. Upon approval, the host group will be notified, in writing, and asked to sign a simple letter of agreement which follows these guidelines, but includes all information, known at the time.
2. Be financially responsible for all NACA events.
3. Sign all contracts for facilities, hotels, speakers, judges, and any other area where there is a financial consideration.
4. Provide all notification and advertisement to members.
5. Decide general schedule of events. Receive all entry fees, ticket sales, sponsorships, convention fees, NACA promotional items sales, and donations to pay for the expenses of the convention.
6. Provide liability insurance coverage binder, if required.
7. Provide all ribbons and awards. Calculate Premier Breeder and Premier Exhibitor points.
8. Determine classes to be held and how and when they are run, including Breeder's roping.
9. Prepare convention brochures, show programs, entries, show packet, hip tags, etc.
10. Provide NACA staff, promotional items, etc.
11. Pay Judges. Provide necessary lists and forms for judges, show and roping crew.
12. Handle problems and/or complaints.
13. Provide one main person (Executive Director or a current Director) as a liaison between the regional show management and the NACA. This person would basically work with the Board of Directors and approve suggestions for facilities and special events from the region.

In general terms, both the NACA and the host group pledge to use their best efforts to have a successful event. The NACA wants to keep the format easy, simple and free of financial burdens for the host group. They do want the host group to be involved in the planning through participation in our committee process. And we always need volunteer manpower to assist the NACA staff. The event should reflect the local flavor of the host groups location, through decorations, theme of the Welcome Reception, special logos or other ideas. This format must be thought of as a team effort and any "us against them" attitudes are counterproductive to this goal.

Other issues, not outlined above, may arise. They will be ruled on by the NACA Board of Directors fairly and with the best interest of all the members at heart. Officers and Directors of all regional/state associations are encouraged to attend NACA Board of Directors meetings to keep better informed on changes and goals of the NACA. A meeting of these persons is planned to be scheduled for each convention where the best attendance can be expected.

NACA is a fast growing organization. The success of our National Convention is critical to our continued growth and strength. This format allows for the maximum participation of all members.

Requirements for Facilities for the NACA National Convention and Cattle Show

1. Cattle Pens

- at least 150 pens, approximately 10' X 10' (four sides with gate, but not solid sided horse stalls), with alleys to move cattle to the judging pens. Pens should be in an enclosed building or at least covered.

2. Judging Arenas

- two areas at least 60' X 60' (or the equivalent) which are accessible by alleys from the cattle pen area. A section of a roping arena is fine. Sufficient individual pens for showing mature bulls, produce-of-dam and get-of-sire groups. All these areas must be indoors or at least covered. Open panel pens, with area free of spectators to evaluate animals outside the pens if the judge so desires.

3. Arena

- Indoor or covered arena for team roping and bulldogging with appropriate chutes, holding pens and return alley.

4. Horse Stalls

- at least fifty, enclosed or covered.

5. Food concession area available on site.

6. Livestock feed and veterinary services within fairly close proximity.

7. Hotel

-at least 75 rooms within fifteen minutes of the facility.

8. Other facilities

-rooms for meeting, banquet and catering, and dance available at either the hotel or the cattle show facility.

9. Airport

- a commercial airport within an hour or so of the facility.

Application To Host NACA National Convention & Show

Host Organization:

Date of Application: _____

Applicant Name: _____

Official Representative & Title: _____

Mailing Address: _____

Phone number(s): _____

E-Mail Address: _____

National Convention & Show Information:

Proposed Date for National Convention & Show: _____

Location (town/city): _____

Name of Convention/Show Facilities: _____

Price Estimation for Facility Use: _____

Facility Manager Contact Information:

Name: _____

Address: _____

Phone: _____

Web site/email: _____

Has your organization utilized this facility before? Yes _____ No _____

Please refer to the Requirements for Facilities document and provide a brief description of your ability to meet these (attach to application).

Lodging Information:

Names of Motel(s) in area, expected rates and distance from show facility:

Name _____ Rates _____ Distance: _____

Name _____ Rates _____ Distance: _____

Name _____ Rates _____ Distance: _____

Have you received, read and understood the Host Guidelines and attachments? Yes _____ No _____. Please provide any concerns or questions your organization may have concerning these requirements for hosting. (Attach to application)

Thank you for your interest in hosting the NACA National Convention and Show. The NACA Board of Directors will provide a response to this application within 60 days of its receipt. Please forward this along with requested attachments to:

North American Corriente Association
P.O. Box 12359
N. Kansas City, MO 64116

North American Corriente Association National Convention and Show Host Guidelines

The goal of the North American Corriente Association (NACA) is to ensure that every National Convention and Show is a well organized, efficiently run, interesting event held in good facilities. In order to accomplish this goal, the NACA will accept most of the responsibilities for planning, financial and secretarial duties. The Host Organization of the National Convention and Show is welcome to hold the event in the style and traditions of their area, but will work closely with the NACA Board of Directors to produce a successful event. The host is essentially expected to provide general organization at the local level, the on-site manpower for the event, and locate and set-up the facilities.

