



**AGRICULTURAL SHOWS  
AUSTRALIA**

**AGRICULTURAL SHOWS  
AUSTRALIA HANDBOOK**

**NATIONAL ASA MEAT BREEDS SHEEP  
YOUNG JUDGES CHAMPIONSHIP**

**(Update Final 30 November  
2020)**

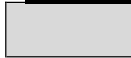
**JUDGING INSTRUCTIONS**

**THE JUDGING CARDS FOR THIS NATIONAL ASA  
CHAMPIONSHIP SHOULD BE ON PINK COLOURED PAPER.**

**National ASA Meat Breeds Sheep Judging Championship**

**Agricultural Shows Australia Handbook**

**NATIONAL ASA MEAT BREEDS SHEEP YOUNG JUDGES  
CHAMPIONSHIP**



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## **National ASA Meat Breeds Sheep Judging Championship**

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**The National Agricultural Shows Australia (ASA) Meat Breeds Sheep Young Judges Championship (National Championship) is designed to determine the Competitors whose placings after careful inspection and consideration would likely agree to those of the Championship judge.**

#### **RULES AND REGULATIONS**

1. To be eligible to compete in the National Championship each Competitor must have lived, worked or attended school within a State/ Territory they represent in the previous three (3) months and can only represent one State/ Territory at a National Championship in any given Calendar year.
2. Competitors must be fifteen (15) and under twenty five (25) years of age on first (1st) May in the year of the Competitor's National/ State/ Territory Final. Competitors under the age of eighteen (18) must be accompanied by a chaperone.
3. Each year one (1) Competitor is to represent each State/ Territory and one (1) Competitor to represent any affiliated National organisation (e.g. New Zealand).
4. The Computer Scoring Program and the Hormel Slide are to be used at the National Championship Final for calculation of the points and placings.
5. The Championship Judge must not have access to any Master Score Sheet prior to the announcement of the winners of the National Championship.
6. At no time during the National Championship should a Competitor talk with the Championship Judge unless directed to do so by the Ring Steward.
7. State/ Territory/ Region Secretaries must inform the ASA Secretariat of the title, name, address, date of birth, age, contact numbers (phone and mobile) and email address of **their** Competitor in a Judging Championship going on to a National Championship Final. The ASA Secretariat will advise these Competitors of the venue and times of the National Championship Final.
8. The winner and runner-up of the National Championship should be requested to do a report on any travel tour they undertake to validate sponsorship money.
9. The winner is ineligible to compete again after winning the final of the National ASA Meat Breeds Sheep Young Judges Championship.
10. Competitors will be eliminated from the National Championship if the Judge's Steward considers they are receiving outside assistance including the use of unauthorised devices.

#### **Notes for Host Nation/ State/ Territory**

1. Each year nominations can be received from the National Final Host for the Data Reader and Data Entry Steward positions. Appointees will be approved by the National Competitions Working Group (NCWG). Both appointees are required to attend a Training Workshop prior to the National Finals.

Host Nation/ State/ Territory/ is to provide all other Stewards. Any vacant Steward positions will be filled by the NCWG.

1. The role and activities of Officials are listed in the 'National ASA Young Judges & Paraders Championship Official Duties Handbook.'
2. Two (2) Championship judges are required for this Meat Breeds Sheep Young Judges Championship.
3. The Host RAS Show is to provide place ribbons to Exhibitors/ Competitors.

## **National ASA Meat Breeds Sheep Judging Championship**

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4. Rules and Regulations for the National Championship to be sent out to Competitors through the ASA Secretariat.

|              |     |  |
|--------------|-----|--|
| Please Note: | i   | This is a master set of Meat Breeds Sheep Judging Instruction Sheets to photocopy for the National Championship.                         |
|              | ii  | Championship judges receive Pages 4, 5, 7, 10, 11, 12 and 13.  |
|              | iii | Competitors receive Pages 6, 8, 9, and 12.   |
|              | iv  | Pages should be given to Championship judges and Competitors with time for them to read through before the National Championship begins. |
|              | v   | Pages 3, 5, 11, 14 and 15 are for the use of the Championship Judge's Steward.   |
|              | vi  | Additional requisites – Competitor Numbers and 2 sets of Animal Numbers )(1 – 4)   |

The arrangements for the conduct of the National Championship are as follows:

#### **A. PROCEDURE FOR RUNNING THE NATIONAL CHAMPIONSHIP**

- a) a) Two (2) Classes of animals (e.g. one (1) Class to be of a Downs breed and one (1) Class of a Long Wool breed) are to be judged by Competitors. One (1) Class judged at a time.
- b) Each Competitor may select his/ her Class for the Oral presentation.
- b) Animals in each Class must be identified by 'breastplates' numbered one, two, three, four (1, 2, 3, 4), and **not** A, B, C, D. This is essential when the Computer Scoring Program and Hornel Slide are used.
- c) All Competitors will take part in the Oral judging and use the card/ sheet marked 'Oral Class'. Before the commencement of the Oral presentation, each Competitor is required to give instruction to the Ring Steward to place the ribbons on the cattle in their placement order. The ribbon colour order being Blue – First (1st), Red – Second (2nd), White – Third (3rd), Yellow – Forth (4th).
- d) Visual judging will take place first. Competitors will be allowed eight (8) minutes to judge the four (4) animals in each Class and to complete each Visual Judging Card.
- e) Each Competitor in the Oral Judging is allowed two (2) minutes to speak, explaining his/ her placing from their nominated group of animals. **Penalty points apply** – One (1) point should be deducted for every ten (10) seconds or part thereof over the allotted two (2) minutes.
6. The winner of the National Championship is marked out of a maximum two hundred (200) points: fifty (50) points for the placings in each of the two (2) Classes; twenty five (25) points for handling of animals in each 'of the Classes'; and twenty five (25) points for each of the Oral Classes.
7. Competitors in the Oral Class are scored on their accuracy of observation, their comparative statements, speaking ability and general presentation and dress.
8. In the case of a dead heat the Competitor with the highest points for visual judging will be declared the winner, or if there is still a dead heat the Championship Judge will have the final say. All tie-break details are to be confirmed by the Judge's Steward.

## **National ASA Meat Breeds Sheep Judging Championship**

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#### **B. NATIONAL CHAMPIONSHIP TIMING**

To maintain the interest of Competitors, the animals and the spectators, it is important the entire National Championship is completed in approximately one and a half (1½) hours. The timing should be as follows:-

**Visual Judging:** (Two (2) or three (3) Competitors at a time)

|   |            |
|---|------------|
| Judging two (2) classes – Eight (8) minutes each<br>(Five (5) minutes standing, two (2) minutes walking, one (1) minute standing) | 16 minutes |
| Changeover times  | 3 minutes  |
| Data Reader Steward (Competitors) finalise visual score   | 3 minutes  |

#### **Oral Judging:**

Note: All Competitors, except one (1) should be taken out of hearing range of Judging Ring

|   |            |
|---|------------|
| Seven (7) Competitors' Oral tests – Six (6) minutes each<br>(One (1) minute placing, two (2) minutes speaking on long wool)<br>(One (1) minute placing, two (2) minutes speaking on short wool) | 42 minutes |
| Change over time one (1) minute each)   | 6 minutes  |
| Comments from Championship judge  | 10 minutes |
| Announcement and Presentation of Awards   | 9 minutes  |
|   | _____      |
| Total Time  | 89 minutes |
|   | _____      |

In order to maintain the impetus of the National Championship, immediately the Championship Judge has completed his/ her final comments, the National Championship results should be ready to be announced and the Awards and Presentations made.

