

RULES AND OFFICIAL PROCEDURES

**55th ANNUAL NATIONAL COLLEGIATE
MEAT ANIMAL EVALUATION CONTEST
LUBBOCK, TEXAS**

2018

RULES AND OFFICIAL PROCEDURES

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I. PLACE: Texas Tech University; Lubbock, TX

II. DATE: April 8 – 10, 2018

III. ELIGIBILITY:

- A. Eligibility is limited to four-year accredited institutions that have a College of Agriculture and a Department of Animal Science. Individual contestants need not be Animal Science majors; however, they must be undergraduates at their respective institutions at the time of the contest.
- B. An institution may enter any number of students, but 10 students will be designated as the official team members. Alternates will judge as individuals, but they will also lose eligibility for subsequent MAEC contests. The four high scores will constitute the team total within each division and for the team's overall total score. Each contestant, including alternates, will be eligible for individual awards in all divisions and overall. Student eligibility is limited to one year of competition. Eligibility of contestants will be established by each school and will not be challenged by contest administration. Participation in other judging contests in any year does NOT affect a contestant's eligibility for this contest.
- C. All facilities where contest animals and carcasses are housed, stored, or otherwise selected from are off limits to contestants and coaches not on the University Supervisory Committee for the entire week of the contest.

IV. ENTRY, REGISTRATION, FEES

The official entry form should be mailed and postmarked by **March 15**. The anticipated names of contestants should be noted. If a school plans to bring more than 10 students, an alternate form needs to be completed for these additional students.

Upon arrival, the advisor is advised to make any corrections on the form, will be assessed contest fees, and will be provided a photocopy of the entry that will serve as the receipt.

Each school participating will be assessed a **\$200 entry fee**. The funds help defray costs of administering the contest. **Each coach and contestant** will also be **assessed \$25** to help cover the costs of breaks and awards. For example, if one school with two coaches wishes to enter 1 team (10 students) and 2 alternates, the total entry fee would be \$550 ($\$200 + (12 \text{ students} * \$25) + (2 \text{ coaches} * \$25) = \$550$).

All team registrations and payments will be conducted online. Please go to <http://www.meatscience.org/students/meat-judging-program/national-meat-animal-evaluation-contest> to register your team and make fee payment, via credit card.

V. LODGING

Hawthorn Suites, 4435 Marsha Sharp Fwy., Lubbock, TX 79407. (806) 792-3600
National Meat Animal Evaluation Block; \$85, cutoff date of March 15, 2018

Do not wait to book hotel rooms as there is a volleyball tournament in Lubbock that weekend.

VI. TRANSPORTATION Schools will be responsible for transporting their own students throughout the contest.

VII. MATERIALS NEEDED BY CONTESTANTS, OFFICIALS, AND ADVISORS:

- A. Casual and warm clothes (some events may be outdoors).
- B. White frock, approved hard hat (not a bump cap, OSHA approved), hairnet, and clean white gloves.
- C. Clean, unmarked clipboard and unmarked #2 writing utensil (pencil).
- D. Basic (non-programmable) calculator.
- E. Suit or sport coat, dress, etc. for awards banquet.
- F. Contestants are not allowed to use or have the following in their possession during the contest: computers, rulers, slide rules, marked pencils, notebooks, or copies of the Rules and Procedures.
- G. An identification number is provided to each contestant at entry. This contestant number is to be prominently worn throughout the entire contest.
- H. A disqualification may result if a group leader or official observes a deviation from the rules during the time of any class.

VIII. CONTEST ADMINISTRATION

Planning Committee

Superintendent
Dr. Mark Miller
Texas Tech University
(806) 438-4979
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Coordinators

Scoring
Ron Russell
University of Wisconsin, Madison
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IX. CONTEST DIVISIONS

There are four divisions to the contest. They are as follows:
Breakdown of points per class is listed in Section XI.

A. Communication Challenge Division (150 points per team possible)

This is a team effort division. For information, refer to the handout, "Description of the Communication Challenge Division".

B. Market Animal Division (11 classes, 930 points per individual possible)

Once contestants are broken into groups and seated and judging packets distributed, contestants will be given 10 minutes to write anything they desire, from memory, on the outside of their judging packet.

Live weights and current price quotations will be provided. All official information for the classes of this division will be based on actual carcass data collected and interpreted by the official committee, except for Feeder Cattle Pricing.

The official estimates for Class 2, Feeder Cattle Pricing, will be determined by a representative of the USDA Grading Service, if available. Otherwise, a committee of available expertise, possibly to include coaches, will be established by the superintendent.

All cattle, hogs, and sheep in the Market Animal Division will be evaluated on the floor at pen-side. For cattle pricing and performance classes (classes 3 and 4) all animals will be considered "A" maturity.

Cattle Classes

- Class 1A Estimation of ribeye area, fat cover (determined officially from preliminary yield grade), quality grade, and yield grade of 3 individual cattle.
- Class 1B Estimation of ribeye area, fat cover (determined officially from preliminary yield grade), quality grade, and yield grade of 3 individual cattle.
- Class 2 Individual price determination of 6 feeder cattle. The feeder cattle will be broke into two groups of 3 cattle each, and you will have 15 minutes to individually price each set of three feeder cattle.
- Class 3 Live price determination of a group of 3 to 5 slaughter weight market cattle.
- Class 4 Performance Class. Rank 4 slaughter weight market cattle based on each individual=s net value gained per day on feed.

