



ICMJ

AUSTRALIAN INTERCOLLEGIATE
MEAT JUDGING ASSOCIATION

ICMJ Pre-contest information for coaches & students – 2019

Draft itinerary:

Date	Proposed activities (TBC)
Tuesday, 9 July	Students arrive to Charles Sturt University (CSU), Wagga Wagga after 2pm to collect accommodation keys Introductory dinner + program registration, Wagga RSL 6.00pm – 9.00pm
Wednesday , 10 July	Conference and training program, CSU Industry dinner at Wagga RSL
Thursday, 11 July	Conference and training program, CSU Industry dinner at Wagga RSL
Friday, 12 July	AM: ICMJ Career Expo & professional development training PM: Small stock contest (lamb, pork and retail cuts), CSU + presentations from international teams Industry dinner at Wagga RSL
Saturday 13 July	Beef contest, Teys Australia, Wagga Wagga Celebrating 30 years of ICMJ presentation/awards dinner at Rules Club Wagga Wagga
Sunday 14 July	ICMJ Annual General Meeting, CSU Students depart Wagga Wagga. Check out by 9am sharp

Contact details

Should you have any questions or correspondence, please contact: ICMJ - meatjudging@gmail.com

Maria Thompson, ICMJ coordinator – 0411 961 545

1. Key points

- Student and coach register must be submitted no later than **30 April 2019**.
- **Students must submit their online application form (with resume and Q Fever documentation) by 10 June, 2019.**
- Please note the participation rules below

- A total of 15 students per University will be permitted to attend the ICMJ workshop regardless of accommodation requirements.
- Where the maximum capacity of program participants (students) is not met following nominations received on 30 April, additional spaces will be made available to universities, which have more than 15 students evenly until the capacity is met. This decision will be at the Committee's discretion.
- If total student numbers at the time of nomination are greater than 130, universities with larger team nominations may be requested to reduce their student nominations to ensure total student participants does not exceed 130.

Team managers:

- Defined as any team accompaniment such as coaches, bus drivers, organisers.
- 2 residential Team managers for each university are permitted. Additional team managers can register if they are staying off-campus or on a case-by-case basis for each university. This decision will be at the Committee's discretion.
- The committee will allow 1 coach to every 5 students with a maximum of 15 students – so max 3 coaches/team managers.

International Student Rule:

- International teams are to consist of no more than 5 competitors and 2 managers, with the option of increasing student numbers closer to the competition (if spare positions are available following receipt of nominations from Australian universities and colleges)
- At the discretion of the ICMJ committee, International team managers that are also a listed conference program presenter are exempt from inclusion as a team manager
- All students competing at the Australian ICMJ competition are only allowed to have competed in carcass/meat judging competitions in that calendar year.

- In 2019 we will be use our online application process where membership forms are filled out online and resumes + Q-Fever documentation are uploaded via the website <http://icmj.com.au/collegiate-resources/>
- Please don't fill out your online application until you have your resume and Q-Fever documents ready to upload.
- If you have any issues with this process, please email Maria Thompson at meatjudging@gmail.com
- Membership forms, resumes and Q-fever documentation will be accepted up until **10 June, 2019**. Completion of an online membership form, and upload of your CV is required by this date to be eligible to be a contest finalist (see attached CV tips).
- Coaches are also required to submit a membership form and Q-fever documentation where applicable.
- Universities and colleges will be invoiced for student fees based on the student and coaches register submitted by 30 April 2019. No cash will be accepted at the workshop. **NO WITHDRAWALS WILL BE ACCEPTED AFTER FRIDAY 17TH MAY.**

- **No refunds will be given for withdrawals after 17th May, 2019. Withdrawals after 17th May will be invoiced for the full cost of a delegate to attend the ICMJ conference which is \$750.**
- Without Q-fever documentation students are required to wear a P2 mask during the contest at Teys Australia
- Invoices will be issued on or before 30th May, 2019.
- All students are expected to have read the behaviour code of conduct prior to the workshop. Behaviour considered unacceptable by the ICMJ committee may result in instant dismissal from the program.
- It is imperative for coaches and students to be aware of their requirements prior to and during the workshop and contest to ensure the smooth operations of the ICMJ competition.

Please read the following information carefully and use the provided checklist to ensure your University/college has met all pre-contest requirements.

2. The coaches pack

A number of tools and resources are available to coaches to aid in providing students with pre-workshop information or training.

- The interactive online ICMJ Training Program – Guide to evaluation of beef, lamb and pork. Please note any additions to the program will be posted as amendments on the website and should be downloaded also.
- ICMJ training manual in PDF format for printing purposes
- ICMJ Operations Manual
- Pre-contest information
- Sample answer sheets

The workshop will be conducted with the assumption that all students have used the online training program or participated in training prior to arriving at the workshop.

3. Student registration

Registration of students will close on **30 April, 2019**. By this date, details of students and coaches attending from your University or college must be provided to ICMJ using the 'Student and coach's register' (available via the website). The register is an Excel spreadsheet. All fields of the spreadsheet should be completed.

4. Student and Team Manager inclusions

The table below details the inclusions for each participant option.