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**NATIONAL ASA MEAT BREEDS SHEEP JUDGING CHAMPIONSHIP**

**(Visual/ Physical Class – Long Wool)**

|                  |       |     |     |     |                     |
|------------------|-------|-----|-----|-----|---------------------|
| Competitor's No: | ..... |     |     |     |                     |
| Breed:           | ..... |     |     |     |                     |
| Placings:        | 1st   | 2nd | 3rd | 4th | Max. Points<br>(50) |

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**NATIONAL ASA MEAT BREEDS SHEEP Young Judges  
CHAMPIONSHIP**

**(Visual/ Physical Class- Short Wool)**

|                  |       |     |     |     |                     |
|------------------|-------|-----|-----|-----|---------------------|
| Competitor's No: | ..... |     |     |     |                     |
| Breed:           | ..... |     |     |     |                     |
| Placings:        | 1st   | 2nd | 3rd | 4th | Max. Points<br>(50) |

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**NATIONAL ASA MEAT BREEDS SHEEP JUDGING CHAMPIONSHIP**

**(Oral Class)**

Competitor's No: .....

Selected Class: .....

| Class                          |  |  |  |  | Long Wool | Short Wool | Max. Points |
|--------------------------------|--|--|--|--|-----------|------------|-------------|
| Competitor's Placing           |  |  |  |  | Score     | Score      | 50          |
| Competitor's Handling          |  |  |  |  |           |            | 50          |
| Oral Order:                    |  |  |  |  |           |            |             |
| (a) Accuracy of observation    |  |  |  |  | 7.5       | 7.5        | 15          |
| (b) Ability to compare animals |  |  |  |  | 7.5       | 7.5        | 15          |
| (c) Speaking ability           |  |  |  |  | 5         | 5          | 10          |
| (d) Presentation and dress     |  |  |  |  | 5         | 5          | 10          |
| SUB TOTAL                      |  |  |  |  |           |            |             |
| PENALTIES                      |  |  |  |  |           |            |             |
| TOTAL                          |  |  |  |  | 25        | 25         | 50          |

## National ASA Meat Breeds Sheep Judging Championship

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## NATIONAL ASA MEAT BREEDS SHEEP JUDGING CHAMPIONSHIP

### ORAL SECTION GUIDELINES

All Competitors will take part in the Oral Judging and use the card/ sheet marked 'Oral Class'. Upon entering the Judging Ring each Competitor will give instructions to the Ring Steward to place the ribbons on the animals in their placement order. Ribbon colour order being Blue – 1st, Red – 2nd, White – 3rd, Yellow - 4th.

Competitors are allowed one (1) minute to place the animals in their order of merit.

Competitors are allowed two (2) minutes to clearly express their oral reasoning to the Championship Judge and spectators the reasons they placed the Exhibits in a particular order. **Penalty points apply** – One (1) point should be deducted for every ten (10) seconds or part thereof over the allotted two (2) minutes.

Competitors to have their reasons organised and emphasise the most important points they wish to make.

When giving their reasons, the main objective is to inform the Championship Judge what they have seen and compared each animal in the Class.

It is important that the Competitor makes comparisons between animals rather than describe individual animals.

Commence the oral reasoning as follows: -

'I placed this class four, one, three, two (4, 1, 3, 2').

Give the most important reasons first and remember to use comparative terms. Where necessary then follow with:

'In the top pair I placed four (4) ahead of one (1) because four )4(.....'.

This demonstrates to the Championship Judge the accuracy of the Competitor's priorities. Mention any major faults if present.

Continue in similar manner by comparing the middle pair and finally the bottom pair.

Remember:            Speak clearly;  
                              Be Concise;  
                              Show conviction in the placings;  
                              Introduction (important statements first, small points at the end) logical order  
                              (comparison of pairs) and conclusion;  
                              Look at the Championship judge at all times.

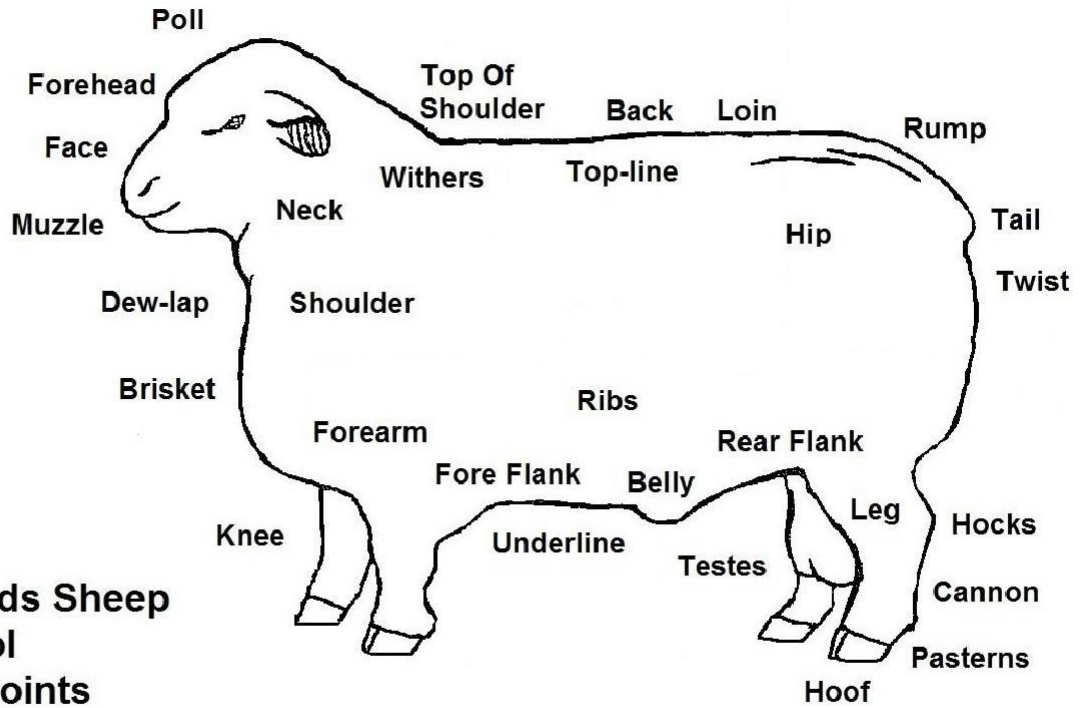
**DRESS** - Competitors must be neatly and suitably attired, and male Competitors must wear a tie and long pants. Long hair is to be restrained and only minimal jewellery is acceptable. Closed in shoes are essential. Shorts, chewing gum and poor presentation is unacceptable and will be marked down accordingly.



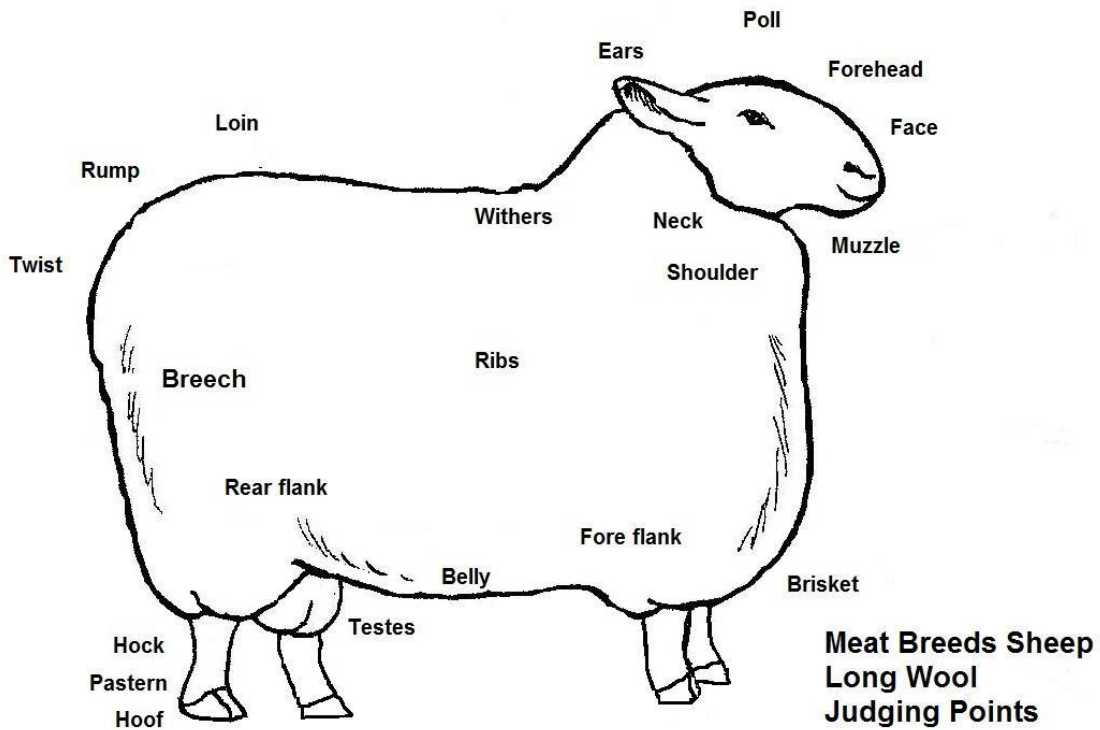
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**NATIONAL MEAT BREEDS SHEEP JUDGING CHAMPIONSHIP**