Swine Classes

- Class 5A Estimation of loin eye area, 10th rib backfat thickness, percent fat-free lean, and USDA grade for 3 individual hogs
- Class 5B Estimation of loin eye area, 10th rib backfat thickness, percent fat-free lean, and USDA grade for 3 individual hogs.
- Class 6 Live price determination of group of 3 to 5 lighter weight hogs.
- Class 7 Live price determination of group of 3 to 5 heavier weight hogs.
- Class 8 Performance Class. Rank 4 market hogs on pounds of fat-free lean per day of age.

Lamb Classes

- Class 9A Estimation of ribeye area, percent boneless closely trimmed retail cuts (percent BCTRC), quality grade, and yield grade for 3 individual lambs.
- Class 9B Estimation of ribeye area, percent BCTRC, quality grade, and yield grade for 3 individual lambs.
- Class 10 Live price determination of group of 3 to 5 lambs.
- Class 11 Performance Class. Rank 4 market lambs based on each lamb=s net value gained per day on feed.

15 minutes/class – market division

C. Breeding Animal Division (17 classes, 850 points per individual possible)

Contestants will be divided into same groups and will receive breeding animal packets just prior to starting the evaluation. Production and/or genetic information will be provided. All sheep will be shorn.

Classes can be of any breed or crossbreed. Each class will be selected for as much uniformity in age as possible. Production and/or genetic information will be provided for all classes, and it will be considered for the official placing by the committee.

There will be one cull-keep class associated with each of the major species (beef cattle, swine, and

sheep/goats). There will be at least one placing class (Rank 4) with questions associated with each major species (beef cattle, swine, sheep/goats) of livestock; 7 placing (Rank 4) classes total.

Classes

Class 12	Rank 4 heifers or bulls
Class 13	Rank 4 heifers or bulls
Class 14	Rank 4 heifers or bulls
Class 15	Rank 4 breeding animals (cattle or swine)
Class 16	Rank 4 boars or gilts
Class 17	Rank 4 breeding animals (swine or sheep or goats)
Class 18	Rank 4 ewes or rams
Class 19	Cull-Keep 4 of 8 heifers or bulls
Class 20	Cull-Keep 4 of 8 gilts
Class 21	Cull-Keep 4 of 8 ewes

Questions – Prior to each set of questions, contestants will be given 5 minutes to review their notes, including the performance information, on that particular class. Contestants will be given clean copies of performance data for each class with the questions for each class.

Class 22	Review notes for Class 22 (corresponds to Class 12) Answer 10 questions or less about Class 12
Class 23	Review notes for Class 23 (corresponds to Class 13) Answer 10 questions or less about Class 13
Class 24	Review notes for Class 24 (corresponds to Class 14) Answer 10 questions or less about Class 14
Class 25	Review notes for Class 25 (corresponds to Class 15) Answer 10 questions or less about Class 15
Class 26	Review notes for Class 26 (corresponds to Class 16) Answer 10 questions or less about Class 16
Class 27	Review notes for Class 27 (corresponds to Class 17) Answer 10 questions or less about Class 17
Class 28	Review notes for Class 28 (corresponds to Class 18) Answer 10 questions or less about Class 18

Officials Presentation of official ranking and answers by the official committee of the breeding division.
10 minutes/class - breeding division

D. Meat Division (13 classes, 820 points maximum)

Contestants will be divided into same 10 groups and receive meats division packets. Meat products will not be handled. Flanks of lamb will be exposed with a spreader. Fat overlying the buttons of beef carcasses will be removed to clearly expose the buttons. Once contestants are broken into their groups and judging packets distributed, contestants will be given 10 minutes to write anything they desire, from memory, on the outside of their judging packet.

Classes

Class 29	Rank 4 beef carcasses (questions)
Class 30	Grade 5 beef carcasses (quality and yield grades)
Class 31	Grade 5 beef carcasses (quality and yield grades)
Class 32	Price 2 beef carcasses
Class 33	Price 2 pork carcasses
Class 34	Price 2 lamb carcasses
Class 35	Rank 4 lamb carcasses (questions)
Class 36	Rank 4 pork carcasses (questions)
Class 37	Rank 8 pork carcasses
Class 38	Rank 4 retail cuts (questions)

Questions – Prior to each set of questions, contestants will be given 5 minutes to review their notes on that particular class.

Class 39	Review notes for Class 39 (corresponds to Class 29, beef ranking) Answer 10 questions or less about Class 29, beef ranking
Class 40	Review notes for Class 40 (corresponds to Class 35, lamb ranking) Answer 10 questions or less about Class 35, lamb ranking

- Class 41 Review notes for Class 41 (corresponds to Class 36, pork ranking)
 Answer 10 questions or less about Class 36 pork ranking
- Class 42 Review notes for Class 42 (corresponds to Class 38, retail cut ranking)
 Answer 10 questions or less about Class 38, retail cut ranking
- Officials Discussion of official rankings, prices, grades, and answers to questions by official committee
 10 minutes/class - meats division

X. INTERPRETATION OF CLASSES

A. Market Animal Division

Interpretation of all Standard USDA Yield and Quality Grades can be obtained from the USDA Agricultural Marketing Service Web Site at www.ams.usda.gov/lsg under "standardization".

1. Live Weight: Cattle, lambs, and hogs will be weighed prior to the evaluation session and this information will be supplied to the contestants. Contestants must estimate dressing percent because in all market pricing classes, hot carcass weight (as determined on the kill floor) will be used to calculate yield grades and percent fat-free lean in pork. However, students and officials will use standard dressing percent (provided on the pricing sheet) only to convert carcass price back to live weight price.
2. Carcass Weight: Hot carcass weights will be used.
3. Ribeye Area: Beef and lamb: between 12th and 13th ribs (both sides measured, averaged, and reported in tenths of square inches). Pork: between 10th and 11th ribs (one side measured).
4. Fat Cover, Body Wall:

Beef: Fat measurement made 3/4 distance from chine side of ribeye on both sides, averaged and reported in hundredths of inches. Adjustments, if necessary, will be based on USDA standards.

