

# Angus Youth



## Roundup Proposal Template

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## **Preparing a Proposal to host the Angus Youth Roundup**

**What is a proposal for the Roundup:** A proposal is a formal request of application to the Angus Youth Management Committee to host the National Roundup.

**When the proposal should be sent in:** The Proposal should be sent to the Angus Youth Coordinator by the close of business of the first week of February, approximately one week before the annual Angus Youth Leadership Clinic in Armidale. Proposals can be submitted anytime before the closing date.

**Who should the proposal be directed to:** the proposal should be directed to the Angus Youth Coordinator. Proposals can be submitted either by post or electronically by email. Please direct postal proposal submissions to *Angus Youth Coordinator, Locked Bag 11, Armidale NSW 2350*. Please direct email proposal submissions to [youth@angusaustralia.com.au](mailto:youth@angusaustralia.com.au)

**When are you notified:** You will be notified whether your proposal has been successful by the Angus Youth Coordinator prior to the public announce of the location. A letter of thanks, containing some points as to why the proposal was unsuccessful, will be sent.

***NB:** Proposals, and the information contained therein, is confidential and the details of any proposal will not be made public.*

# Proposal Requirements

## 1. Introduction

A brief description motivating your proposal including why you are putting forward your proposal. What do you hope to achieve, what are the benefits for the Roundup and Angus Youth in general in this location. Proposed dates should also be included, this is generally the second week in January. These dates should be checked for potential clashes with other events in the region.

## 2. Proposal

### 2.1 Committee

A list of people who are willing to help organise the roundup should be prepared. Ideally, Angus Youth members would fill the majority of places including both coordination roles. The committee should also have a mix of local breeders (from that state) and other people that would help provide support and guidance to the committee, if needed. Youth members for the coordinator positions should also be proposed and a short report on their skills' base and experience should also be included, considering the required skills for the position.

The committee will be required to attend regular teleconferences throughout the year, both before and after the Roundup. All committee members are also required to fill out a Prohibited Working with Children form in accordance with Angus Australia's policy and relevant state laws. *A copy of this form is in appendix 1.*

## Committee Positions & Descriptions

**Roundup Coordinator:** The Roundup Coordinator will be an Angus Youth member (under 30) with demonstrated leadership, organisational and management abilities. Previous experience with show and Roundup committees is highly desirable. An outgoing and friendly personality, as well as public speaking abilities will be highly sought after. The coordinator should be willing to invest two years of their time into the Roundup, with the first year being the RU coordinator and the second year sitting on the committee of the next successful Roundup proposal.

The RU Coordinator should be the public face of the Roundup and should be prepared to do interviews, conduct welcome and presentation ceremonies. The RU Coordinator is also required to prepare meeting agendas and conduct meetings.

The RU Coordinator should also maintain an overall picture for delegated tasks and maintain communication between the committee and between individual positions.

**Vice Coordinator:** An Angus Youth member who has some proven experience in leadership, organization and management. The vice coordinator should be outgoing, friendly, and be willing to support the RU coordinator as their right-hand man. The Vice Coordinator and RU coordinator need to work closely together, so a good working relationship is paramount.

The Vice coordinator should be willing to invest a year of time to the Roundup. The vice coordinator should help make decisions, and takes on responsibilities at functions the RU Coordinator is unable to be present.

The Vice coordinator should also act as the secretary for meetings, by taking minutes at each meeting and consulting with the RU coordinator about agenda items prior to meetings.

**Grounds Coordinator:** The grounds coordinator should be someone with an intimate knowledge of the grounds and who can spend up to six days at the venue for set up, roundup and tear down.

The grounds coordinator responsibilities include facility layout, preparation and shed plans. Coordinate bedding, truck and vehicle parking, and be in close contact with venue staff. The grounds coordinator should gain from the venue a list of their tradespeople to aid in the planning and to have on hand should problems arise.

**Promotion Coordinator:** The Promotion coordinator will have demonstrated good written and oral communication skills. Must be intimately aware of the Roundup and be able to present the Roundup to the public in the best way possible.

The promotion coordinator will work closely with the RU Coordinator, the Angus Youth Coordinator and the Angus Australia Marketing department to develop media for the Roundup. This will include media releases, information fliers, the entry forms and conducting and chaperoning media at the event.

**Sponsorship Coordinator:** The Sponsorship coordinator will be someone with excellent written and oral communication skills as well as extensive knowledge of the local area and business.

They will work closely with the Roundup Coordinator to secure sponsorship prior to Roundup, provide sponsors lists for shirts, collect and collate sponsors blurbs and also secure and setup/tear down of sponsors banners/signs at the roundup.

**Cattle Coordinator:** The cattle coordinator should have excellent oral and written communication skills, extensive knowledge of local breeders.