**Meat Breeds Sheep  
Short Wool  
Judging Points**



**Meat Breeds Sheep  
Long Wool  
Judging Points**

## **National ASA Meat Breeds Sheep Judging Championship**

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#### **NATIONAL ASA MEAT BREEDS SHEEP JUDGING CHAMPIONSHIP**

##### **NOTES FOR CHAMPIONSHIP JUDGES**

In the selection of each Class of animals for the Judging Championship, the aim should be to select a group of four (4) long wool animals and four (4) short wool animals with quality variation.

A suitable group of animals might be made up of a fairly clear leader, a fairly obvious 'tail', and two (2) others that present a more difficult choice. They will be judged against the standard of what is considered a good Meat Breed type, rather than one that pays strict attention to specific breed points. Animals of similar age should be selected for the National Championship.

Prior to the National Championship the Championship Judge will select the animals to be judged – if required this can be done a day or two before the Championship. On the day of the National Championship the Championship Judge will decide on the correct placing of the animals in each Judging Ring and note on the Master Card.

In filling out the Master Cards, the Championship Judge is required to note a numerical difference between animals as directed in instructions for use of the Computer Scoring Program and Hormel Slide. Both the Computer Scoring Program and Hormel Slide show the degree of penalty as related to the degree of difference between animal placings and the Competitor is scored accordingly.

A Competitor is in as good a position as is the National Championship Judge to observe both the good and bad points or faults of the animals. But even if he/ she does so, he/ she may draw different conclusions because he/ she does not give those good and bad points the same importance as does the Championship Judge. This difference of opinion will be reflected in the Competitor's low score for placing, and he/ she should not be further penalised in the Oral Test if his/ her observation has been accurate and the Championship Judge considers the reasoning to be logical.

Each Competitor in each Oral Class is allowed one (1) minute to line up the animals in his/ her order of merit and two (2) minutes to state his/ her reasoning for the placings. If he/ she finishes in less than this time, but has said all that was needed to support his/ her case, he/ she should not be penalised. If he/ she exceeds the two (2) minutes, marks should be deducted from the maximum fifteen (15) points allowed for 'speaking ability'. One (1) point should be deducted for every ten (10) seconds over the allotted two (2) minutes.

At the conclusion of the National Championship the Championship Judge is asked to give his/ her own reasons for the placing of the animals. If possible, with the animals present. Comment on the various oral and ringcraft styles of the Competitors may also be made.

As far as possible to maintain Competitor and spectator interest in the National Championship, it is important that it is confined to a time limit. Championship Judges are asked to confine their comments to the times suggested in the 'Competition Procedure' for all meat breeds judging Competitions.

**DRESS** – Competitors must be neatly and suitably attired with either long sleeved shirt and jacket, and male Competitors must wear a tie and long pants. Long hair is to be restrained and only minimal jewellery is acceptable. Closed in shoes are essential. Shorts, chewing gum and poor presentation is unacceptable and will be marked down accordingly.

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**MASTER SCORE SHEET**

Date ..... Breeds Used: Long Wool .....  
 Place..... Short Wool .....

| Competitor's Name | No | Non-oral Class |             |             |             |                 | Oral Class  |             | Penalties | Total (200) | Placings |
|-------------------|----|----------------|-------------|-------------|-------------|-----------------|-------------|-------------|-----------|-------------|----------|
|                   |    | Placings       |             | Handling    |             | Sub Total (150) | L/Wool (25) | S/Wool (25) |           |             |          |
|                   |    | L/Wool (50)    | S/Wool (50) | L/Wool (25) | S/Wool (25) |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |
|                   |    |                |             |             |             |                 |             |             |           |             |          |

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**REASON CARD FOR COMPETITOR'S NOTES – MEAT BREED SHEEP (NOT TO BE HANDED IN)**

Breed: .....

Placings: 1st ..... 2nd ..... 3rd ..... 4th .....

\* Please remember when speaking to say why you put 1st place over 2nd, 2nd place over 3rd, etc.

|  |         |
|--|---------|
| 1st PLACE NO: .....<br>Why you placed 1st: |         |
| 2nd PLACE NO: .....                        | Faults: |
| 3rd PLACE NO: .....                        | Faults: |
| 4th PLACE NO: .....                        | Faults: |

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**NATIONAL ASA MEAT BREEDS SHEEP JUDGING CHAMPIONSHIP**

**MASTER CARD – CHAMPIONSHIP JUDGE'S PLACINGS**

Breed:

.....

Placings:

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| 1                    | 2                    | 3                    | 4                    |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Gaps:

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| 1 – 2                | 2 – 3                | 3 – 4                |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



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**NATIONAL ASA MEAT BREEDS SHEEP YOUNG JUDGES  
CHAMPIONSHIP**

**MASTER CARD – CHAMPIONSHIP JUDGE'S PLACINGS**

Breed:

.....

Placings:

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| 1                    | 2                    | 3                    | 4                    |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Gaps:

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| 1 – 2                | 2 – 3                | 3 – 4                |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

# National ASA Meat Breeds Sheep Judging Championship

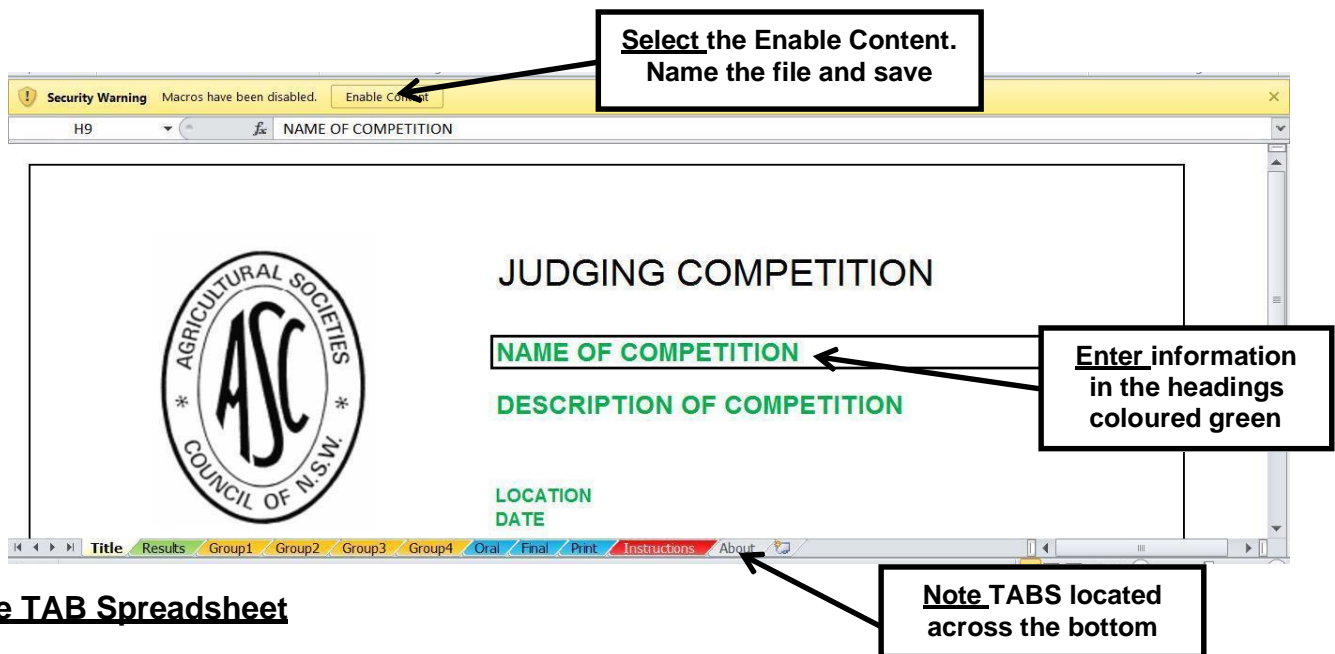
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### How to use the Computer Scoring Program

The Computer Scoring Program is relatively easy to use. The Program adds up the scores of the Competitors and provides the Data Reader Steward with the order of placings for the Championship. A Results Page **can** be printed and distributed to Competitors.