Lamb: Average of right and left measured over center of ribeye and reported in hundredths of inches. Adjustments based on USDA standards. Body Wall Thickness is the total thickness of the body wall (including fat, lean, and bone). It is measured 5 inches from the midline curvilinear to the rib, averaged from both sides and reported to the nearest .01 inch.

Pork: For estimate competition and calculation of percent fat-free lean, fat depth is measured 3/4 distance from chine side of loin eye at the 10th rib. Skin is included. Last rib fat measured at midline and reported in hundredths of inches is used for the determination of the USDA grade. Adjustments based on USDA standards.
5. Beef Carcass Grades:
 - a. Quality Grade: determined to nearest 1/3 grade on Prime, Choice, Commercial, and Old Utility, the nearest grade on Select and Standard and the nearest grade on Young Utility on both sides as based on current USDA standards.
 - b. Yield Grade: determined to nearest 0.1 score as based on current USDA standards. A score greater than 5.9 or less than 1.0 may be recorded, even though the specified range is from 1 to 5. Average both sides for cutability.
6. Lamb Carcass Grades:
 - a. Quality Grade: determined to nearest 1/3 of a grade as based on current USDA standards.
 - b. Yield Grade: determined to nearest 0.1 grade as based on current USDA standards. A grade greater than 5.9 or less than 1.0 may be recorded, even though the USDA range is from 1 to 5.
7. Percent Fat-Free Lean in Pork Carcasses: Percent fat-free lean is calculated as described in Pork Composition and Quality Assessment Procedures, NPPC, 2000. The formula is as follows:

$$\begin{aligned} \text{Lbs. fat-free lean} &= 8.588 - 21.896 \times 10^{\text{th}} \text{ rib fat depth, inches (including skin)} \\ &+ 3.005 \times 10^{\text{th}} \text{ rib loin muscle area, inches}^2 \\ &+ 0.465 \times \text{warm carcass wt., lbs.} \end{aligned}$$

$$\% \text{ fat-free lean} = \frac{\text{Lbs. fat-free lean}}{\text{warm carcass weight}} \times 100$$

8. Percent boneless, closely trimmed retail cuts (percent BCTRC) in lamb carcasses: is calculated as follows:

$$\begin{aligned} \text{Percent BCTRC} &= 49.936 - .0848 (\text{hot carcass weight, lb.}) \\ &- 4.376 (\text{fat thickness, inches}) \\ &- (3.530 \times \text{body wall thickness, inches}) \\ &+ (2.456 \times \text{ribeye area, square inches}) \end{aligned}$$
9. Pork Carcass Grades: Carcass grade is determined to the nearest .1 grade according to the formula: Grade = 4 (last rib fat) - numeric muscle score. To apply this equation, muscling should be scored as follows: thin (inferior) = 1; average = 2; and thick (superior) = 3. Animals with thin muscling cannot grade U.S. No. 1 regardless of muscle score. The utility grade will **NOT** be considered for the market classes. If a carcass is officially graded utility, then a second grade will be established based strictly on last rib fat and muscling factors for purposes of scoring Class 5A and B.
10. Market Cattle Classes: All grades of steers and heifers may be used. Approximately 900 to 1,400 pound weight range.
11. Market Hog Classes: All grades of barrows and gilts may be used. Approximately 200 to 300 pound weight range.
12. Market Lamb Classes: All grades of lambs may be used. Mutton will **NOT** be included. Approximately 90 to 150 pound weight range; lambs will be shorn.
13. Feeder Calf Pricing Class: All grades (frame, muscle, flesh) of feeder calves may be used. (Contestants will be given a market information sheet). A sample feeder calf pricing sheet is shown on next page.

<u>FACTOR</u>	<u>DISCOUNT/PREMIUM</u>	
Base Price	= \$280.00	
Weight:	Par = 550 lbs	9 cent premium per pound under 550# 7 cent discount per pound over 550#
Frame:	Par = M ⁵⁰ to L ⁷⁰	L ⁷¹ to L ¹⁰⁰ = -\$1.00 M ⁵⁰ to L ⁷⁰ = Par M ⁰⁰ to M ⁴⁰ = -\$2.50 S ⁰⁰ to S ¹⁰⁰ = -\$10.00
Muscling:	Par = Number 1	1 ⁰⁰ - 1 ¹⁰⁰ = Par 2 ⁵⁰ - 2 ¹⁰⁰ = - \$2.00/cwt 2 ⁰⁰ - 2 ⁴⁹ = - \$4.00/cwt 3 ⁰⁰ - 3 ¹⁰⁰ = - \$10.00/cwt 4 ⁰⁰ - 4 ¹⁰⁰ = - \$20.00/cwt
Flesh/Condition:	Par = Average	Thin (scores 1,2,3) +\$5.00/cwt Average (scores 4,5,6) Par Fleshy (scores 7,8,9) -\$5.00/cwt
Sex:		Steer = Par Heifer = - \$8.00/cwt Bull = - \$7.00/cwt
Additional Discounts		Horns = -\$5.00/cwt Predominantly dairy breeding (>50%) = -\$10.00

a. Examples for determining feeder calf price/cwt.:

Example 1	450 lb, S ⁷⁰ , 2 ⁷⁰ , Thin Steer (100 lb under par)*.09 = Frame Muscling Flesh Condition Sex	Base = \$280.00 +9.00 -10.00 -2.00 +5.00 Par
		Final Price = \$282.00/cwt

