



Fleece Show Management / Planning Guide ILR-SD Fleece Division

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Helpful guidelines to help you plan your fleece show

Paperwork and necessary forms can be found on the ILR-SD website or the appendix of the Guidelines; you can download the forms and duplicate them for your show, or contact the ILR-SD for copies of the forms.

http://www.lamaregistry.com/ShowDivision/ShowDivision_Forms.asp

How do I sanction the show?

- Submit an application to sanction an ILR-SD show to the ILR office.
Application to sanction form may be found at:
http://www.lamaregistry.com/Forms/SD_Forms/ILR-SD_GN101_Application_to_Sanction.pdf
- The show may include halter, performance, youth, and fleece for one sanctioning fee.
You can also have a stand-alone fleece show.

Hiring the Judge

- A list of ILR approved Judges may be found at:
<http://www.lamaregistry.com/ShowDivision/ShowDivisionJudges.shtml>

Judges designated **F** are fleece Judges. The Judges contract may be found at:

http://www.lamaregistry.com/Forms/SD_Forms/ILR-SD_Judging_Contract.pdf

If your show is to include fleece products, be sure to write that under *other* on the Judges contract. Discuss the classes and divisions with the Judge. The Judge will want to know dates, location, time, travel options, hotel, etc. You may also want to discuss facilities, lighting, and special needs – such as a scribe. Will you have a fleece clerk that will be available to do the check-in and other paper work? Decide who is going to supply the scale for weighing the shorn fleeces and if the judge or the clerk will weigh them.

It is very helpful if you provide your judge and fleece clerk with a copy of the **entry materials** including class descriptions, fleece and age divisions. If you have specific guidelines for fleece products your judge will also need a copy of these guidelines.

Expenses

- **Show costs:** The Sanctioning Fee is \$50. There is also a Timely Reporting Fee of \$50 which is due when the show is sanctioned and the \$50 is applied to the Per Animal Fee if the show results are reported to the ILR office within 21 days of the show. Show fees are due when results are reported to the ILR office: \$3 per head/per show if you use the ShowManager **OR** \$5 per head/per show if you *do not* use ShowManager and report show placings in a different manner.

Premiums and Awards – It is suggested that you provide ribbons for six placings. The number of classes will determine the number of potential ribbons needed. Grand and Reserve for shorn, fleece-on and fleece product divisions need to be ordered. Will you have a Best of Show? Other awards?

- Lots of things can be given as premiums. Make it fun. Ask for donations from sponsors and exhibitors to support the fleece show. Include this in the show registration materials.

What are the Fleece Show Classes?

Shorn Fleece

Fleece-on / Coat-on

Two Ounce Samples

Fleece Products

Determine which fleece and fleece products divisions and classes you will be offering. It might be best to review the possibility of combining or splitting classes to meet the needs of your exhibitors and the number of anticipated entries. The score cards provide options for dividing classes that have large numbers in the fleece-on classes such as, male/female/gelding (M/F/G), fleece length and length for coat on.

If you decide to have the two ounce sample class detailed information can be found in the fleece section of the Guidebook. This requires the judge to work with the sample prior to the show. Show management should confirm the show's ability to offer this class with the judge prior to listing this class, as not every fleece judge is able to spin. Samples should be received 6 to 8 weeks ahead of time, Judge must be willing. Send to clerk for labeling and to maintain unanimity. Send sample to judge to spin before show itself. The sample must weigh a minimum of 2 ounces. Reinforce that judge will spin some of this fleece. Exhibitors should clean and remove guard hair so as to be ready to spin. Not carded. No debris.

Fleece Divisions

Show management, with the Judge's agreement, may choose to combine divisions with low numbers of entries.

Age Divisions

In addition, show management, with the Judge's agreement, may choose to combine fleece classes by age. The age groups have been identified at points in which fleece fineness changes. The finest fleeces are generally from juveniles, then yearlings, and then each shearing is coarser until about age 4 and older, after which it stays about the same. With large numbers of entries, all of these age divisions could be accommodated. With smaller numbers of entries, it may be desirable to combine entries to make two divisions: Under 24 Months (5 up to 12 mo. and 12 up to 24 mo.) and 24 Months and older. (24 up to 48 mo. and 48 mo. and older). (Note: age categories are up to a specific age but not including it – e.g. age category 5 – 12 mo. means up to but not including 12 months – one year old. When they turn 1, they would be in the next category up.)

