



ICMJ Pre-contest information for International coaches & students – 2025

Draft itinerary:

| Date | Proposed activities (TBC) |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Earlier check in may be available at an additional cost. Please ensure that you include your check in date on your registration. |
| Tuesday, 8 July | International students and coaches arrive at Wagga Wagga after 2pm to check in at Charles Sturt University (CSU) residential accommodation. Introductory dinner + program registration, Wagga RSL Registration from 5.30pm dinner from 6.00pm – 9.00pm |
| Wednesday, 9 July | Conference seminar at Wal Fife lecture theatre and workshop program at Food Technology Labs, CSU. Industry sponsored dinner at Wagga RSL |
| Thursday, 10 July | AM: Small stock contest (lamb, pork and retail cuts), CSU + International speakers. PM: Professional development Workshops 2025 ICMJ Career Expo (Range Function Centre) and canape style dinner |
| Friday, 11 July | Conference seminar at Wal Fife lecture theatre and workshop program at Food Technology Labs, CSU, LLS and CSU livestock facilities (TBC) Industry dinner at Wagga RSL |
| Saturday, 12 July | Beef contest, Teys Australia, Wagga Wagga 2025 ICMJ Gala Awards dinner at Wagga RSL |
| Sunday, 14 July | Students depart Wagga Wagga. Check out by 10am 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 **26 May 2025**.
- **Students must submit their online application form (with resume and Q Fever documentation) by 6 June, 2025.**

Please note the participation rules below:

International Student Rule:

- International teams are to consist of no more than 5 competitors and 2 managers, with the option of increasing student 'observer numbers' if agreed by the committee.
- All students competing at the Australian ICMJ competition are only allowed to have competed in carcase/meat judging competitions in that calendar year.

- In 2025 we will be using our online application process where membership forms are filled out online and CVs + Q-Fever documentation are uploaded via survey monkey:
<https://www.surveymonkey.com/r/2025ICMJRegos>.
Note – International students and coaches do not need to upload a CV.
- Please don't fill out your online application until you have your Q-Fever documents ready to upload.
- If you have any issues with this process, please email Maria Thompson at meatjudging@gmail.com
- Membership forms and Q-fever documentation will be accepted up until **6 June, 2025**.
- Coaches are also required to submit a membership form and Q-fever documentation.
- Universities and colleges will be invoiced for student fees based on the student and coaches register submitted by 26 May 2025. No cash will be accepted at the conference.
- **Cancellation policy:**
Cancellations made 21 days or more in advance of the event (on or before 17 June 25) will receive a full (100%) refund. Cancellations made within 14 days of the event (on or before 24 June 2025) will receive a 50% refund. Cancellations made on or after 25 June 2025 will not be eligible for a refund. It is recommended that you take out your own insurance.
 - After 26 May 2025, if you swap students, please contact meatjudging@gmail.com and provide the new details.
- Invoices to each university/institution will be issued in the week commencing 2 June, 2025.
- All students are expected to have read and agree to the behavior code of conduct prior to the workshop. Behavior 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.

- ICMJ training manual in PDF format for printing purposes
- ICMJ Operations Manual (this will be released shortly)
- Pre-contest information
- Sample answer sheets

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

3. Student registration

Registration of students will close on **26 May 2025**. 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’. 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 (Incl. accomm) | Option 2 Student (no accomm) | Option 3 Team Manager (incl. accomm) | Option 4 Team Manager (no accomm) |
|------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|
| | \$480 (inc GST) | \$330 (inc GST) | \$430 (inc GST) | \$300 (inc GST) |
| 5 nights’ accommodation at Ingenia Wagga in shared ensuite cabins (Tues-Sat) | X | | X | |
| Tuesday evening dinner | X | X | X | X |
| Lunch and dinner (Wed/Thurs/Fri/Sat) | X | X | X | X |
| Morning tea (Wed/Thurs/Fri/Sat) | X | X | X | X |
| Afternoon tea (Thursday) | X | X | X | X |
| ICMJ Awards dinner (Saturday at RSL) | X | X | X | X |
| ICMJ membership fee | X | X | X | X |

If extra accommodation is required, it will be a cost of \$80 per person per night. Please note this on your registration Excel document.

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 \$1400 each.

