

# Shorn Llama Fleece Show - Management Guide

## INTRODUCTION

It is highly recommended that Show Superintendents include a Shorn Llama Fleece Show when holding a Level III Show. Your support of this rapidly growing area of interest benefits the entire llama industry. The establishment of an award system (12<sup>th</sup> Edition, ALSA Handbook) is attracting participation from all over the United States.

It is all right to modify details - such as the use of display boxes - according to the number of entries anticipated and what is practical for your situation. Assign the actual setup and management of the show to a Fleece Show Steward. Plan ahead, allow plenty of time, and this will be an easy job.

## SANCTIONING

1. Indicate that you will hold a Shorn Llama Fleece Show, along with your Halter and Performance Show, on the Sanctioning Agreement. The fee is \$25 for 30 or fewer fleeces, \$50 for more than 30 fleeces. If you are working with a fair or stock show, they may have to submit the application. Good communication is important here.
2. Include all 4 divisions of the Shorn Llama Fleece Show, plus any of the optional fiber classes, on the Premium List sent to the ALSA office for approval.

## EXPENSES

Charge the same entry fee for shorn fleeces as you do for halter and performance classes, and you should be able to cover the following list. If necessary, obtain sponsors for each division or award.

1. **Judge's expenses:** See the current ALSA Handbook for professional fees. There may be additional expenses to negotiate for travel and lodging.
2. **Awards or premiums:**
  - a. Plan to award ribbons through at least 6<sup>th</sup> place. This will be necessary when there are 8 - 15 entries in each division.
  - b. Grand and Reserve Champion Trophies, ribbons, or premiums will be needed for each division with over 8 entries.
  - c. You may wish to include non-ALSA awards such as Best of Show, Best Hand, Best Lock Structure, etc.
3. **Supplies:**
  - a. After your show is approved, ALSA will send forms for you to duplicate on card stock: Entry Tags, Judge's Score Cards, and Class Placing Cards.
  - b. Clear plastic bags, at least 1.75 mil. and 40-45 gallon size. Fleeces are placed in these bags at check in for judging and display. Fleeces are returned to the exhibitors in these bags eliminating the need to retain original packaging.
  - c. Fleece display boxes: These are 18" x 18" white cardboard, purchased locally, that remain the property of the show. After judging, each bag is placed in a box for display.

- d. Paper to cover the tables used for judging and display, tape, signs, twist ties, pens.
  - e. Other possible expenses include rental of a room, tables, chairs, and lighting.
4. **Administrative costs**, such as phone calls, can be kept to a minimum with proper planning. Request that entries sent by mail include return postage.

## **FACILITY GUIDELINES**

Please keep the following Fleece Show requirements in mind as you look for a facility for your Halter and Performance Show. Many site officials are unfamiliar with fiber shows. Take time to explain these specific needs:

1. **All areas must be clean and protected from the weather and wind.**
2. If necessary, the area should be available for extended hours for fleece entry check-in, judging, and display.
3. Lighting must be excellent and available during evening hours as fleece shows are often judged in closed sessions (no spectators) while other events are in progress.
4. There must be enough room to set up a fleece entry area, judging area, and display area. The registration tables could be used for judging and display, if needed. Allow space to display optional class entries.

### **Shorn Fleece Show Entry Receiving Area**

1. You'll need at least two - 8' long tables here, plus chairs for the Fleece Show Steward and Entry Clerk(s). Approximately one hour per 30 fleeces is needed to complete the registration tasks. (See Fleece Show Clerk duties.)
2. Provide extra fleece entry tags, pens, tape, plastic bags, and twist ties.

### **Shorn Fleece Judging Area**

1. Cover at least two, and as many as six, 8' tables with clean butcher paper, firmly attached to all sides. Fleeces will be opened by the Judge and examined on these tables. Consider raising the tables to working height with concrete blocks. Provide a padded mat if the floor is concrete. Chairs for the Judge, Fleece Show Steward and any Apprentice Judges will be appreciated.
2. Provide enough tables to enable an entire fleece division to be viewed as a whole by the Judge.
3. Provide tables to stage fleeces to be judged.
4. Provide tables to hold fleeces already judged until returned to the display area.

### **Shorn Fleece Display Area**

1. There should be at least 1 table for each of the 4 fleece divisions. Display boxes may be stacked to conserve space.
2. Attach a sign to each table to identify the division. Also provide signs requesting that the public not open the bags and touch the fleeces. The sample locks attached to each bag may be touched.
3. Consider setting up a table with demonstration fleeces that may be handled.
4. Provide an area for optional class entries.
5. Will a microphone be necessary if your Judge agrees to give reasons or talk about fiber judging?

## **HIRING YOUR SHORN FLEECE JUDGE**

ALSA will supply a list of currently certified Llama Fleece Judges.

1. Shows with over 30 fleeces should employ a separate Llama Fleece Judge. If you expect fewer than 30 fleeces, a Halter and/or Performance Judge may also judge the fleeces, **if certified**.
2. Begin contacting judges well in advance of your show. Be prepared with the following information:
  - a. Finalized date and time for the show.
  - b. Expected number of entries
  - c. Description of facility: size of space, protection from elements, lighting, etc.
  - d. Financial remuneration: professional fee, travel expenses, meals, lodging.
3. Discuss whether the Judge will give oral reasons, talk about fleece judging, and/or be available for questions after judging.
4. **State all arrangements in the written contract** included with the ALSA Sanctioning packet.
5. Since fleeces are judged without owner, ranch or animal identification, conflicts of interest between show management and the Judge should not occur. It is advisable that the Fleece Show Steward not exhibit any fleeces before the Judge in that show.
6. The 3 optional fiber classes do not require hiring an ALSA certified Llama Fleece Judge since no points are awarded for these classes. Any fiber expert in your area may be hired on mutually agreeable terms.