#### INSTRUCTIONS FOR USE OF THE PROGRAM:

1. Data can only be **entered** into selected spreadsheets and cells. All other cells are locked. It does not matter what order the data is entered into any of the spreadsheets. Calculations may not show until all relevant scores are entered.
2. A number of cells are automatically filled in through their connections with other TABS and therefore cannot be changed.
3. When the Program is first opened there will be a Security Warning. Select *Enable Content*. The FILE TYPE is an 'Excel Macro-Enabled Workbook'. To continue saving as a macro-free workbook, **click YES**. The File will need to be **named** and **saved** to a selected destination. Save the File on a regular basis.
4. TABS located across the bottom of the Program allow data to be entered. An Instruction TAB is also included.



#### Title TAB Spreadsheet

#### 5. *Title TAB:*

Under the **headings coloured green** enter the name of the Championship/ Competition, location (Agricultural Show) and date of Championship/ Competition.

# National ASA Meat Breeds Sheep Judging Championship

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### 6. Results TAB:

At the top right of the spreadsheet enter the number of '**Groups**' being judged, e.g. if there are three (3) Classes of cattle being judged then write in three (3). If there are two (2) Classes of merino fleece being judged then write in two (2).

The screenshot shows the 'Results' tab of a spreadsheet. The main table has columns: NAME OF COMPETITION, Entrant No, Name, Visual Score, Handling Score, Oral Score, Total Score, Rank, and Place. The 'Entrant No' column contains numbers 1 through 17. Callout boxes point to the 'GROUPS' header, the 'Entrant No' column, and the 'Name' column.

| NAME OF COMPETITION |      | GROUPS       |                |            |             |      |       |  |
|---------------------|------|--------------|----------------|------------|-------------|------|-------|--|
| Entrant No          | Name | Visual Score | Handling Score | Oral Score | Total Score | Rank | Place |  |
| 1                   |      |              |                |            |             |      |       |  |
| 2                   |      |              |                |            |             |      |       |  |
| 3                   |      |              |                |            |             |      |       |  |
| 4                   |      |              |                |            |             |      |       |  |
| 5                   |      |              |                |            |             |      |       |  |
| 6                   |      |              |                |            |             |      |       |  |
| 7                   |      |              |                |            |             |      |       |  |
| 8                   |      |              |                |            |             |      |       |  |
| 9                   |      |              |                |            |             |      |       |  |
| 10                  |      |              |                |            |             |      |       |  |
| 11                  |      |              |                |            |             |      |       |  |
| 12                  |      |              |                |            |             |      |       |  |
| 13                  |      |              |                |            |             |      |       |  |
| 14                  |      |              |                |            |             |      |       |  |
| 15                  |      |              |                |            |             |      |       |  |
| 16                  |      |              |                |            |             |      |       |  |
| 17                  |      |              |                |            |             |      |       |  |

Callout boxes:

- Enter the number of Groups being judged
- Enter the Competitor names
- Note the Entrant No. corresponding with the Competitor's name

### Results TAB Spreadsheet

In the '**Name**' column enter each Competitor's name. The '**Entrant No**' is the Competitor's identification number for the particular Championship being judged.

Where a Competitor does not turn up for the Championship then either delete the Competitor's name that may have been entered or leave the '**Name**' column blank.

### Group One (1) TAB:

At the top of the spreadsheet under '**Group One (1)**' enter the name of the Group being judged, e.g., Angus, Jersey, Merino, Poll Dorset, etc.

The screenshot shows the 'Group One (1)' tab of a spreadsheet. The main table has columns: Entrant No, Placings, and Score. The 'Entrant No' column contains numbers 1 through 17. Callout boxes point to the 'Group 1' header, the 'Placings' column, and the 'Score' column.

| Group 1 :  |                  |       |
|------------|------------------|-------|
| Entrant No | Placings         | Score |
|            | Judge's Placings |       |
|            | Judge's Cuts     |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |
|            |                  |       |

Callout boxes:

- Enter the name of the Group being judged
- Enter the Judge's Placings
- Enter the Judge's Cuts

### Group One (1) TAB Spreadsheet

## **National ASA Meat Breeds Sheep Judging Championship**

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**Judge's Placings** is where the Championship Judge's placings are entered, e.g. three, one, two, four (3 1 2 4) or two, four, one, three (2 4 1 3) or one, three, two, four (1 3 2 4), etc.

**Judge's Cuts** is where the Championship Judge's cuts are entered. The total of the three (3) numbers of the cuts/ gaps should not be more than fifteen (15) or less than three (3). If the total cut equals fifteen (15), the middle cut must not be more than eight (8) or if the total cut equals fourteen (14) the middle cut must not be more than eight (8). A **Warning** will appear if these conditions are not met. The Championship Judge must adjust the cuts to meet these conditions.

Note that the **Entrant No** will appear automatically once a Competitor's name has been entered next to a number on the **Results TAB** spreadsheet, e.g. if Fred Smith's name has been entered in the **Results TAB** spreadsheet as the third (3rd) Competitor, then a three (3) will appear under the **Entrant No**.

Once each Competitor has completed their placings and have handed in their placings, enter their information in order under **Placings** e.g. three, one, two, four (3 1 2 4) or two, four, one, three (2 4 1 3) or one, three, two, four (1 3 2 4), etc.

Note that the score will automatically be calculated and can be seen under **Score**.

#### **7. *Group Two (2) TAB:***

The process for Group Two (2) spreadsheet is the same as for **Group One (1) TAB**.

#### **8. *Group Three (3) TAB:***

The process for Group Three (3) spreadsheet is the same as for **Group One (1) TAB**.

#### **9. *Group Four (4) TAB:***

If a Group Four (4) is required, then the process for Group Four (4) spreadsheet is the same as for **Group One (1) TAB**.

#### **10. *Oral TAB:***

This spreadsheet lists all of the Competitors and their scores to date. For the Oral part and depending on what order the Championship Judge chooses, the Competitors can be asked to speak in order of their score.



## National ASA Meat Breeds Sheep Judging Championship

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| NO | NAME | VISUAL TOTAL | HANDLING SCORE | PRE-ORAL SCORE | RANK |
|----|------|--------------|----------------|----------------|------|
| 1  |      |              |                |                |      |
| 2  |      |              |                |                |      |
| 3  |      |              |                |                |      |
| 4  |      |              |                |                |      |
| 5  |      |              |                |                |      |
| 6  |      |              |                |                |      |
| 7  |      |              |                |                |      |
| 8  |      |              |                |                |      |
| 9  |      |              |                |                |      |
| 10 |      |              |                |                |      |
| 11 |      |              |                |                |      |
| 12 |      |              |                |                |      |
| 13 |      |              |                |                |      |
| 14 |      |              |                |                |      |
| 15 |      |              |                |                |      |
| 16 |      |              |                |                |      |
| 17 |      |              |                |                |      |

### Oral TAB Spreadsheet

The blue arrow on the left puts the Competitors in order of their '**Entrant No.**'.