The cattle coordinator will be responsible for the sourcing, securing, and match up of ballot cattle. This includes matching competitors from similar regions to donating studs to provide the chance for competitors to get to know their animals prior to the Roundup. They should also work closely with the grounds coordinator to ensure enough bedding/space for animals at roundup.

**Committee Members:** Other committee members should include a mix of Angus Youth members, Angus Australia members and other people from the community. They should be a range of ages, experience and backgrounds. Other committee members should include some ambassadors, who are able to compete at the Roundup and provide in shed assistance if needs be.

The processing of entries, special dinner and adult food tickets will be conducted by the Angus Australia office. The Angus Youth Coordinator will be a ex-officio member of the successful Roundup proposal committee.

## **2.2 Ground and Facility Requirements**

**What space and facilities are needed for a Roundup?** Recommended showgrounds facilities should meet the requirements below in a detailed report.

*Cattle Sheds:* Stall space for 150+ head of cattle, plus tack, with approximately 200 stall spaces needed. A standard stall space should be 1.1 metres. Animals must be housed according to Johnes regulations. Additional area for clipping chutes (approximately 30 chutes) is needed. The grooming area can be in the same building or outside of the shed. Sufficient wash bays, along with taps, and water pressure in or near the cattle sheds. Sufficient electrical power is needed for fans, blowers, clippers, ect. Must have a dedicated paging (PA) system in all cattle sheds and common areas including judging ring.

*Show Office Area:* Large office area to be used by Roundup Committee. Show office must be in/adjacent to cattle sheds, have access to electricity, have the ability to lock. Preferred Office will have direct access to paging system, as well access to a photocopier, printer and paper. Controllable temperature (air conditioner) would be a big advantage for the office as well as being equipped with tables and chairs for organisers and equipment. The office should be in very close proximity to all communal areas.

*Show Ring:* Adequate seating must be available for approximately 300 people. The ring should be a sufficient size to handle classes of 15, two year old heifers. Ring should have marshalling area beside ring, as well as different entrance and exit points from the ring. A lockable storage room adjacent to the ring to hold ribbons, prizes, judges gifts as well as access to paging system (wireless microphones would be acceptable). The ring should be convenient to restrooms.

*Truck Parking and Ramps:* Adequate truck and vehicle parking should be located on the grounds. Johnes MAP program requires at least 2 ramps. One for non-assessed/protected and the other for MAP cattle.

*Interview Rooms:* Two rooms will be required on the Friday of the Roundup. These should be on the grounds and preferably be air conditioned. Must be able to accommodate four people at once in an interview style room setup.

Dining Room/Kitchen: Access to a large room which can accommodate 200 people (including tables, chairs and food service area) in one sitting. Ideally temperate controlled, a large industrial kitchen should be attached to this room.

Industry Days Talks: Four venues on the grounds will be needed for the industry days sessions. Preferably four covered areas should be available to be used concurrently, with access to electricity, seating (for up to 60 people at once) and temperate control (if possible). The judging ring and wash bays will also be required then.

Dorms: Sleeping areas need to be provided. A minimum of two pavilions should be allocated thus. Boys (above 12), Girls (all ages) and Boys (under 12). These should be in close proximity to the cattle sheds, restrooms and showers.

Toilet & Shower Facilities: The grounds should have enough toilet and shower facilities to comfortably accommodate approximately 200 people. It should also be stated who is responsible for the cleaning, replenishment of bathroom items during the roundup.

### **2.3 Cattle**

The Angus Youth National Roundup prides itself on providing an animal to every participant. In past years the number of ballot cattle has exceeded 80 head. This large number of cattle requires great support from breeders. A list of breeders who would be willing and able to supply ballot should be prepared. This list should also include a contact, and the distance/location relative to the proposed Roundup venue as well as a letter of support from the breeder indicating the proposed number of cattle they could bring. (Electronic letters of support are acceptable)

**Table 1. Ballot cattle suppliers.**

<b>Angus Stud</b>	<b>Contact</b>	<b>Location</b>
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## **2.4 Sponsorship**

Sponsorship is a major component of the Roundup Budget. Your proposal should include a list of sponsors including ballot cattle, Local businesses and national businesses. These should be confirmed in writing and included with your proposal. A breakdown of the sponsorship levels is included in the appendix. These secured sponsors are confidential until such time as the public announcement of the successful. If the proposal is unsuccessful, secured sponsors are to be notified by the proposal coordinator, thanked for their input and remain confidential.

Sponsorship can also be in the form of in-kind donations.

Please also include here a list of motel/hotels within close proximity of the showground that can offer a group rate for judges, as well as a discount on room price for our recommendation in the entry forms.

## **2.5 Catering**

The catering is an extremely important component of a successful Roundup. The Roundup caters for the competitors, judges and committee as the first priority. Adults who buy prepaid food tickets will also be catered for and this could range from 150 to 200 people. Parents and spectators will also require meals. The caterers need to be able to supply single meals for people as well as collect money for these. If they are not able to do this, a Lions/Rotary/Community group should be contacted to fill this breach.