Example 2	780 lb, L80, 330, Avg Flesh, Holstein Steer with horns (230 lb over par)*.07 Frame Muscling Flesh condition Sex Other – Dairy type Other – Horns	Base = \$280.00 -16.10 -1.00 -10.00 0.00 Par -10.00 -5.00
		Final Price = \$237.90/cwt

14. Examples for calculating live price of beef, hogs, lambs:

a. Group of 3-5 cattle (Class 3)

- 1) Estimate carcass quality and yield grade.
- 2) A standard dressing percent and current carcass price per cwt as based on carcass weight, sex, and grade will be provided.
- 3) For example:

Carcass Weight ^{1, 2} (Weight)	Prime	Choice	Select
Under 750	\$103	\$102	\$92.50
Over 750	\$103	\$102	\$92.50
Subtract \$1/cwt for heifers			

¹ Assume for the **EXAMPLE ONLY** that every 0.1 cutability score deviation from 3.2, \$1. would be added to or subtracted from the carcass price per cwt.

² Price discounts for weight categories, sex, or dairy conformation will be based on averages from information quoted by market reporting service information.

Students and officials will use standard dressing percents (provided on the pricing sheet) to convert carcass price back to live weight price. Prices will be rounded to the nearest \$0.10/cwt.

Official prices will be calculated by: (1) Multiply live weight x the standard dress to get the standardized carcass weight (SCW), (2) SCW x adjusted carcass price = total standardized value (TSV) of the pen, (3) Divide TSV by total live weight of the pen and multiply by 100 to determine live price per cwt.

- 4) Assume that cost of slaughter and profits offset value of byproducts.
- 5) Dairy conformation can only be assessed if the official committee noted it about the individual alive.

b. Group of 3-5 hogs (Classes 6 and 7)

- 1) Estimate percent fat-free lean on a hot carcass basis.
- 2) Current carcass price percent cwt, the pricing grid, and standard dressing percent will be furnished on the day of the contest.
- 3) Multiply the percent of the base wholesale pork price (derived from the grid) by the base wholesale price.
- 4) Official prices will be calculated by: (1) Multiply the live weight x the standard dress to get the standardized carcass weight (SCW), (2) SCW x adjusted carcass price = total standardized value (TSV) of the pen, (3) Divide TSV by total live weight of the pen and multiply by 100 to determine live price per cwt.
- 5) Multiply the estimated carcass price by the standard dressing percent to arrive at the live price. Round price to the nearest \$0.10

c. Group of 3-5 lambs (Class 10)

- 1) Estimate quality grade and yield grade.
- 2) Assume for this **EXAMPLE ONLY** that for every 0.1 grade difference between estimated and base carcass yield grade \$0.25 would be added to or subtracted from the current base carcass price per cwt.
- 3) Carcass price per cwt as based on carcass grade and weight will be provided. For example

Grade	Value
Prime	\$124
Choice	\$120
Good	\$110

*Price differential will be based on the previous 12 month average as quoted by market reporting service information.

- 4) Official prices will be calculated by: (1) Multiply the live weight x the standard dress to get the standardized carcass weight (SCW), (2) SCW x adjusted carcass price = total standardized value (TSV) of the pen, (3) Divide TSV by total live weight of the pen and multiply by 100 to determine live price per cwt. Round price to the nearest \$0.10.

15. Example of market evaluation ranking classes

a. Market Beef and Lamb Ranking Classes (Class 4 and Class 11)

Directions: Rank the cattle or lambs on total value gained per day on feed. Obtain this value by determining total value of each animal's carcass, subtract its total value as a feeder calf. Divide this difference by the animal's days on feed.

The students are provided feeder weight for each animal, feeder value per cwt (total feeder value is determined by the product of these two values), days on feed for each animal, and current live market weight of each. Consider the following example cattle data to illustrate.

ID	Feeder Weight	Feeder Value/cwt	Days on Feed	Market Weight
1	710	\$82	155	1268
2	775	\$86	160	1392
3	635	\$91	180	1140
4	800	\$82	150	1368

The student would estimate dressing percent, carcass weight, yield grade, and quality grade for each animal in the class. Using the pricing schedule provided for the contest (same as for the pricing class, taking all needed adjustments as described on the pricing schedule), the student determines the value of the carcass of each of the four head (using their own estimates of dressing percent to estimate carcass weight. The standard dress indicated on the price schedule will **NOT** be used in the determination of rank in these classes. Consider the following cattle example to illustrate the procedure.

ID	Estimated Carcass Value/cwt	Estimated Carcass Wt.	Calc. Total Carcass Value	Calc. Total Feeder Value	Total Value Gained on Feed (Carcass Value - Feeder Value)	Value Gained Per Day on Feed (Total Value Gained ÷ Days on Feed)
1	\$124	786	\$974	\$582	\$392	\$2.52
2	\$121	790	\$955	\$666	\$289	\$1.80
3	\$124	695	\$861	\$577	\$284	\$1.57
4	\$119	875	\$1041	\$656	\$385	\$2.56

The ranking that would be submitted from this example would be 4-1-2-3.

The total value of the carcass minus total feeder value (feeder value per cwt multiplied by feeder value per cwt) provides total value gained while on feed. This difference is divided by days on feed to determine **total value gained per day on feed**.

b. Market Hog Ranking Classes (Class 8)

Directions: Rank the hogs on pounds of fat-free lean per day of age (as per *Pork Composition and Quality Assessment Procedures, NPPC, 2000*).