	Option 1 Full student participant	Option 2 Non- residential student	Option 3 Residential Team Manager	Option 4 Non- Residential Team Manager
	\$335 (inc GST)	\$210 (inc GST)	\$270 (inc GST)	\$145 (inc GST)
5 nights' accommodation at CSU (Tues-Sat) *Note – the ICMJ Coordinator can assist with organizing early check-ins if you contact her.	X		X	
Tuesday evening dinner	X	X	X	X
Breakfast (Wed/Thurs/Fri)	X		X	
Lunch and dinner (Wed/Thurs/Fri/Sat)	X	X	X	X
Morning tea (Wed/Thurs/Fri/Sat)	X	X	X	X
30 th Anniversary presentation dinner (Saturday at Rules Club)	X	X	X	X
ICMJ membership fee	X	X	X	X

NOTE – The value of the conference is very heavily subsidised by the valued sponsors of ICMJ. Without this generous support and sponsorship, the conference would cost a 'full student participant' (option 1) up to \$750 each.

4.1 Accommodation and meal arrangements

- Accommodation will be organised for coaches and students at Charles Sturt University. Where possible, ICMJ will endeavour to keep students from the same University in close proximity to each other to allow you to study together.
- All linen and a towel will be provided. Students will require their own toiletries.
- All students and coaches will be responsible for organising their own breakfast on Saturday morning due to the early start for the contest at abattoir.
- All students and coaches will be responsible for organising their own breakfast on Sunday.
- Dinners from Tuesday-Friday will be held at the Wagga Wagga RSL. All other meals will be at the CSU dining room or other CSU locations to be advised.
- ICMJ 30th Anniversary presentation dinner will be held at the Rules Club in Wagga.
- At no time, will alcoholic beverages be permitted into the CSU dining room or consumed in public areas of CSU.
- To arrange early **check-in, coaches are to contact the ICMJ Coordinator by 1st May 2019.**
- This year, ICMJ was able to negotiate a rate for the 5 night conference program however, early check in rates will be charged at the standard rates of:
 - **Bed only = \$80/night**
 - **Bed & Breakfast = \$92/night**

You will need to contact Maria Thompson and request an early check in template to arrange this. These fees will then be added to your invoice.

4.2 Payment of fees

- Fees will be collected through direct bank transfer into the ICMJ account or cheque and must be paid in Australian dollars. Universities and colleges will be invoiced on or before 30th May based on the number of students and coaches submitted on the register.
- **These fees will be calculated as per the student and coach register submitted by 30 April, 2018.**
- There will be no refunds given for students that pull out of the workshop after 17th May, 2019. Those students that do pull out after 17th May will be invoiced for full conference costs (\$750).
- **Students fees must be paid prior to 1 July 2018. Unpaid fees will result in students being ineligible to attend the workshop or compete in the competition.**

5. Student Membership

Each student wishing to compete in the ICMJ contest must become a member of the Australian Intercollegiate Meat Judging Association. Team managers are also required to be members of the Association. The participant fees include the membership fee. This involves:

- Membership forms are on online questionnaire and available in the Student and Coaches section of the ICMJ website <http://icmj.com.au/collegiate-resources/>
- Please don't fill out your online application until you have your resume and Q Fever documents ready to upload.
- All forms must be received no later than **17 June 2019** via the ICMJ website. (Note – if you have any issues uploading the documents via the website please send via an email meatjudging@gmail.com).
- The membership fee is included in the student and coach package cost.

6. Resumes

- All students wishing to compete in the ICMJ competition and to be eligible for selection for the TOP 10 and Australian team must submit a current resume.
- Resumes will only be accepted electronically prior to the contest and no later than **17 June 2019**.
- The following criteria are recommended:
 - Limit to 3 pages
 - Please list all work experience
 - All resumes must be accompanied by at least one relevant referee

Students should be aware that career opportunities within the meat and livestock industry will be discussed throughout the workshop and resumes may be provided to potential employers.

7. Q Fever

- Due to the severity of the Q-Fever disease, Tey Australia have a policy that all visitors to the plant must be either vaccinated against Q-Fever or wear a P2 mask.
- Prior to the workshop and no later than **17 June, 2019**, students must submit evidence

of their Q-Fever vaccination via the ICMJ website

- **Those students that do not submit evidence by 17 June, 2019 will be required to wear a P2 face mask for the duration of the Competition.** This is a very strict condition that we must adhere to.
- Coaches are asked to send the ICMJ Coordinator the list of student names who are NOT immunized by 19, June 2019.
- Any person found to remove their mask whilst inside the plant will be escorted from the premises and the competition will end.
- **P2 face masks will be provided by the ICMJ Association on the day.**

8. Contest instructions

You are not required to provide teams before the competition. The team from each institution will consist of the 4 highest scoring individuals from that institution over all the classes.

Please ensure that students are familiar with the instructions in the Operations Handbook (downloadable from website). **The students must understand these instructions before going on-site at Teys Australia processing plant.** Should there be any queries, please contact ICMJ before the competition.

Our performance at the abattoir will influence whether future competitions will be held at Teys Australia, so we need a collective effort from everyone to ensure the days success.