The green arrow on the right puts the Competitors in order of their '**Score**', in Rank Order from highest to lowest score.

When the Championship Judge has listed each Competitor's Handling Score then the scores can be entered on the '**Results**' **TAB** spreadsheet.

Note:

In the Championships where there are no Handling scores, e.g. Beef Cattle Young Judges Championship and Dairy Cattle Young Judges Championship, a Zero (0) should be entered against each Competitor. Handling scores only apply to Meat Breeds Sheep Young Judges Championship, Merino Fleece Young Judges Championship, Merino Sheep Young Judges Championship and Poultry Young Judges Championship.

### **11. Scoring Oral And Handling Scores:**

Once the Championship Judge has given the Competitor their Oral and Handling scores (where applicable), then enter these scores in the '**Results**' **TAB** spreadsheet.

Note that these scores then carry through to the remaining TABS.

# National ASA Meat Breeds Sheep Judging Championship

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| NAME OF COMPETITION |      | GROUPS       |                |            |             |      |       |  |
|---------------------|------|--------------|----------------|------------|-------------|------|-------|--|
| Entrant No          | Name | Visual Score | Handling Score | Oral Score | Total Score | Rank | Place |  |
| 1                   |      |              |                |            |             |      |       |  |
| 2                   |      |              |                |            |             |      |       |  |
| 3                   |      |              |                |            |             |      |       |  |
| 4                   |      |              |                |            |             |      |       |  |
| 5                   |      |              |                |            |             |      |       |  |
| 6                   |      |              |                |            |             |      |       |  |
| 7                   |      |              |                |            |             |      |       |  |
| 8                   |      |              |                |            |             |      |       |  |
| 9                   |      |              |                |            |             |      |       |  |
| 10                  |      |              |                |            |             |      |       |  |
| 11                  |      |              |                |            |             |      |       |  |
| 12                  |      |              |                |            |             |      |       |  |
| 13                  |      |              |                |            |             |      |       |  |
| 14                  |      |              |                |            |             |      |       |  |
| 15                  |      |              |                |            |             |      |       |  |
| 16                  |      |              |                |            |             |      |       |  |
| 17                  |      |              |                |            |             |      |       |  |

Enter the Oral score when available

Enter the Handling Score if/ when available

### Results TAB Spreadsheet

#### 12. Final TAB:

This spreadsheet contains all of the scores that allow the Competitors to be sorted into 'Entrant No' order or 'Placing' order.

| NO | NAME | VISUAL TOTAL | HANDLING SCORE | ORAL SCORE | TOTAL SCORE | RANK |
|----|------|--------------|----------------|------------|-------------|------|
| 1  |      |              |                |            |             |      |
| 2  |      |              |                |            |             |      |
| 3  |      |              |                |            |             |      |
| 4  |      |              |                |            |             |      |
| 5  |      |              |                |            |             |      |
| 6  |      |              |                |            |             |      |
| 7  |      |              |                |            |             |      |
| 8  |      |              |                |            |             |      |
| 9  |      |              |                |            |             |      |
| 10 |      |              |                |            |             |      |
| 11 |      |              |                |            |             |      |
| 12 |      |              |                |            |             |      |
| 13 |      |              |                |            |             |      |
| 14 |      |              |                |            |             |      |
| 15 |      |              |                |            |             |      |
| 16 |      |              |                |            |             |      |
| 17 |      |              |                |            |             |      |

Note the Total score allows sorting for final ranking

### Final TAB Spreadsheet

If there are any ties then go to the 'Final TAB' spreadsheet and click the green arrow. This will list the Competitors in Rank Order. Use this information, the Championship Rules, Regulations and Procedure to determine the 'Placings' if ties are not permitted. There will be a need to go to the 'Final TAB' spreadsheet and enter the placings in the 'Placings' column.

#### 13. Print TAB:

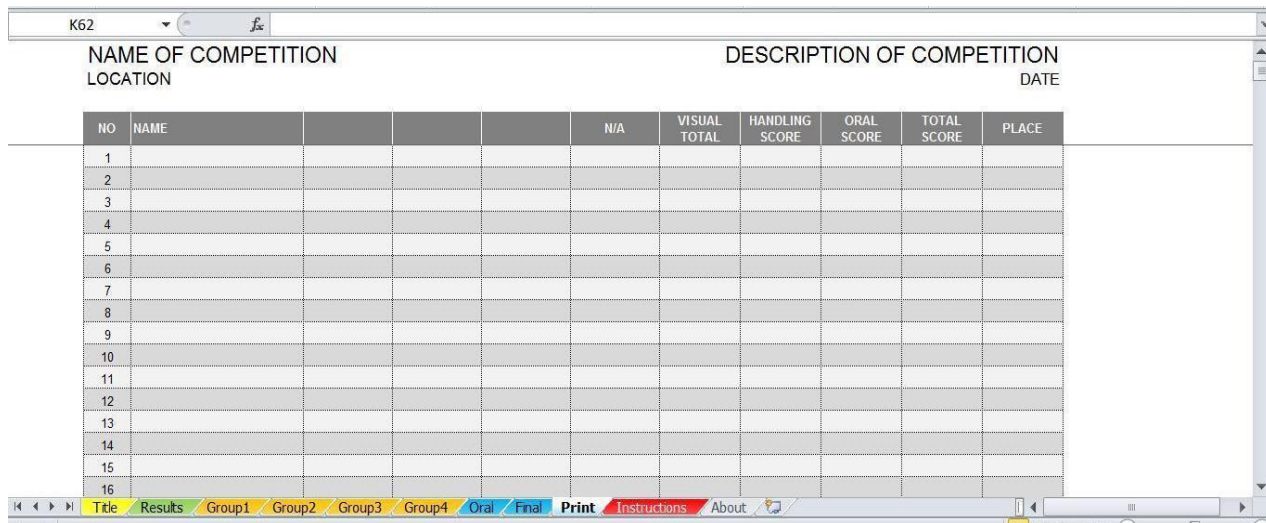
This spreadsheet has all of the information that has been provided in the previous TABS.

## National ASA Meat Breeds Sheep Judging Championship

### Agricultural Shows Australia Handbook

To get the '**Place**' column completed, there is a need to go back to the '**Results**' **TAB** spreadsheet and enter the top three placings under '**Place**'. This is easily known via the '**Rank**' column which is located to the left.

The entered information will then automatically transfer through to the '**Print**' **TAB** spreadsheet.



| NAME OF COMPETITION |      | DESCRIPTION OF COMPETITION |              |                |            |             |       |
|---------------------|------|----------------------------|--------------|----------------|------------|-------------|-------|
| LOCATION            |      |                            | DATE         |                |            |             |       |
| NO                  | NAME | N/A                        | VISUAL TOTAL | HANDLING SCORE | ORAL SCORE | TOTAL SCORE | PLACE |
| 1                   |      |                            |              |                |            |             |       |
| 2                   |      |                            |              |                |            |             |       |
| 3                   |      |                            |              |                |            |             |       |
| 4                   |      |                            |              |                |            |             |       |
| 5                   |      |                            |              |                |            |             |       |
| 6                   |      |                            |              |                |            |             |       |
| 7                   |      |                            |              |                |            |             |       |
| 8                   |      |                            |              |                |            |             |       |
| 9                   |      |                            |              |                |            |             |       |
| 10                  |      |                            |              |                |            |             |       |
| 11                  |      |                            |              |                |            |             |       |
| 12                  |      |                            |              |                |            |             |       |
| 13                  |      |                            |              |                |            |             |       |
| 14                  |      |                            |              |                |            |             |       |
| 15                  |      |                            |              |                |            |             |       |
| 16                  |      |                            |              |                |            |             |       |

### Print TAB Spreadsheet

Where print facilities are available, print off the '**Print**' **TAB** spreadsheet and distribute the Championship results to Competitors.

A copy of the Championship final results should be retained for the ASA Secretariat.