The formula to determine pounds of lean in carcass is given as:

$$\begin{aligned} \text{Lbs. fat-free lean} = & 8.588 - 21.896 \times 10^{\text{th}} \text{ rib fat depth, inches (including skin)} \\ & + 3.005 \times 10^{\text{th}} \text{ rib loin muscle area, inches}^2 \\ & + 0.465 \times \text{warm carcass wt., lbs.} \end{aligned}$$

Pounds of fat-free lean divided by days of age provides pounds of fat-free lean per day of age.

Note that each hog will have minimum standards to meet. If a hog does not meet these standards, the hog will place last. If more than one hog fails to meet these standards, then those hogs will be placed on pounds of fat-free lean per day of age. However, the hogs failing to meet the standards will still place below those hogs that meet the standards. Example standards are shown below. Minimum standards to be used in evaluation will be provided (along with the formula) to students on contest day.

Example minimum/maximum standards	
Minimum loin eye area	5.0 sq. in.
Maximum 10th rib fat thickness	1.25 in.
Minimum carcass weight	165 lbs.
Minimum lbs of muscle	100 lbs

B. Breeding Animal Division

1. Breeding classes - Classes can be of any breed or crossbreed. Each class will be selected for as much uniformity in age as possible. Production and/or genetic information will be provided for all classes, and it will be considered for the official placing by the committee.
2. Breeding sheep classes - May or may not be shorn, depending on source of stock.
3. Questions on ranking classes - For each questions class, five minutes will be provided to ask a series of 10 questions or less for each class (copied and distributed at appropriate time). Each answer will be made by using the number of one of the four individuals in the class, or if a yes or no/true or false answer is needed, the yes/true = 1 and no/false = 2. Each correct answer is worth 5 points. The contestant will be permitted 5 minutes to review notes before answering questions on each class, but their notes and original data sheet may NOT be used during the question answering period. However, a copy of the original data sheet WILL be included with the questions and available for usage while answering questions.
4. Cull-Keep (classes 19, 20, and 21) - Eight heifers, eight gilts, and eight ewes will be used. Appropriate production data will be provided in the packets. The contestant is to cull- 4 of 8 animals in each class.

C. Meats Division

1. Grades - Same as Market Animal Division.
2. Lamb Carcasses (Classes 34, 35) - Will be ribbed. Will range from U.S. Good to U.S. Prime. Yearlings or mutton will NOT be included.
3. Pork Carcasses (Classes 33, 36, and 37) - One side will be cut and the untrimmed ham and blade end of the loin will be displayed with the other side intact. Ranking will be determined by quantitative and qualitative traits, and official committee will decide the official rank subjectively.
4. Beef Carcasses - Group of 4 (Class 29) may range from U.S. Standard to U.S. Prime and yield from 1 to 5. Group of 10 (Classes 30 and 31) and pricing class (Class 32) may range from U.S. Utility to U.S. Prime, and cow carcasses may be included. Quality grade estimated to nearest 1/3 grade on U.S. Prime, U.S. Choice, U.S. Commercial, and Old U.S. Utility, the nearest grade on U.S. Select and U.S. Standard, and the nearest grade on Young U.S. Utility. Yield grade estimated to nearest 0.1. A score greater than 5.9 or less than 1.0 may be recorded.
5. Questions on ranking classes - Five minutes will be provided to ask a series of 10 questions or less for each class (copied and distributed at appropriate time). Each answer will be made by using the number of one of the four individuals in the class, or if a yes or no/true or false answer is needed, the yes/true = 1 and no/false = 2. Each correct answer is worth 5 points. The contestant will be permitted 5 minutes to review notes before answering questions in each class, but may NOT use notes during the answering period.
6. Retail Cuts (Class 38) - Rank four packages of fresh, cured, and/or smoked retail cuts originating from beef, pork, and/or lamb. (Refer to NLMB uniform retail meat identity standards for correct use of nomenclature). The four packages are to be selected from one or more retail markets. The class would represent variations in such characteristics as color, marbling, firmness, wateriness, bone content, connective tissue, fat trim, seam fat, freshness, and attractiveness of the package and display that are appropriate for cut selected. The following are criteria for ranking. The approximate percent emphasis is also included.
 - a. Percent lean - includes muscling, fat trim, seam fat, bone content, and connective tissue. This is the most important factor and should be weighed accordingly (60%).
 - b. Color - this should receive medium emphasis, with dark pork (DFD) not discriminated against and pale pork (PSE) being downgraded.
 - c. Marbling - some emphasis.
 - d. Texture and firmness - medium emphasis.

- e. Workmanship - medium emphasis.
- f. Unwholesomeness - this should be a basis for automatically ranking a package last.

7. Carcass Pricing (Classes 32, 33, and 34) - These classes are intended to provide a practical problem in the pricing of carcasses at a wholesale level and from a retail point of view.

There will be one class including 2 carcasses per class to be priced individually for each species. The carcasses may vary in yield grade and quality grades.

In order to simplify the problem, a number of assumptions are made, some of which may not be exactly correct, but ones that will help minimize misunderstandings concerning the desired responses of the contestants.

The following information will be provided.

- a. Hot carcass weight.
- b. Conversions to final wholesale carcass prices are provided via either formula for YG, percent fat-free lean, or percent BCTRC.
- c. A pricing sheet that provides the base price with additional premiums and discounts for different yield and quality grades for lamb and beef. The price would be a weighted average for all retail cuts rather than one for each cut. For pork, a lean value pricing grid for hogs, similar to that used in the live hog pricing, will be used for the pork carcass pricing class. It would be assumed that a given percent markup has been included in the retail price and that it represents the value a retailer would anticipate receiving. The purpose of the exercise is to answer the question, @What wholesale price can the retailer pay for each of the carcasses (\$/cwt) for purposes of remaining competitive and profitable in the market place?@

The student must grade each carcass and then calculate, from the pricing information, a separate wholesale price (\$/cwt) that the retailer can pay for each carcass in order to realize the marked up retail price.