Fleece Products Divisions

Fleece product classes may be combined at the show management's discretion, with the Judge's agreement. A miscellaneous score card has been provided for fleece items that are not consistent with the other divisions and if you have low numbers in your classes. For more information you can view the Guidelines for fleece products at:

http://www.lamaregistry.com/Forms/SD_Forms/FleeceProducts/ILR-DD_FP101_Guidelines_for_Fleece%20Products.pdf

Optional Non-Point Fleece Classes

At show managements discretion, optional non-point fleece classes can be added. Some suggestions would be Best of Show Fleece, People's Choice or Color Division classes.

Promoting your fleece show

- **Set show date and deadlines** – for entering, receiving mail in entries, check-in and picking up items. Will you allow others to pick up entries for others? Will you require a signature to release these items to others?
- **Entry Information** – entry information should include a brief description of your show, your fleece judge, dates, times, fees, ribbons, premiums, fleece divisions, age divisions, optional classes, optional awards, special instructions for entries, deadlines, check-in protocol. It might be helpful to include a link for the entry tags and/or show manager sites.
- **Fees** – What is the show going to charge as an entry fee? The same as halter and performance? Will you charge the same fee for fleece products? Youth entries?
- **Registration** – Are you using the same registration form as the halter/performance? You need to get the fleece information in the form and the show packet.
- **Mail in** – If accepting mail-in entries of shorn fleeces and fleece products, identify the contact name and address for receipt of these items. What is the show going to charge for shipping to return the item? Per fleece, per package? Does the exhibitor want the item insured? Do you want the exhibitor to supply a return address label? Does the exhibitor have a return deadline, as the fleece is going on to another show? How does the exhibitor want the ribbons and possibly premiums returned? Would you like the exhibitor to submit a photo of the llama with the shorn fleece? Do you want to limit the photo to a particular size?
- **Fleece-on** – Set show deadlines for registration of fleece-on and coat-on divisions. Will you accept walk-in registration at the show?
- **Show book** – If having advance registration, a listing of all the participants by class is greatly needed by the fleece clerk. Space will need to be provided in your show book for add on entries. Any donations for awards or sponsor for the fleece show should be prominently included in the show program, to encourage future support.
- **Composite Class** – will your show offer a composite class? As fleece is part of the scoring in this class you will need to provide the FLEECE CLERK/STEWARDS with a list in numeric order of the exhibitors who have entered the composite class. Space should be provided to record the fleece score and the number of entries in the class and how the animal placed. i.e. Score 85 6/10. Give your completed list to the show superintendant so they can add the halter and fleece scores together. For more information, link to http://www.lamaregistry.com/Forms/SD_Forms/ILR-SD_GN010_Guidelines_1.5.pdf.
- Check table of contents for Composite Award.

What about facilities?

- **Shorn Llama Fleece and Fleece Products** – A clean, WELL LIGHTED indoor area in which the judging area is free from traffic and exhibitors. Not all judges require this privacy, but may choose to work in an open, accessible area.
- **Fleece check-in area** – Ideally, this area is close to the fleece judging area. The check-in area might also be located near the check-in area for the other show divisions, such as halter or performance. A clean table should be provided to receive the fleece and finished items. The clerk should have show entry tags, score cards, placing cards. Link to http://www.lamaregistry.com/ShowDivision/ShowDivision_Forms.asp for a copy of the show requirements, directions for submitting, deadlines etc. Who will weigh the shorn fleeces?

Shorn Fleece judging areas

Ideally, several clean tables (at least, two, 4 X 8 ft tables) need to be available to allow the judge to lay out the fleece for judging. It is possible to manage with one table. But, the more the better. Chairs for the judge and

clerk/s will be needed. Ideally, the space is heated. Good lighting is a **must**.

Fleece display area

If possible, use cardboard boxes to display the judged fleece. The fleeces and finished products should be returned to the plastic bags for displaying. Attach ribbons, score cards and fleece locks to each bag. Some shows are more comfortable placing the scoring cards inside with the fleece, for confidentiality. In this case, the entry tag would be placed with the ribbon and locks on the outside of the bag.

This area needs to be secure at all times to prevent unwanted handling of the items. Ideally, if the area is to be open to public or other exhibitors and not secure, there needs to be a room to lock the fleeces and fleece products overnight if needed. An alternative is to fence off and/or cover with sheets.