The NACA Board of Directors has established the following guidelines for the hosting of the Annual National Convention and Show. The host organization must have held at least one show, with a minimum of six (6) sanctioned classes, prior to application for hosting a National Convention and Show.

NACA will provide:

1. Written response within 60 days to host applicant regarding receipt and status of application. The approval of application will be finalized by a duly executed letter of agreement.
2. Financial responsibility for all NACA Convention and Show events and activities. All Convention and Show income and expenses will be executed by the NACA. (Exception of Member's Roping monies; see Committee Responsibilities)
3. Financial management with all Convention and Show profits passed through to hosting organization.
4. Financial loss, if any, will be assumed by the NACA.
5. Financial report to Host Organization within 60 days post-event.
6. Signature and payments in a timely manner for all contracts relating to Convention and Show.(facilities, hotels, speakers, judges, etc.)
7. All awards outlined within the show budget.
8. Approval of event schedule, show classes and Breeder's roping. In addition to cattle classes, the schedule will usually include:
 - a. Welcome Reception
 - b. NACA Board of Director Meeting
 - c. NACA Membership Meeting
 - d. Judges Roundtable
 - e. Membership Educational Opportunities
 - f. Youth Judging
 - g. Youth Dummy Roping
 - h. Breeder's and Member's Roping
 - i. Benefit Auction
 - j. Awards Banquet

9. Liability insurance coverage binder, if required.
10. NACA Show Secretary who will calculate Premier Breeder and Premier Exhibitor points, in addition to all other secretarial duties, with exception of ropings.
11. Notification and advertisement to NACA Membership
12. Convention brochures, show programs, entries, show packet and hip tags.
13. Response to on-site problems, suggestions and/or complaints.
14. One NACA Board member to co-chair with the Host Organization Show Manager on the National Convention and Show Committee. This Board Member may select a NACA member with Show Manager experience to also serve on this committee. The Committee will report to the NACA Board of Directors on all aspects of the National Convention and Show and ***the NACA Board will have the final decision on all matters.*** See attached: Show Committee Responsibilities
15. One NACA Board member to serve as Roping Director to work directly with the Host Organization's Roping Manager. The Roping Committee will report to the NACA Board of Directors on all aspects of the National Convention and Show and ***the NACA Board will have the final decision on all matters.*** See attached: Roping Committee Responsibilities

Host Organization will provide:

1. Complete and submit the NACA National Convention and Show Application Form not later than 30 months in advance of the proposed dates for the show. (Exception provided for 2008)
2. Submit all documentation within required timelines, unless authorized by the NACA Board of Directors. See attached: Timelines & Checklists
3. Nominate two (2) host site representatives; one as Host Show Manager and one as Host Show Secretary to serve on National Convention and Show Committee for the full year prior to the event. The Host Show Manager will serve as co-chair of this committee, and the Host Show Secretary will serve as Convention and Show Co-Secretary. See Attached: Show Committee Responsibilities
4. Nominate a Roping Manager to work directly with the NACA Roping Director for the full year prior to the event. See Attached: Roping Committee Responsibilities.
5. Identification of a minimum of 3 persons available for judging each category; males, females and performance classes.
6. Identify a roping secretary, and an auctioneer with contact information to NACA Show Committee.
7. Identification and confirmation of performance ropers and bulldoggers available during show dates.
8. Identification of type and cost for desired awards to be purchased and approved by the NACA Board.
9. Identification of show personnel to provide on-site facility set-up, check-in process for exhibitor's entries, cattle pen assignments and signage, staging/penning of show cattle, and chute help throughout event.
10. Connection to and engagement with the local community to gain advertisement opportunities, sponsorships for lodging and awards.

The NACA Board of Directors has the responsibility for all matters associated with the National Convention and Show. However, success will depend on the full participation of the host organization, show committee, the NACA board and staff in order to provide our membership with a positive and memorable experience at our Annual National Convention and Show.