#### 14. Save file:

**DON'T FORGET TO SAVE THE FILE.**

# National ASA Meat Breeds Sheep Judging Championship

## Agricultural Shows Australia Handbook

### How to use the Hormel Computing Slide

The Hormel Computing Slide (Slide) (Figure 1) is to be used at each ASA National Championship Final together with the Computer Scoring Program. Refer to this Championship Handbook to confirm the procedure for running the particular National Championship.

The Slide is a sleeve with a series of cards, two (2) Clear Plastic Cards or Placing Cards (Figure 2) and seven (7) White Cards or Basic Cards (Figure 3) that slide into the sleeve and the result provides the Data Reader and Data Entry Stewards with the Competitor's placing score for the particular Championship. The 'calculator' works like a slide rule to match up Competitor's placings and the Championship Judge's cuts to obtain those placing scores.

By showing the degree of penalty as related to the degree of difference or ranking between Exhibit placings by the Championship judge, the Competitor is scored accordingly.



Figure 1: Hormel Computing Slide with Clear Plastic and White Cards showing

Figure 2: Clear Plastic

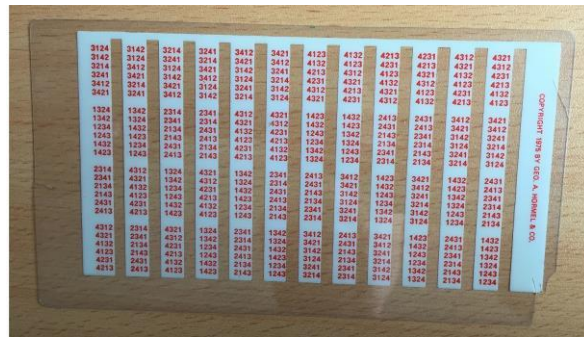
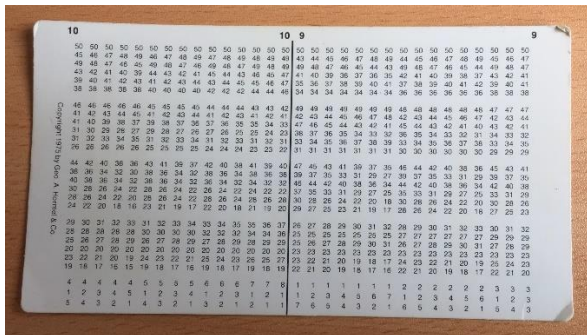


Figure 3: White Card



## National ASA Meat Breeds Sheep Judging Championship

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The scoring is based on twenty (24) possible combinations for each Class of either four (4) animals (i.e. alpaca, beef cattle, dairy cattle, meat sheep or Merino sheep); four (4) fleeces (i.e. Alpaca or Merino); four (4) birds (i.e. poultry), or whatever other is being judged (Exhibits). A top score is based on fifty (50) points with deductions coming from the Competitor's variation in their placings compared to that of the Championship Judge.

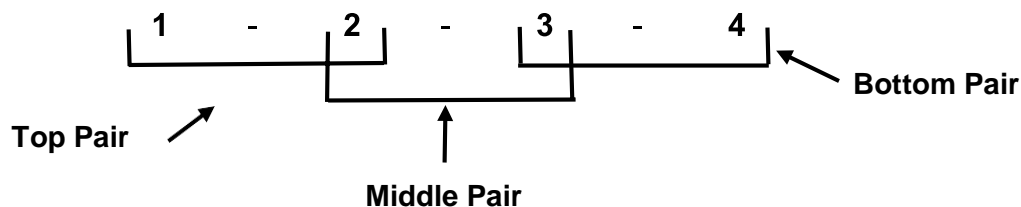
### **CALCULATING PENALTIES**

Once the Championship Judge has placed a Class of Exhibits in an order of placing, he/ she then assigns a numerical score (total of three (3) penalties) indicating the differences between the pairs in the Class.

#### **Example of Placings/ Penalties/ Cuts:**

Championship Judge's placing                    3 - 1 - 2 - 4    (three, one, two, four)  
Penalties/ cuts between Exhibits:            4 - 1 - 5        (four, one, five)  
Total of penalties/ cuts: – **10** (ten)

A Class of four (4) Exhibits has three (3) pairs, a **top pair** (first (1st) and second (2nd)) placing; a **middle pair** (second (2nd) and third (3rd)) placing; and a **bottom pair** (third (3rd) and fourth (4th)) placing.



A **Low numerical cut** (one (1) to two (2) points) indicates a higher degree of difficulty between the pairs; a **Moderate numerical cut** (three (3) to four (4) points) indicates a moderately degree of difficulty between the pairs; a **High numerical cut** (five (5) or higher) represent a relatively easy decision making between a pair of Exhibits.

#### **Example of Penalties**

|          |  |
|----------|--|
| 1 point  | The pair of Exhibits are very similar. They could easily be switched in order of placing.  |
| 2 points | The pair of Exhibits are very similar but one has a slight advantage. A switch in order of placing could be quite logical.                             |
| 3 points | The pair of Exhibits are similar, but there is a clear advantage to one pair over the other.   |
| 4 points | The pair of Exhibits are not of similar quality with one of the pair's showing a definite advantage over the other. This should be an obvious placing. |
| 5 points | One of the Exhibit pair is clearly better than the other. This should be an obvious placing.   |
| 6 points | The Exhibit pairs are not even comparable.   |
| 7 points | One of the pair's is a superior Exhibit compared to the other being an inferior Exhibit.   |

## National ASA Meat Breeds Sheep Judging Championship

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As each Class has three cuts, the total of the three (3) penalties must not be less than three (3) points and not more than fifteen (15) points. If the penalties do total fifteen (15) points the **middle cut** cannot be more than five (5) points. If the total penalties are fourteen (14) points the **middle cut** cannot be more than eight (8) points. Exceeding any of these limits could result in a negative placing score being calculated.

Scoring one Class of four (4) Exhibits involves making six (6) decisions. The process must include comparing the first Exhibit one (1) to second Exhibit two (2); then Exhibit one (1) to Exhibit three (3); Exhibit one (1) to Exhibit four (4); Exhibit two (2) to Exhibit three (3), and so on in this manner.

#### **Example One ('Simple placing')**:

This example reflects a pair switch (the middle pair in this case) and is relatively straight forward. The Competitor's placing does not differ greatly from the Champion Judge's placing.

Championship Judge's placing: 4 - 3 - 1 - 2 (four, three, one, two).

Penalties/ cuts between Exhibits: 3 - 2 - 5 (three, two, five).

Competitor's placing: 3 - 4 - 2 - 1 (three, four, two, one).

| Decision Number | Pair Group | Championship Judge's Placing | Competitor's Placing | Same as Championship Judge's Placing | Number of Pairs affected by different placings | Penalties or Cuts |
|-----------------|------------|------------------------------|----------------------|--------------------------------------|--|-------------------|
| 1               | 1st        | 4 ahead of 3                 | 3 ahead of 4         | No                                   | 1  | 3*                |
| 2               | 1st        | 4 ahead of 1                 | 4 ahead of 1         | Yes                                  | 0  | 0                 |
| 3               | 1st        | 4 ahead of 2                 | 4 ahead of 2         | Yes                                  | 0  | 0                 |
| 4               | 2nd        | 3 ahead of 1                 | 3 ahead of 1         | Yes                                  | 0  | 0                 |
| 5               | 2nd        | 3 ahead of 2                 | 3 ahead of 2         | Yes                                  | 0  | 0                 |
| 6               | 3rd        | 1 ahead of 2                 | 2 ahead of 1         | No                                   | 1  | 5**               |
|                 |            |                              |                      |                                      | Sum of Penalties                               | 8                 |
|                 |            |                              |                      |                                      | Competitor's Score<br>(50 minus 8)             | 42                |

#### **Decision Number 1\*:**

\*The Competitor placed three (3) ahead of four (4) and therefore the placing does not match those of the Championship Judge who placed four (4) ahead of three (3). As a result (being within the 1st pair; a cut of three (3); and four (4) should have been placed ahead of three (3)), there is a three (3) points penalty.