9. Equipment required for the competition

Each student will require for the competition:

- Pacer (mechanical pencil)- for the abattoir, a pacer must be used due to regulations associated with using wood inside abattoirs. Pencils will NOT be accepted.
- Eraser
- Clipboard – will be provided by ICMJ in 2019
- White coat
- Hard hat suitable for high risk environments (NOT light plastic bump cap) – please contact ICMJ if clarification is required
- Gum boots – boots must be clean free of dirt. Teys Australia have the right to refuse entry to the plant if boots are not of an acceptable standard.
- Blank paper for note-taking during the contest will be provided by ICMJ.
- If you need to purchase any of the above equipment, you can contact:
Hepworths Industrial Wear www.hepworths.com.au (02) 9829 5800

10. Workshop requirements

- The conference presentations will commence at 8:00am on Wednesday 10 July, 2019 in the lecture theatre to be confirmed.
- Industry representatives will be presenting at these workshops. Students are encouraged to be dressed neatly at all times to best represent themselves and their University. University/college attire (i.e meat judging jumper etc) is suitable to wear.

- The daily temperature in Wagga in July ranges from 4°C - 13°C. Therefore students and coaches are encouraged to bring plenty of warm clothing.
- Students are encouraged to bring a notepad and pen to the conference and workshop each day.

11. Awards dinner

The Awards dinner will be held on the evening of Saturday 13 July, 2019. This year ICMJ will be celebrating 30 years of ICMJ and will hold the presentation dinner at the **Rules Club in Wagga**. The winners of competition classes will be announced and presented with their prizes on this night.

Sponsors and key members of the meat industry will attend this function. Contestants are expected to attend dressed in smart and professional attire – (ie. coat and tie attire is expected). Contestants are to behave in a manner that will bring credit to their colleges and the competition.

There will be alcohol and other drinks available for purchase at the function. It is not permitted to bring any alcoholic beverages, externally sourced, into the function.

12. Maps of Wagga Wagga and CSU

For anyone who is unfamiliar with Wagga Wagga, please visit the following website for directions:

<https://www.waggawaggaaustralia.com.au>

<https://www.visitnsw.com/destinations/country-nsw/wagga-wagga-and-riverina>

<http://visitwagga.com>

A map of CSU can be downloaded at:

<https://about.csu.edu.au/locations/campuses/docs/csu-wagga.pdf>

<http://www.csu.edu.au/about/locations/wagga-wagga>

Accommodation check-in will be at the Residence Life Office / Student Amenities building. On page 2 of the campus map, it is building 452 map reference C5

13. ICMJ Behaviour Code of Conduct

1. Coaches are to ensure all students are aware of the Behaviour Code of Conduct and that they represent their college/university in a responsible manner
2. Students are reminded that their behaviour throughout the ICMJ workshop can influence their selection for the final group of students to attend the Australian Meat Grading Training Week in Brisbane and ultimately the team to represent Australia in the USA
3. All functions are compulsory for all students. Failure to attend any of the functions will deem the student/s ineligible for selection for the final group of students to attend the Australian Meat Industry Training Week in Brisbane and ultimately the team to represent Australia in the USA
4. There is to be no socialising in the outdoors areas within the accommodation grounds after 9pm.
5. If students wish to stay up past 9pm, they are to do so in their respective common area within their own accommodation residence.
6. Students are to be considerate of others when returning to their rooms at night
7. Excessive consumption of alcohol or use of illegal substances will not be tolerated
8. Consumption of alcohol, not purchased from the RSL or Rules Club, is not permitted at dinner functions.
9. Any damage to the rooms or accommodation facilities or external venues will be repaired at a cost to the student responsible.

In the event of a breach of the Behaviour Code of Conduct, the student/s and their team manager will be asked to explain their behaviour to an ICMJ committee member. The outcome could result in disqualification from the ICMJ Contest and is at the discretion of two members of the Executive – President, Vice President, Secretary, Treasurer, and Competition Manager.

14. ICMJ coaches checklist

Item	Due	Checked
Submit student and coach register to ICMJ (Excel Template)	30 April 2019	
Inform ICMJ Coordinator of early check in accommodation requirements	30 April 2019	
Ensure each student has access to the online ICMJ training program – ‘Guide to evaluation of beef, lamb and pork’		
Ensure each student has spent time reading the content of the training program prior to the workshop.	Tuesday 9 July 2019	
Students must submit a student membership form (via the website)	Monday, 17 June 2019	
Students must submit a resume (via the website with their membership form)	Monday, 17 June 2019	
Ensure that students have submitted their Q Fever documentation (via the website with their membership form) OR see below:	Monday, 17 June 2019	
Send ICMJ Coordinator the list of student names who are NOT immunized for Q Fever	Monday, 17 June 2019	
Collect student fees		
Forward student fees to ICMJ following invoicing	Before 1 July 2019	
Ensure each student has the following equipment: <ul style="list-style-type: none"> • Pencil • Pacer/mechanical pencil for abattoir • Eraser • Clipboard (note – students will be receiving an ICMJ clipboard this year) • Clean gumboots • White coats • Hard hat (NOT bump cap) 		