Attachments:

- Application to host National Convention and Show
- Requirements for Facilities
- Budget Format with sample budget and narrative
- Committee Responsibilities/Checklist
- Required Show Personnel Form
- Required timelines and calendar of duties

SAMPLE
National Convention & Show Budget

**Those items marked with asterisk need to be filled in by NCSC Committee*

Expenses		Amount	Totals
Awards	Class Buckles		
	Class Ribbons		
	Grand Champion Awards		
	Reserve Champion Awards (3 buckles)		
	Premier Breeder & Exhibitor (2 buckles)		
	\$1000 Added Roping		
	All Around Class		
	First Timer Award		
	Futurity/Maturity Cash Payouts		
Youth Activities	Youth Photo Contest		
	Youth Dummy Roping		
	Youth Judging		
Roping	Roping Buckles		
	Breeder's Roping Saddles		
	<i>*Roping Labor (secretary)</i>		
Facilities	<i>*Convention & Show Facility</i>		
	<i>*Cattle Pens</i>		
	<i>*Labor for show</i>		
Meals	<i>*Welcome Reception</i>		
	<i>*Awards Banquet</i>		
Judging	Judges Fees		
	Judges Rooms		
	<i>*Performance Ropers</i>		
	<i>*Bulldoggers</i>		
Materials	Entry Packets – Printing & Postage		
	Attendee Packets		
	Show Programs (donated)		
	Hip Tags & Glue		
	Miscellaneous supplies		
Education	<i>*Speakers Honorarium</i>		
Entertainment			
	Total Expenses		
Income			
	<i>*Entries</i>		
	<i>*Horse Stalls</i>		
	<i>*Pens</i>		
	<i>*Class Sponsorships</i>		
	<i>*Other Sponsorships</i>		
	<i>*Roping</i>		
	<i>*Donation Auction</i>		
	<i>*Meal Package</i>		
	Convention Fee		
	Members Judging Clinic		
	Total Income		
	Profit/Loss		

NACA National Convention & Show Timeline & Check List

This document is intended as a tracking tool for the Convention & Show Committee and the NACA Board of Directors

RE: 2009 National Show; hosted by PNCA

30 Months Prior to the Event = February 2007

- √ Host Organization Application Due to NACA
- √ NACA Director appointed as National Convention & Show Committee (NCSC) Chair
- NCSC Chair confirm application information including ALL facility expenses

28 Months Prior to Event = April 2007

- NCSC Chair reports findings regarding assessment of application to the NACA Board of Directors.
- √ NACA Board of Directors provides written notice to Host Organization Applicant on application status. (Per meeting in Glen Rose)
- Upon approval, NACA secures facility contracts and submits necessary documents and deposits.

18 Months Prior to Event = February 2008

- Proposed Convention & Show schedule, including cattle classes, due to NACA Board of Directors for review.
- Confirm accommodations at location

16 Months Prior to Event = April 2008

- Show Personnel Form Due to NACA Board of Directors
- Proposed Budget & Narrative due to NACA Board of Directors for review.
- Final Budget approved through conference call with Co-Chairs and NACA Board of Directors.

12 Months Prior to Event = August 2008

- Secure judges contracts
- Youth Judge confirmed
- Secure any insurance if needed
- Complete any additional contracts required for approved schedule
- Appoint facilitator for Judge's Round Table
- Awards ordered
- NACA Director (NSCS Chair) attends Host Organization Regional Show

9 Months Prior to Event = November 2008

- Progress report submitted to NACA Board of Directors from each committee (Show and Roping)
- Lodging Reservations made for NACA Staff, Judges, Presenters and/or entertainment

3 Months Prior to Event = May 2009

- Show Brochure information provided to NACA office (see attached list)
- Confirm show personnel commitments
- Site visit by Host Show Manager to confirm facility status for set-up

1 Week Prior to Event = August 2009

- Exhibitor list, total numbers for reserved cattle pens and horse stalls provided to Host Show Manager.
- Confirm performance entry list fits available number of ropers, horses and bulldoggers;

1 Day Prior to Event Check-in:

- Set up facility for Convention and Show
- Both secretaries on-site to organize show paperwork and distribute supplies
- Pen signage posted
- Pens bedded, if needed
- Facility/Pen maps posted
- Signage at facility entrance directing to check-in
- Show pens for group classes numbered, if possible
- Test sound system at all locations

60 days Post Event:

- Thank you letters to all sponsors
- Financial report provided to Host Organization
- Profit proceeds paid to Host Organization from NACA
- NACA Show Committee report with feedback and any recommendations submitted to NACA Board of Directors.