## **OTHER PERSONNEL**

**Fleece Show Steward:** This person is the Judge's "right hand". They should have fiber experience and be completely familiar with ALSA rules.

1. The Steward instructs the Fleece Show Clerk(s), supervises fleece check in and sees that each fleece is placed in the correct division.
2. When judging is completed, the Steward fills out a Class Placing Card for each division, from the Judge's Score Cards, and has the Judge sign them. These cards are given to the Show Superintendent to return to the ALSA office.
3. The Steward is also responsible for the following:
  - a. Placing the fleeces from each division on the table(s) in the judging area, opening the bags, then returning them to the display area after judging.
  - b. Cleaning the judging table(s) between divisions.
  - c. Tying a sample lock - removed by the Judge - to the outside of each bag.
  - d. Taping or tying the opened entry tag, for owner identification, to the outside of each bag after judging.
  - e. Attaching ribbons and score cards to the display boxes. If theft is a suspected problem, place them inside the bag with the fleece.
  - f. Returning fleeces, and optional class entries, to owners after the show.
4. The Steward, with assistance from the clerk(s):
  - a. Prepares the fleece check in, judging, and display areas.
  - b. Sets up and covers tables.
  - c. Assembles display boxes and places judged fleeces in them.
  - d. Makes signs to identify each division and request that bags not be opened.

- e. Sets up a display of fleeces that can be handled, if wanted.
- f. Sets up a display of entries from the optional classes.
- g. Makes sure the display area is presentable and **secure at all times**.
- h. Disassembles display boxes and returns them to storage.
- i. Gives judging results to the show announcer along with other information, such as criteria for judging and interesting facts about llama fiber.

**Fleece Show Clerk(s)** You may arrange for as many as you feel necessary.

During fleece check in, the Clerk(s):

1. Verifies correct age of llama, at time of shearing, from ILR Registration form.
2. Checks entry tag and assigns entry number. Tapes flap on tag to **completely** cover exhibitor information.
3. Transfers fleece to clear plastic bag provided for judging. Encloses entry tag and secures bag with twist tie.
4. Receives payment for entries that were not pre-registered.
5. Checks in entries that were mailed to the show.
6. Prepares lists of fleeces in each division for the Fleece Show Steward and Judge. Fleeces are identified by entry number only on these lists.
7. Prepares a master list of entries, with owner identification, for Show Superintendent and ALSA office.
8. Judging cannot begin until registration of all fleeces is completed.

### **LLAMA FLEECE SHOW PLANNING**

1. Will you award ribbons, trophies, cash premiums, or a combination?
2. If you offer any of the optional classes, what kind of awards will you give?  
Base entry fees on optional class expenses.
3. Do you need sponsors to help cover expenses? If your show is held in conjunction with a fair or stock show, be sure to check protocol. Any sponsors should be prominently displayed in the Premium book, program or show signs.
4. Decide on deadlines for entries:
  - a. Fleece Show entries should have the same deadlines as your Halter and Performance Shows. Knowing the number of entries per division will allow you to plan for an adequate number of awards and supplies.
  - b. If you decide to accept fleeces at check in that were not pre-registered, be prepared with extra awards and supplies.
  - c. The deadline for the optional Handspinners Choice class should be at least four weeks before the show. This will allow time to send entries to the judge, have them carded, spun, and returned.
5. When preparing your Premium Book, be sure to include:
  - a. The list of divisions for the Shorn Llama Fleece Show:
    - Double coat, 24 months and under
    - Double coat, 25 months and over
    - Single coat, 24 months and under
    - Single coat, 25 months and over
  - b. Any of the optional classes. It may be helpful to note that ALSA points are not awarded for these classes:

Handspinner's Choice  
Garment and Finished Product  
Llama to Luxury

- c. How to enter: Provide rules for fleece entry from the current ALSA Handbook. Give deadlines and procedures for entering by mail or in person.
- d. It is **very important** that you put this in the Premium Book, "Copies of registration papers must be sent to the show with fleece entries."
6. Include mention of the Shorn Llama Fleece Show in all advertising, notices to industry publications and association newsletters. Give a contact person with email address and phone. Accumulate publicity photographs.
7. Duplicate Fleece Show entry tags (both sides), Judge's score cards, and class placing cards on card stock.
8. Determine local sources and costs of white cardboard display boxes, clear plastic bags, table coverings, other supplies, and any items that must be rented.
9. Plan display area decorations, if needed. Flags, bunting, table coverings, greenery or flowers, etc., all make colorful additions.
10. Mail Shorn Fleece entry tags to all exhibitors, to be completed in advance of the show. They should be returned with the entry, if mailed, or brought to fleece check in.
11. Organize a system for entries. Develop a list that allows fleeces to be identified by number, not by animal name, ranch, or owner. Provide these lists for use by the Judge, Fleece Show Steward, and Clerk(s).
12. Arrange for a pre-show meeting of the Shorn Llama Fleece Judge, Fleece Show Steward, and Clerk(s).