4.1 Accommodation for ICMJ International teams

- Accommodation for coaches and students has been organised at the CSU Residential Colleges Wagga Wagga.
- All linen and a towel will be provided. Students will require their own toiletries.
- If you are arriving at the CSU colleges after 5.30pm, you will need to contact Maria Thompson to arrange an out of office hours check in.

4.2 Meal arrangements

- In 2025 all students and coaches will be responsible for organising their own breakfasts throughout the week.
- We will provide the breakfast opening times for the CSU café at a later date.
- Dinners including Tuesday, Wednesday, Friday and Saturday will be held at the Wagga Wagga RSL.
- The Careers Expo for 2025, will be held at the Range Function Centre as an evening event.
- At no time, will alcoholic beverages be permitted into the CSU facilities or consumed in public areas of CSU.
- If you require early check in to the accommodation, please make a note of this on the Excel spreadsheet. This will be charged at the cost price of \$80 per person per night and will be added to your invoice.

4.3 Payment of fees

- Fees will be collected through direct bank transfer into the ICMJ account and must be paid in Australian dollars. Universities and colleges will be invoiced in the week commencing 2 June 2025 based on the number of students and coaches submitted on the register. Plus the need for early accommodation check in or late check out.
- **These fees will be calculated as per the student and coach register submitted by 26 May 2025.**
- Cancellations fees are:
Cancellations made 21 days or more in advance of the event (on or before 17 June 25) will receive a full (100%) refund. Cancellations made within 14 days of the event (on or before 24 June 2025) will receive a 50% refund. Cancellations made on or after 25 June 2025 will not be eligible for a refund. It is recommended that you take out your own insurance.
- After 26 May 2025, if you swap students, please contact meatjudging@gmail.com and provide the new details.
- **Student fees must be paid prior to 20 June 2025. Unpaid fees will result in students being ineligible to attend the workshop or compete in the competition.**

5. ICMJ 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. 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 CV and Q Fever documents ready to upload.
- All forms must be received no later than **6 June 2025** via the link <https://www.surveymonkey.com/r/2025ICMJRegos> (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. Q Fever

- Due to the severity of the Q-Fever disease, Teys 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 **6 June 2025**, students must submit evidence of their Q-Fever vaccination via the ICMJ website.
- **Those students that do not submit evidence by 6 June, 2025 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.
- 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 Teys on the day.**

7. 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 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, so we need a collective effort from everyone to ensure the days success.

8. 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
- 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 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

9. Workshop requirements

- The conference presentations will commence at 8:00am on Wednesday 8 July, 2025 at the Wal Fife Lecture theatre.
- 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.

10. Gala awards dinner

The Awards dinner will be held on the evening of Saturday 12 July, 2025 at the RSL 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.

11. COVID 19

ICMJ will continue to monitor and abide by COVID 19 restrictions. We ask that you each cooperate.

We ask that participants please do not attend the event if they:

- are feeling unwell (including cough, cold or flu like symptoms)
- are suspected or confirmed as having COVID-19

12. Transport around Wagga

The conference is spread across Wagga with accommodation at the Ingenia Holiday park, the Conference and workshops at CSU and the dinners the RSL. We would recommend that teams organise appropriate travel arrangements on arrival at Wagga such as a hire car/van to transport you throughout the week.

13. 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://fmcentral.csu.edu.au/sisfmdata/buildingReports/CampusDirectory/WW01-A3.pdf>

14. 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 internationally
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 internationally.
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 cabin within their own accommodation.
6. Students are to be considerate of others when returning to their rooms/cabins 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, 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.

15. ICMJ coaches checklist

| Item | Due | Checked |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------|
| Submit student and coach register to ICMJ (Excel Template) | 26 May 2025 | |
| Ensure each student has access to the online ICMJ training resources | | |
| Ensure each student has spent time reading the content of the training program prior to the workshop. | Tuesday 2 July 2025 | |
| Students must submit a student membership form https://www.surveymonkey.com/r/2025ICMJRegos | 6 June 2025 | |
| Ensure that students have submitted their Q Fever documentation (via the website with their membership form) OR see below: | 6 June 2025 | |
| Collect student fees | | |
| Forward student fees to ICMJ following invoicing | Noting invoice date. | |
| Ensure each student has the following equipment: <ul style="list-style-type: none"> • 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) | | |