National Show Secretary Duties

- As soon as dates for show are firm, develop timeline.
- As soon as Show Manager has been named, establish contact and determine mutually agreeable method to share information.
- Six months out – work with Show Manager to determine who will be placing orders for what items and ensure that all buckles, saddles, ribbons and any other custom-made awards have been ordered and are on track to be received on time. Review and update checklist.
- 4-6 months out - Assist with preparation and proofing of entry packet. Work with Show Manager and committees to help acquire all information needed for entry packet, such as fees and costs for participants, health requirements, format for member ropings, etc.
- 4-6 months out - Draft entry form and registration summary form.
- 4 months out – Verify eligibility of candidates for the Board.
- 2 –3 months out - Provide mailing labels for entire membership to receive entry packet.
- Prepare and mail ballots at least 30 days prior to Annual Membership Meeting where votes will be counted.
- 1-2 months out – Receive & process entries:
 - Verify that entrant is a member in good standing and owns the cattle entered.
 - Verify the breeder of each animal.
 - Verify that all cattle are the proper sex and age for their class.
 - Verify that Get of Sire and Produce of Dam entries have the same sire/dam.
 - Verify that Bull Maturity entries were in the previous year's Bull Futurity.
 - Verify that “registration pending” cattle have been applied for and applications can be processed.
 - Verify as best you can that the exhibitors reserved enough pens, meal tickets, etc.
 - Verify fees paid.
 - Enter the pertinent information from each entry in a database (Excel, Access). Proofread the data and then sort/merge it into the Show Program.
 - Check that all classes have enough entries to be sanctioned, notify Show Manager if not.
 - Provide copy of database to Show Manager.
 - Provide pen and stall information to Show Manager.
 - Follow up with sponsors who failed to provide ad copy.
 - Work with Show Manager to assign sponsorships to classes and awards.
 - Produce the Show Program.

Maintain a “master copy” of the show database and keep it up to date with scratches, substitutions, etc.

Acquire materials – cameras and prizes for youth photo contest, report covers for packets, name tag holders, etc.

- 2 weeks out, right up to leaving for event:

Make or acquire meal tickets.

Acquire stall and pen assignments from Show Manager and prepare checkin sheets for all attendees.

Prepare and assemble attendee packets with their checkin sheets, hip tags, meal tickets, etc.

Prepare a list of all current members. Also a list of voting members (Life and Active only).

Verify ballots received against voting member list and prepare extra blank ballots for members who will vote in person.

Prepare a list of all eligible ropers (member six months or longer).

Prepare a current Breeder’s List.

Pack all materials and prepare for travel. (see checklist)

- At the show:

Have attendee packets organized for easy retrieval. Have original entry forms available and organized for quick reference.

Set up computer & printer.

Keep master database up to date with information from checkins. Enter the pen assignment for each animal into the database.

Prepare pull sheets for each class (except Mature Bulls). Pull sheets should be in pen number order to prevent unnecessary extra trips around the facilities by the ground crew.

Prepare judging scorecards for each class (except \$1,000 roping).

Complete official results cards as classes are completed.

Prepare results for posting.

Prepare a portable version of results for pen sign hangers.

Tabulate Premier Breeder and Premier Exhibitor.

Prepare drawing for First Timer’s award.

Prepare information for awards banquet M.C. – stats of show and participants, announcements, etc. Print another copy of results or retrieve the ones that were posted for use in announcing results and presenting awards.

Clerk donation auction and collect from members at conclusion.

Requirements for Facilities for the NACA National Convention and Show

1. Cattle Pens

- ❑ At least 120 pens, approximately 10'x 10' (four sides with gate, but not solid sided horse stalls), with alleys to move cattle to the judging arenas. Pens should be in an enclosed building or at least covered.
- ❑ Solid-sided pens, or isolated pens are needed for Mature Bulls. Solid-sided pens should have an open panel gate. These pens need direct access to an exhibit area for judging individual animals outside of their pens.

2. Judging Arenas

- ❑ Two arenas at least 90'x 90' (or the equivalent) which are accessible by alleys from the cattle pen area. Utilizing a section of the roping arena is acceptable.
- ❑ Adjacent holding pens to the show arenas are recommended for all conformation classes.
- ❑ Get-of-Sire and Produce-of-Dam groups will require approximately 20-30 open style of pens, grouped together, and must be indoors or within a covered area.

3. Arena

- ❑ Indoor or covered arena for performance classes and roping events with appropriate chutes, holding pens and return alley.

4. Horse Stalls

- ❑ At least forty (40), enclosed or covered horse stalls.

5. **Food and Concession area available on site.**

6. **Livestock feed and veterinary services within fairly close proximity.**

7. Hotel

- ❑ At least 75 rooms available within close proximity of the Convention and Show facility.

8. Other Facilities

- ❑ Rooms suitable for meeting with full accessibility, banquet and welcome reception, should be available. Sound system and AV equipment is preferable at all locations.