- d. Example beef and lamb carcass pricing sheets are provided on the following two pages. This new pricing procedure was approved by the coaches during the summer of 2010.

D. Communications Challenge

- Teams will be allowed at least 1 hour to prepare. Provided topic at beginning of 1 hour.
- Presentation should be 8 – 10 minutes long and will not be allowed to go over 10 min.
- Team members that are assigned to the counting team must participate in the presentation.
- Any team member or alternate that helps prepare the presentation, must also actively participate in the presentation – but how much is at the discretion of the judges.

--Market Pricing Information Based on Current Market Quotations--

Pricing 2 Beef Carcasses

1. Base Price for a Low Choice Yield Grade 3.0 = 148.00
2. The base USDA Yield Grade = 3.0 and this is equal to a carcass that yields 60% of its weight as semi-boneless, closely trimmed retail cuts. For every 0.1 change in Yield Grade from 3.0 add or subtract 0.3% to or from the base of 60%.

% Yield Premium or Discount

63.0	61.5-	60.1-	58.5-	57.1-	55.5-	53.1-	<53.1
<u>+</u>	<u>62.9</u>	<u>61.4</u>	<u>60.0</u>	<u>58.4</u>	<u>57.0</u>	<u>55.4</u>	<u> </u>
4.00	3.00	2.00	0.00	-1.00	-14.00	-18.00	-22.00

Quality Grade Premium or Discount

<u>Young Beef</u>		<u>Old Beef</u>	
Prime =	10.00	Commercial =	-28.00
Avg & High Choice =	5.00	Utility =	-32.00
Low Choice =	0.00	Cutter & Canner =	-45.00
Select =	-7.00		
Standard =	-18.00		

2. For young dairy type carcasses, subtract \$9.00/cwt. from the final wholesale carcass price.
3. For carcasses weighing more than 900 lb., subtract \$5.00/cwt. from the final wholesale carcass price.
4. Express the final price for each of the two carcasses on a \$/cwt. WHOLESALE CARCASS basis.

Procedure:

- For each carcass, determine yield grade and quality grade.
- Determine the percent yield expected from the carcass and associated premium/discount.
- Determine the quality grade premium/discount.
- Make final adjustments for other factors including dairy type, carcass weight, etc.

Example 1. Avg Choice, YG 4.2, 940 lb HCW.

- Base Price = \$148.00
- YG 4.2 would be expected to yield 56.4% of its weight as semi-boneless, closely trimmed retail cuts.
 (4.2 – 3.0) = 1.2 YG units or 12 “tenths” of a yield grade. 12 * 0.30 = 3.6
 Since a YG 4.2 is LESS desirable than 3.0, subtract 3.6 from the base yield of 60%.
 60 – 3.6 = 56.4% yield.
- A projected 56.4% yield corresponds with a \$14.00/cwt discount.
- An average choice carcass will be awarded a \$5.00/cwt premium.
- Other discounts/premiums
 It’s not dairy; no adjustment.
 Since the HCW = 942, subtract another \$5.00/cwt.
- Final wholesale carcass price: \$148.00 – 14.00 + 5.00 – 5.00 = \$134.00.

Example 2. Select, YG 2.1, 750 lb HCW

- Base Price = \$148.00
- YG 2.1 would be expected to yield 62.7% of its weight as semi-boneless, closely trimmed retail cuts.
- A projected 62.7% yield corresponds with a \$3.00 premium.
- A Select quality carcass will be awarded a \$7.00 discount.
- There are no other discounts/premiums.
- Final wholesale carcass price: \$148.00 + \$3.00 - \$7.00 = \$144.00.

Pricing 2 Lamb Carcasses

1. Base Price for a Choice Carcasses = \$222.00
2. Calculate Percent Boneless, Closely Trimmed Retail Cuts and adjust per % Yield Premium or Discount Schedule.

% Yield Premium or Discount

50.0	48.5-	47.0-	45.5-	44.0-	42.5-	41.0-	<41.0
<u>+</u>	<u>49.9</u>	<u>48.4</u>	<u>46.9</u>	<u>45.4</u>	<u>43.9</u>	<u>42.4</u>	<u> </u>
2.00	1.00	0.00	-2.50	-5.00	-7.00	-15.00	-50.00

3. Determine Quality and adjust per Quality Grade Premium or Discount Schedule.

Quality Grade Premium or Discount

Prime =	3.00
Choice =	0.00
Good =	-25.00
Utility =	-85.00
Mutton =	-195.00

4. For carcasses weighing 60 to 69 lbs., subtract \$3.00 from the final wholesale carcass price. For carcasses weighing 70 lbs. or more, subtract \$6.00 from the final wholesale carcass price.
5. Express the final price for each of the two carcasses on a \$/cwt. wholesale carcass basis.

Procedure: The procedure is very similar to that already described for beef carcasses.

- For each carcass, calculate % BCTRC.
- Based upon the calculated %BCTRC, determine associated premium/discount.
- Determine the quality grade premium/discount.
- Make final adjustments for other factors including carcass weight, etc.