Fleece-on judging

- You will need a well lit area out of the direct flow of show traffic. Good lighting is a **must**. And, the lighting should be consistent. Not in full sunlight part of the day, and shade for the rest.
- You will need an enclosure of at least two sides to lead the animals into for judging. If the floor is slick you will need mats or covering to ensure the safety of the judge, exhibitors, and animals.
- One 6-8 foot table and chairs for judge and show staff.
- It is recommended for fleece-on and coat-on, you have two show staff available to help with score cards, recording forms, holding animals, or possibly scribing for the judge.
- Will you accept walk-up entries?
- The show announcer should be provided with the times and location of the fleece-on classes. These announcements can help keep your class running smoothly.
- A designated handler should accompany the llama while being judged.
- It is desirable to have a time set aside for the winners to be announced by allowing them to come into the ring so the judge can give the ribbons and oral reasons for their placing. This should be announced so the exhibitors can plan ahead for this time.

What kind of show staff do we need?

- Fleece show manager – this person may also be clerk, steward, helper, announcer. Hopefully, the fleece manager has met with and/or spoken with the judge prior to the start of judging.
- Fleece show clerk/steward – Someone is needed to help check-in, help fill out entry cards, take walk-up entries for fleece-on, total scoring cards, organize placings, record placings, attach ribbons, present classes to the judge, lay out fleeces, display fleeces and fleece products, etc. Just as in the halter or performance show, it helps to have an extra body or two in the area for keeping things moving, keeping things orderly, cleaning tables after each class, help recording. In shorn fleece, it especially helps to have extra help at the end, when ribbons are being added and fleeces are being displayed. Suggest 1- 3 people be available.
- Show announcer – it is highly recommended you have ALL class results announced as a thank you to your exhibitors for their support of your fleece show. Also announce your sponsors. It is especially helpful to have the show announcer do the announcing for fleece-on and coat-on in the show ring.
- A gate keeper and ring steward are very helpful when bringing in the classes and divisions for fleece-on and coat-on placings. These may be the same people who did gate keeping and ring stewarding for the halter classes.

What supplies and equipment do we need?

- One or two tables, covering for the table – light paper or plastic table cloth.
- Chair for the judge and show staff.
- Copy of the show program and schedule.

- Extra copies of scoring cards, entry tags, and placing cards are on the ILR-SD website. http://www.lamaregistry.com/ShowDivision/ShowDivision_Forms.asp
- Copy of the show requirements, directions for submitting, deadlines, and registration materials, if taking late entries.
- List of exhibitors/llamas for recording placings.
- Post it notes, pens and pencils
- Calculator
- Rubber bands, stapler and staples, paper clips, safety pins, tape (some way of attaching ribbons, locks, and entry tags to the fleeces and fleece products).
- Antibacterial cleaner/wipes
- Water or beverage for the judge and show staff are really nice.
- Either the judge or the show needs to provide a digital scale for weighing fleeces.
- Some shows supply extra portable lights for judging.

Decorations of the area are nice in that they make it more fun and attract interest from other people attending the show. Now, these can be purchased, or 4-H, FFA, and fiber guilds may want to help with this. Or, depending upon time of year and climate, do you have flowers or plants, even house plants? Use your imagination

Understanding the placing cards

Placing cards have been designed to make it simple to clerk the show. Once the judge has judged all of the fleeces by score card, arrange the entries by class (fleece and age divisions) and total the score cards (your judge may already have totaled them). Be sure to total these at least twice for accuracy. Write the score total not only on the score cards but also on your clerk's class lists/show program. Your judge may have moved some of the judged entries to other fleece divisions, so be sure to have some extra spaces to be able to accommodate these moves.

You are now ready to fill out the Placing Cards. The highest score in the class is 1st, second highest score is 2nd, etc. Fill out the Placing Card to the place indicated, based on the number of entries in that class. Writing the corresponding scores with the entry #s is helpful. You may encounter ties in your classes – cards that show the same score should be given to the judge and they will break the tie and note it on the card.

Once you have placed all of the entries in the division, the top 2 placings in each class move on to the Champion class. If you have combined your age divisions into 24 mo & Under and 24 mo & Over, you will have four entries in the Champion class; if you have all four age divisions, you will have eight entries, etc. The top score in the division is Grand, the second highest score is Reserve, third is 3rd, etc, until all entries in the Champion class are placed. Points earned in the Champion class are in addition to any points earned in classes and are based on the total number of entries in that fleece division. If there is a need for tiebreakers in the Champion class, give the score cards to the judge and they will select the winner. Be sure to check with your judge so they can verify the placings are how they saw them before you make them "Final."

When you are done with all of the placings, be sure to write the placings on the individual score cards so the exhibitors know how they placed when they get their entries back (i.e. "3rd in a class of 7").