



CAGBA Inspection Coordinator's Guidelines

If you would like to have an inspection at a show or farm, please let your regional director know BEFORE planning the event.

If you coordinate an inspection, you are responsible for following these guidelines.

Before the Inspection

<p>Applications</p>	<ul style="list-style-type: none"> •Inspection applications should be sent directly to the Inspection Coordinator, however sometimes folks bring their applications with the animal to the event. Applications should not be sent to the Registrar unless she is coordinating an event. •Prior to the event, post a reminder on the CAGBA list that an inspection is scheduled, including date, time and place, but realize that the majority of your animals may be last minute. Also check with the Registrar to see if she's received any applications.
<p>Contact Inspectors</p>	<p>Schedule at least four. Inspectors are listed in the CAGBA Membership Directory (designated by an asterisk). Inspectors should not inspect goats they have previously owned or any other goat they are uncomfortable inspecting.</p>
<p>Forms</p>	<p>All forms are available on the CAGBA web site at: www.cagba.org/forms.htm and from the CAGBA Secretary.</p> <p>You will need the following forms:</p> <ul style="list-style-type: none"> •Inspection Cards - You will need at least three per animal, so make LOTS of copies. Keep your receipt for photocopies and send it with a completed reimbursement form to the treasurer for reimbursement. •Inspection Applications - Some folks may decide at the last minute to have a goat inspected, so it's nice to have extra forms on hand. •Coordinator's Results Sheet
<p>Things You Will Need</p>	<ul style="list-style-type: none"> •Clipboards (if you have them, if not, don't worry about it) •Inspection Cards (lots!) •Inspection Applications •Coordinator's Results Sheet

NOTE: Goats **no longer need** a Record number **prior** to inspection. The Registrar will assign Record numbers when the paperwork is processed.

At the Inspection

<p>Paperwork</p>	<p>CHECK THE APPLICATIONS TO ENSURE THEY ARE COMPLETE AND PAYMENT IS ATTACHED!</p> <p>Please do not allow animals to be inspected without forms and fees.</p>
<p>Goats</p>	<ul style="list-style-type: none"> •Number the holding pens - wrap a piece of masking tape around a horn and write a unique number. (Typically the goats are just numbered 1 through...what ever.) •Have the goats brought to the holding pens.
<p>More Paperwork....</p>	<ul style="list-style-type: none"> •Confirm each goat to ensure the ear tag/tattoo matches the paperwork. <i>Animals MUST have a permanent form of ID to be inspected, registered or recorded.</i> •Note the pen number on the Coordinator's Result Sheet (Goat ID). •Coordinator's Results Sheet and on the Application for reference later.
<p>Inspecting the Goats</p>	<ul style="list-style-type: none"> •After you have confirmed ear tags/tattoos and recorded goat IDs, assign at least three inspectors to each animal. •Make a list of your inspectors and assign each inspector a number to use on the Coordinator's Result Sheet. If you have trainees, please put a "T" next to their number. •Tell the inspectors to be sure to note the Goat Inspection ID number and check a fleece color box on the top of each form. They need to check each trait, total the columns, and then sign and date the bottom. •Flip the goats only once at the end of the inspection to check reproductive traits and belly coverage. •Tell the inspectors to refrain from discussing the goat with other inspectors during the inspection. Questions should be directed to the coordinator. •Use sanitary hand-wipes after checking the bite.
<p>Still More Paperwork...</p>	<ul style="list-style-type: none"> •When the inspectors turn in their inspection cards, review the forms to ensure they checked the fleece color at the top and all traits, totaled the columns and signed the bottom. Don't forget to mark the respective inspectors' numbers on the forms (trainees are marked with "T"). •Record the recommendation on the Coordinator's Result Sheet.

After the Inspection

Finishing the Paperwork	Complete the grayed Coordinator's Results Sheet and make a copy.
Mail the Results Within 30 Days of the Inspection	<p>Send the following to the registrar within 30 days of the inspection:</p> <ul style="list-style-type: none">•The original copy of the Coordinator's Result Sheet•All inspection applications •All inspection cards•The film/photos.<ul style="list-style-type: none">• All fees collected•Mail to: John Savage, AccuRegister 1039 State Route 168 Darlington, PA <p>Send the following to the Treasurer:</p> <ul style="list-style-type: none">•Your receipts for copies, film and film processing (if done) with a completed reimbursement form•Mail to: Shelley Aikins PO Box 277 Loomis, CA 95650 shelley@ncbb.net (916) 872-7009

Job done! Thanks 😊