Example 1. Prime, 44.2% BCTRC, 87 lb HCW

- Base Price = \$222.00
- A discount of \$5.00 is associated with a %BCTRC of 44.2%.
- A \$3.00 premium is associated with a Prime quality grade.
- A \$6.00 discount is associated with a HCW of 87 lbs.
- Final wholesale carcass price: $\$222.00 - 5.00 + 3.00 - 6.00 = \214.00 .

e) Scoring (no change in scoring from previous years)

A perfect score for each carcass would be 20 points and for each .30 cwt deviation (or portions thereof) from the official price, 1 point would be subtracted. For Example 1 (beef) shown above, if the official price was \$134.90 per cwt, then the contestant's score for this carcass would be as follows:

$$= 20 - [(134.90 - 134.00) / 0.30] = 17$$

The maximum score for the class would be 40 points because there are 2 carcasses to be priced.

XI. SCORING

Overall Points Possible:

Market Animal Division	930
Breeding Animal Division	850
Meats Division	<u>820</u>
INDIVIDUAL TOTAL	2,600
Communication Division	150 points (per team only)
TEAM TOTAL	10,550 points (4 x 2600) + 150)

Points Possible per Division

A. Market Animal Division (930 points)

1) Broken down by class

Class 1A - Three individually evaluated cattle = 120 (40 per animal)

Class 1B - Three individually evaluated cattle = 120 (40 per animal)

Total Class 1A and 1B **240 x 67% = 160**

Class 2 - Pricing group of 6 feeder cattle = 60 (each calf worth 10 points; 1 pt off for each \$1.00 deviation; score to the nearest \$.10)

Class 3 - Pricing group of 4 finished weight market cattle = 60 (2 points off for each \$0.10 deviation, score nearest \$0.10)

Class 4 - Ranking 4 cattle = 50 (cuts between pairs cannot exceed 9, total cuts cannot exceed 15)

Class 5A - Three individually evaluated hogs = 120 (40 per animal)

Class 5B - Three individually evaluated hogs = 120 (40 per animal)

Total Class 5A and 5B **240 x 67% = 160**

Class 6 - Pricing group of 4 light hogs = 60 (2 points off for each \$0.10 deviation, score nearest \$0.10)

Class 7 - Pricing group of 4 heavy hogs = 60 (2 points off for each \$0.10 deviation, score nearest \$0.10)

Class 8 - Ranking 4 hogs = 50 (cuts between pairs cannot exceed 9, total cuts cannot exceed 15)

Class 9A - Three individually evaluated lambs = 120 (40 per animal)

Class 9B - Three individually evaluated lambs = 120 (40 per animal)

Total Class 9A and 9B **240 x 67% = 160**

Class 10 - Pricing group of 4 lambs = 60 (2 points off for each \$0.10 deviation, score to nearest \$0.10)

Class 11 - Ranking 4 lambs = 50 (cuts between pairs cannot exceed 9, total cuts cannot exceed 15)

2) Breakdown of points possible within each area

a.

Scores for Fat Thickness and USDA Pork Grade

Maximum point for each animal	Deviation from official value (in.)		Pork Grade	
	Cattle and Swine	Maximum Points/Animal	Deviation	
10	0.00 – 0.04	10	0.0 – 0.2	
9	0.05 – 0.09	9	0.3 – 0.5	
8	0.10 – 0.14	8	0.6 – 0.8	
7	0.15 – 0.19	7	0.9 – 1.1	
6	0.20 – 0.24	6	1.2 – 1.4	
5	0.25 – 0.29	5	1.5 – 1.7	
4	0.30 – 0.34	4	1.8 – 2.0	
3	0.35 – 0.39	3	2.1 – 2.3	
2	0.40 – 0.44	2	2.4 – 2.6	
1	0.45 – 0.49	1	2.7 – 2.9	
0	>/= 0.50	0	>/=3.0	

b.

Scores for Percent Boneless, Closely Trimmed Retail Cuts in Lambs and
Percent Fat-Free Lean in Hogs

Maximum Point for Each Animal	Deviation From Official Value (in.)	
	Lambs and Hogs	
15	0.0 - 0.4	
14	0.5 - 0.9	
13	1.0 - 1.4	
12	1.5 - 1.9	
11	2.0 - 2.4	
10	2.5 - 2.9	
9	3.0 - 3.4	
8	3.5 - 3.9	
7	4.0 - 4.4	
6	4.5 - 4.9	
5	5.0 - 5.4	
4	5.5 - 5.9	
3	6.0 - 6.4	
2	6.5 - 6.9	
1	7.0 - 7.4	
0	>/= 7.5	

c.

Scores for USDA Grades

Beef and Lamb Quality Grade			Yield Grades for Beef and Lamb			
Market Division	Meats Division		Lamb Evaluation		Beef Evaluation	
	Maximum Points/Carcass	Deviation From Official Grade	Maximum Points/Carcass	Deviation From Official Grade	Maximum Points/Carcass	Deviation From Official Grade
	10	10 0	10	0.0 - 0.2	15	0.0 - 0.2
	8	8 1/3 grade	9	0.3 - 0.5	13	0.3 - 0.5
	6	5 2/3 grade	8	0.6 - 0.8	11	0.6 - 0.8
	4	0 1 grade	7	0.9 - 1.1	9	0.9 - 1.1
	2	0 1 1/3 grade	6	1.2 - 1.4	7	1.2 - 1.4
	0	0 1 2/3 grade	5	1.5 - 1.7	5	1.5 - 1.7
			4	1.8 - 2.0	3	1.8 - 2.0
			3	2.1 - 2.3	1	2.1 - 2.3
			2	2.4 - 2.6	0	>/=2.4
			1	2.7 - 2.9		
				>/=3.0		

d.