#### **Decision Number 2:**

The Competitor placed four (4) ahead of one (1) and therefore the placing matches those of the Championship Judge who placed four (4) ahead of one (1). As a result, there is no penalty.

## National ASA Meat Breeds Sheep Judging Championship

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#### **Decision Number 3:**

The Competitor placed four (4) ahead of two (2) and therefore the placing matches those of the Championship Judge who placed four (4) ahead of two (2). As a result, there is no penalty.

#### **Decision Number 4:**

The Competitor placed three (3) ahead of one (1) and therefore the placing matches those of the Championship Judge who placed three (3) ahead of one (1). As a result, there is no penalty.

#### **Decision Number 5:**

The Competitor placed three (3) ahead of two (2) and therefore the placing matches those of the Championship Judge who placed three (3) ahead of two (2). As a result, there is no penalty.

#### **Decision Number 6\*\*:**

\*\*The Competitor placed two (2) ahead of one (1) and therefore the placing does not match those of the Championship Judge who placed one (1) ahead of two (2). As a result (being within the 3rd pair; a cut of five (5); and one (1) should have been placed ahead of two (2)), there is a five (5) points penalty.

#### **Example Two ('Simple Bust'):**

This example reflects where the Competitor's placing has put the first or last Exhibit in the Class correctly, but rearranged the other three Exhibits relative to the Championship Judge's placing.

Championship Judge's placing: 1 - 2 - 3 - 4 (one, two, three, four).

Penalties/ cuts between Exhibits: 4 - 2 - 3 (four, two, three).

Competitor's placings: 1 - 4 - 3 - 2 (one, four, three, two).

| Decision Number | Pair Group | Championship Judge's Placing | Competitor's Placing | Same as Championship Judge's Placing | Number of Pairs affected by different placings | Penalties or Cuts |
|-----------------|------------|------------------------------|----------------------|--------------------------------------|--|-------------------|
| 1               | 1st        | 1 ahead of 2                 | 1 ahead of 2         | Yes                                  | 0  | 0                 |
| 2               | 1st        | 1 ahead of 3                 | 1 ahead of 3         | Yes                                  | 0  | 0                 |
| 3               | 1st        | 1 ahead of 4                 | 1 ahead of 4         | Yes                                  | 0  | 0                 |
| 4               | 2nd        | 2 ahead of 3                 | 3 ahead of 2         | No                                   | 1  | 2*                |
| 5               | 2nd        | 2 ahead of 4                 | 4 ahead of 2         | No                                   | 1  | 5**               |
| 6               | 3rd        | 3 ahead of 4                 | 4 ahead of 3         | No                                   | 1  | 3***              |
|                 |            |                              |                      |                                      | Sum of Penalties                               | 10                |
|                 |            |                              |                      |                                      | Competitor's Score<br>(50 minus 10)            | 40                |

## **National ASA Meat Breeds Sheep Judging Championship**

### **Agricultural Shows Australia Handbook**

#### **Decision Number 1:**

The Competitor placed one (1) ahead of two (2) and therefore the placing matched those of the Championship Judge's placing of two (2) ahead of one (1). As a result, there is no penalty.

#### **Decision Number 2:**

The Competitor placed one (1) ahead of three (3) and therefore the placing matched those of the Championship Judge's placing of one (1) ahead of three (3). As a result, there is no penalty.

#### **Decision Number 3:**

The Competitor placed one (1) ahead of four (4) and therefore the placing matched those of the Championship Judge's placing of one (1) ahead of four (4). As a result, there is no penalty.

#### **Decision Number 4\*:**

\*The Competitor placed three (3) ahead of two (2) and therefore the placing does not match those of the Championship Judge's placing of two (2) ahead of three (3). As a result (being within the 2nd pair; a cut of two (2); and two (2) should have been placed ahead of three (3)), there is a two (2) points penalty.

#### **Decision Number 5\*\*:**

\*\*The Competitor placed four (4) ahead of two (2) and therefore the placing does not match those of the Championship Judge's placing of two (2) ahead of four (4). As a result (being within the 3rd pair; a penalty of five (5); and two (2) should have been placed ahead of four (4)), there is a five (5) points penalty.

#### **Decision Number 6\*\*\*:**

\*\*\*The Competitor placed four (4) ahead of three (3) and therefore the placing does not match those of the Championship Judge's placing of three (3) ahead of four (4). As a result (being within the 3rd pair; a cut of three (3); and three (3) should have been placed ahead of four (4)), there is a three (3) points penalty.

#### **Example Three (Major Bust):**

This example reflects where the Competitor's placing does not substantially match those of the Championship Judge's placing.

Championship Judge's placing:            2 - 3 - 1 - 4    (two, three, one, four).

Penalties/ cuts between Exhibits:        4 - 2 - 3    (four, two, three).

Competitor's placing:                        4 - 1 - 3 - 2    (four, one, three, two).

| Decision Number | Pair Group | Championship Judge's Placing | Competitor's Placing | Same as Championship Judge's Placing | Number of Pairs affected by different placings | Penalty or Cut |
|-----------------|------------|------------------------------|----------------------|--------------------------------------|--|----------------|
| 1               | 1st        | 2 ahead of 3                 | 3 ahead of 2         | No                                   | 1  | 4*             |
| 2               | 1st        | 2 ahead of 1                 | 1 ahead of 2         | No                                   | 2  | 6 (4 + 2)**    |
| 3               | 2nd        | 3 ahead of 1                 | 1 ahead of 3         | No                                   | 1  | 2***           |



## National ASA Meat Breeds Sheep Judging Championship

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|   |     |              |              |    |                                     |                   |
|---|-----|--------------|--------------|----|-------------------------------------|-------------------|
| 4 | 2nd | 2 ahead of 4 | 4 ahead of 2 | No | 3                                   | 9 (4 + 2 + 3)**** |
| 5 | 2nd | 3 ahead of 4 | 4 ahead of 3 | No | 2                                   | 5 (2 + 3)*****    |
| 6 | 3rd | 1 ahead of 4 | 4 ahead of 1 | No | 1                                   | 3*****            |
|   |     |              |              |    | Sum of Penalties                    | 29                |
|   |     |              |              |    | Competitor's Score<br>(50 minus 21) | 21                |

#### **Decision Number 1\*:**

\*The Competitor placed three (3) ahead of two (2) and therefore the placing does not match those of the Championship Judge's placing of two (2) ahead of three (3). As a result (being within the 1st pair; a cut of four (4); and two (2) should have been placed ahead of three (3)), there is a four (4) points penalty.

#### **Decision Number 2\*\*:**

\*\*The Competitor placed one (1) ahead of two (2) and therefore the placing does not match those of the Championship Judge's placing of two (2) ahead of one (1). As a result (being within the 1st and 2nd pair; a cut of four (4) and two (2); and two (2) should have been placed ahead of one (1)), there is a six (6) points penalty (four (4) and two (2) penalty points).

#### **Decision Number 3\*\*\*:**

\*\*\*The Competitor placed one (1) ahead of three (3) and therefore the placing does not match those of the Championship Judge's placing of three (3) ahead of one (1). As a result (being within the 2nd pair; a cut of two (2); and three (3) should have been placed ahead of one (1)), there is a two (2) points penalty.

#### **Decision Number 4\*\*\*\*:**

\*\*\*\*The Competitor placed four (4) ahead of two (2) and therefore the placing does not match those of the Championship Judge's placing of two (2) ahead of four (4). As a result (being within the 1st, 2nd, and 3rd pair; a cut of four (4), two (2) and three (3); and two (2) should have been placed ahead of four (4)), there is a nine (9) points penalty (four (4), two (2) and three (3) penalty points).

#### **Decision Number 5\*\*\*\*\*:**

\*\*\*\*\*The Competitor placed four (4) ahead of three (3) and therefore the placing does not match those of the Championship Judge's placing of three (3) ahead of four (4). As a result (being within the 2nd and 3rd pair; a cut of two (2) and three (3); and three (3) should have been placed ahead of four (4)), there is a five (5) points penalty (two (2) and three (3) penalty points).