Cold water, continuously replenished is also a requirement of the caterers.

Proposals should also include a detailed report about the following

- Are there sufficient facilities to feed over 200 people in 1 sitting?
- Are there dining room facilities available? Are they air conditioned?
- What kind of kitchen facilities is available?
- Will the Special Dinner Dance be held on grounds or at a different site, can it handle 300 meals in 1 sitting.
- Can Volunteers, Helpers and spectators purchase single meals?

## **2.6 Budgeting**

The proposal should include an itemised budget for your site. Previous Roundup financials will be provided upon request from the Youth Coordinator. Past financials should provide a guide, but sourcing quotes for each item is required for your site as this will give the best indications of expenses. If you can foresee extra costs, please also include these in the budget. A sample budget is in the appendix.

The Roundup aims to make a small surplus each year.

## **2.7 Organisational Timeline**

### **3. Conclusion**

This template is only a guide, and your proposal should include all the requested information as well as any other information relevant to the proposed Roundup location. A well documented proposal will help make the Angus Youth Management Committee's decision more informed and will increase the chance of your proposal being successful. A comprehensive proposal will also assist your planning process if you are the successful location.

*The proposal applicant should also make themselves available and be prepared to receive a call from the Angus Youth Management Committee approximately one week after proposal submission closes to answer specific questions that the AYMC might have regarding their proposal.*

***The Angus Youth Management Committee would like to thank you for taking the time to submit a proposal for the Angus Youth National Roundup.***

# Appendix

# Prohibited employment declaration

## Child Protection (Prohibited Employment) Act 1998



The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000 to apply for, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission or the Administrative Decisions Tribunal or the Commission for Children and Young People, declares that the Act does not apply to a particular person.

**Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or act of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW; or an offence under Sections 91D-91G (other than if committed by a child prostitute) and 578B or 578C(2A) of the Crimes Act 1900 or a similar offence under a law other than a law of NSW; or an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or any other offence prescribed by the regulations. (Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation).**

**Child-related employment** means any employment that primarily involves direct contact with children where that contact is not directly supervised. Part 1 Section 3 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

**Under this Act:**

- it is an offence for a prohibited person to **apply for, undertake or remain** in child-related employment
- employers **must** ask existing employees, both **paid and unpaid**, and preferred applicants for employment to declare whether they are a prohibited person or not
- all child-related employees **must** inform their employers if they are a 'prohibited person' or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

**I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a "Registrable Person" under the Child Protection (Offenders Registration) Act 2000. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.**

**I declare that I am not a person prohibited by the Act from seeking, undertaking or remaining in child-related employment.**

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.

Name (Block letters)		Signature
Workplace	Name of school, institute, state office directorate, region or AMES	
Serial no.	Current employees only	Date

**Note:** Seek independent legal advice if you are unsure of your status as a prohibited person.  
This form should be returned to the selection panel convener / principal / manager of the workplace as appropriate.

## Landfall Angus Youth National Roundup

	GST exclusive Budget	Actuals
<b>Income</b>		
Interest Income		
Catering Income		
Roundup Meals		
Special Dinner Receipts		
<b>Total Catering Income</b>	\$ -	\$ -
Sponsorship		
Other Sponsorship		
Landfall Sponsorship		
Angus Australia		
<b>Total Sponsorships</b>	\$ -	\$ -
Entry Fees		
AY Auction		
<b>Total Income</b>	\$ -	\$ -
<b>GROSS INCOME</b>	\$ -	\$ -
<b>Expense</b>		
Ground Expenses		
Sawdust		
Bobcat/Skip etc		
<b>Total Ground Expenses</b>	\$ -	\$ -
Administration Expenses		
Printing and Laminating		
Postage		
Office Supplies		
Insurance		
Freight		
Bank Fees		
Conferlink		
Refunds		
<b>Total Administration Expenses</b>	\$ -	\$ -
Promotion		
AA Plastic Bags		
Shirts and Caps		
<b>Total Promotion</b>	\$ -	\$ -
Catering		
Juke Box/Entertainment		
Roundup Meals Costs		
Special Dinner Costs		
<b>Total Catering</b>	\$ -	\$ -
Prizes & Presents		
Ribbon & Sashes		
Prizes		
Gifts		
<b>Total Prizes and Presents</b>	\$ -	\$ -
Sundry Expenses		
Program Expenses		
Halters,Ropes and Bibs		

Equipment Rental Barnyard Olymics				
<b>Total Program Expenses</b>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
Other Expenses Accommodation Travel				
<b>Total Travel Expenses</b>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
<b>GROSS INCOME</b>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
<b>NET PROFIT</b>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>

**NB:** The above budget is a guide only. If you can foresee any other costs associated with your proposal please also include these as budget items, along with the cost.