#### **Decision Number 6\*\*\*\*\*:**

\*\*\*\*\*The Competitor placed four (4) ahead of one (1) and therefore the placing does not match those of the Championship Judge's placing of one (1) ahead of four (4). As a result (being within the 3rd pair; a cut of three (3); and one (1) should have been placed ahead of four (4)), there is a three (3) points penalty.

# National ASA Meat Breeds Sheep Judging Championship

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### INSTRUCTIONS FOR USING THE SLIDE

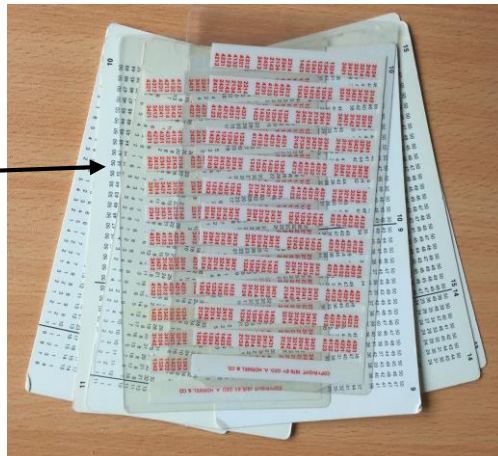
- Competitors are required to place two (2) or three (3) Classes of four (4) Exhibits depending on the particular Championship with one (1) Class being judged at a time.
- Exhibits to be available per Class:
  - four (4) animals (i.e. alpaca, beef cattle, dairy cattle, meat sheep, Merino sheep); or
  - four (4) fleeces (i.e. Alpaca and Merino); or
  - four (4) birds (i.e. poultry);, or
  - whatever other Exhibits being judged.
- Exhibits to be identified by numbers only (not A B C D) per Class:
  - animals by 'breastplates' numbered one, two, three, four (1, 2, 3, 4).
  - fleeces by numbers one, two, three, four (1, 2, 3, 4).
  - birds by pens numbered one two, three, four (1, 2, 3, 4).
- By using numbers, they can be put into twenty four (24) possible placings. Using A, B, C, D can be converted but with a large numbers of Competitors, it takes a lot of time and leaves room for error.
- Exhibits should be judged left to right. The left Exhibit being number one (1) in the Class and the far right being number four (4) in the Class.
- In the case of a dead heat the Competitor with the highest total points for Visual judging will be declared the winner, or if there is still a dead heat the Championship Judge will have the final say. All tie-break details are to be confirmed by the Judge's Steward.

### SETTING THE HORMEL SLIDE

#### Example of Placings/ Penalties/ Cuts:

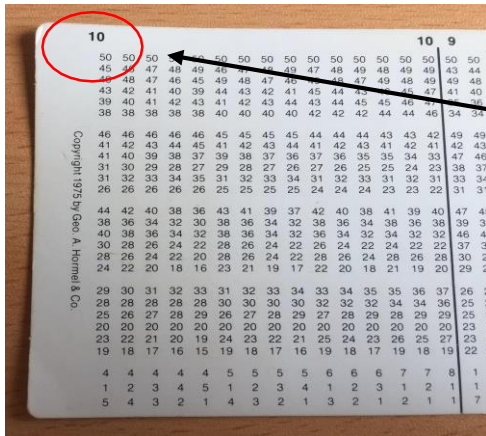
Championship Judge's placings:            3 – 1 – 2 – 4 (three, one, two, four)  
Penalties/ cuts between Exhibits:        4 – 1 – 5 (four, one, five)  
Total of penalties/ cuts: – **10** (ten)

**Step 1:**  
Take all Cards from the Slide.



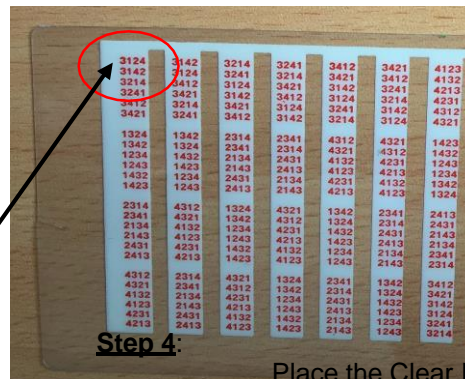
# National ASA Meat Breeds Sheep Judging Championship

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### Step 2:

Find the White Card that has the number ten (10) at the top of the Card. Place this Card on top of the remaining Cards.



### Step 4:

Place the Clear Plastic Card on top of the White Card being used and place the other Clear Plastic Card at the back of the other White Cards.

### Step 3:

Find the Clear Plastic Card with the red numbers, and then find the numbers three, one, two and four (3, 1, 2, 4) at the top of the Card.



### Step 5:

Gently put all Cards back into the Slide as this keeps them tight.

# National ASA Meat Breeds Sheep Judging Championship

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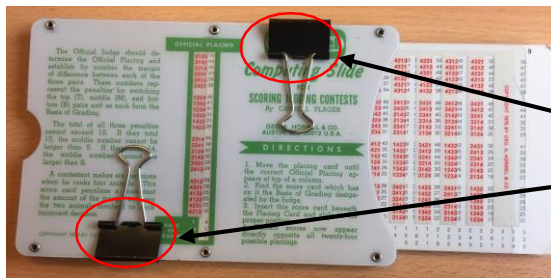
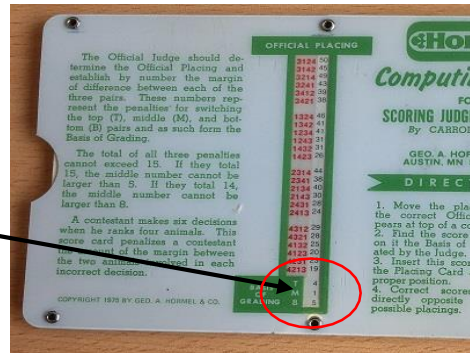


### Step 6:

- Now push the Clear Plastic Card along until the Numbers three, one, two and four (3, 1, 2, 4) appear at the top on the left side of the viewing space in the centre of the Slide.

### Step 7:

- Move the White Card along until the Numbers four, one and five (4, 1, 5) appear at the bottom of the viewing area on the Slide.



### Step 8:

- After making sure that the placings and cut are lined up correctly it is suggested to place one (1) or two (2) fold back clips on the Slide to ensure that the cards do not move.

### Step 9:

- Let the Data Reader Steward check to make sure that the placings and cut are lined up correctly as set by the Data Entry Steward.



# National ASA Meat Breeds Sheep Judging Championship

## Agricultural Shows Australia Handbook



### **Step 10:**

Correct scores will now appear directly opposite all twenty four (24) possible placings as the Competitors have placed them.

### **Step 11:**

A copy of the Championship final results be retained for the ASA Secretariat.

**National ASA Meat Breeds Sheep Judging Championship**

**Agricultural Shows Australia Handbook**

**National ASA Championship Awards Sheet**

Awards to be presented in the following order:

Championship: \_\_\_\_\_

| <b>Award</b>     | <b>Recipient Competitor</b> | <b>Jurisdiction</b> | <b>Awarded by</b> |
|------------------|-----------------------------|---------------------|-------------------|
| Third Place      |                             |                     |                   |
| Runner-Up        |                             |                     |                   |
| Winner           |                             |                     |                   |
| <b>Finalists</b> |                             |                     |                   |
| 1.               |                             |                     |                   |
| 2.               |                             |                     |                   |
| 3.               |                             |                     |                   |
| 4.               |                             |                     |                   |
| 5.               |                             |                     |                   |

**Judges Steward**

| <b>Name</b> | <b>Signature</b> | <b>Date</b> |
|-------------|------------------|-------------|
|             |                  |             |

**Data Entry Steward**

| <b>Name</b> | <b>Signature</b> | <b>Date</b> |
|-------------|------------------|-------------|
|             |                  |             |

**Data Reader Steward**

| <b>Name</b> | <b>Signature</b> | <b>Date</b> |
|-------------|------------------|-------------|
|             |                  |             |