Scores for Ribeye (Loin Eye) Area

Maximum Points for Each Animal	Deviation From Official Value (square inches)		
	Cattle	Swine	Lambs
5	0.0 - 0.4	0.0 - 0.2	0.0 - 0.1
4	0.5 - 0.9	0.3 - 0.5	0.2 - 0.3
3	1.0 - 1.4	0.6 - 0.8	0.4 - 0.5
2	1.5 - 1.9	0.9 - 1.1	0.6 - 0.7
1	2.0 - 2.4	1.2 - 1.4	0.8 - 0.9
	>/=2.5	>/=1.5	>/=1.0

B. Breeding Animal Division (850 points maximum)

1. 7 ranking classes @ 50 = 350 (Cuts between pairs cannot exceed 9, total cuts cannot exceed 15. If maximum cuts of 15 are assigned, the middle cut cannot exceed 5.).
2. 7 sets of questions for ranking classes @ 50 (10 questions or less per set and 5 points per question) = 350 maximum (If less than 10 questions per class, maximum score will remain 50 points per class.).
3. 3 Keep-Cull classes @ 50 = 150. Keep 4 of 8 animals.

C. Meats Division (820 points maximum)

1. 4 ranking classes @ 50 = 200 (cuts between pairs cannot exceed 9, total cuts cannot exceed 15)
2. 4 sets of questions on ranking classes @ 50 (10 questions or less per set and 5 points per question) = 200 maximum (if less than 10 questions per class, maximum score will remain 50 points per class)
3. Grading 10 beef carcasses @ 20 (10 per quality grade and 10 per yield grade) = 200
4. Ranking 8 pork carcasses = 100. Cuts between pairs cannot exceed 9 points and will be scored the same as a ranking class, except that no student will receive a score of less than zero.
5. Pricing 2 beef carcasses, 2 pork carcasses, and 2 lamb carcasses (20 per carcass). For every \$0.30 deviation, or portion thereof from actual price, 1 point will be subtracted. = 120

D. Communications Challenge Division (150 points possible)

1. A committee will subjectively assign a score to the team between 0 and 150 points inclusive that will be included in the overall team total.

XII. MISCELLANEOUS PROCEDURES

A. Tie Breaking

1. Ties for the Overall High Individual and Overall High Team Awards will remain as ties and duplicate awards will be provided.
2. Individual Contestants B ties will be broken as follows:
 - a. Meats and breeding animal divisions B highest question scores within specific division will break ties.
 - b. Market division and overall total question scores from meats and breeding animal divisions will break ties (except for overall high individual).
3. Team. Only first place ties in each of the three divisions will be broken. For the meats and breeding animal divisions, the highest total question scores for the four high contestants representing the tied teams for each of these divisions will be used. For the market division, the highest total questions scores (includes meat and breeding animal divisions) of the four high contestants representing the tied teams will be used for this decision.

B. Who Counts on a Team?

1. Ranking of teams in each division will be determined by the total of the four highest contestant scores for each school. The overall ranking of teams will consist of the four overall contestant scores for a school from ten designated team members. They may or may not be the same four that make up any division team.
2. High individuals for any particular division do not necessarily have to be on the overall team to receive an award. For example, the high person in breeding animal evaluation may not necessarily be one of the team individuals for their team=s overall ranking. In a rare situation in which the high four individuals in a particular division are from one team, it is possible for a fifth member from that team=s school to be fifth high individual and then receive an award, etc. There is no

limit on the number of students that one school may enter. However, 10 are designated as eligible for team awards. The remainder are designated as alternates, but are eligible for any individual awards.

C. Contestant Material

All material will be provided by the contest administration and will be distributed to each contestant via an envelope just prior to the beginning of each division. This will be done by group leaders. The only items required of each contestant are an unmarked clipboard, non-programmable calculator, and a writing utensil (pencil). Items including computers, slide rules, rulers, etc. will not be permitted. NO electronic communication devices are permitted, including cell phones.

D. Grounds for Disqualification

If a group leader or official observes a malpractice occurring during the time of any class, contestants in question are subject to receiving a zero for their efforts in that particular class. Such practices might include: the use of measuring devices, possessing materials not prescribed that would benefit the contestant=s score, talking to other contestants, obviously looking at other's work, etc. The contest superintendent will be responsible for making the final decision on all disqualifications. Continued deviations from contest rules by a contestant may result in disqualification from the entire contest.

XIII. AWARDS

A. Overall Contest

1. High team, reserve high team – permanent plaque (duplicate awards when ties occur)
2. Members of the high, reserve high team (duplicate awards when ties occur)
3. Ten high individuals (duplicate awards for the first high individual when tie occurs)

B. Market Animal Division

1. High team, reserve high team (ties broken by total questions scores of 4 members of each team)
2. Five high individuals (ties broken by total meal and breeding animal division question scores)

C. Meats Division

1. High team, reserve high team (ties broken by meat question scores of 4 members of each team)
2. Five high individuals (ties broken by meat division question scores)

D. Breeding Animal Division

1. High team, reserve high team (ties broken by breeding animal question scores of 4 members of each team)
2. Five high individuals (ties broken by breeding and animal division question scores)

E. Beef Evaluation

1. High team
2. Five high individuals

F. Swine Evaluation

1. High team
2. Five high individuals

G. Sheep Evaluation

1. High team
2. Five high individuals

H. Communications Division

1. High team, reserve high team

XIV. CONTEST RESULTS AND INFORMATION

Complete result sheets for each team will be made available at the conclusion of the recognition banquet. Final summaries will be made to all contestants, advisors, officials, and sponsors. The summary will include carcass information from the market division, livestock and production information, placings, cuts, prices, and grades of the other two divisions.

XV. INSTRUCTIONS FOR CONTEST OFFICIALS

A. Cattle, Swine, and Sheep Committees

1. Market Animal Division

- a. The selection of classes will be conducted by the Market Division Coordinator prior to the committee=s arrival.
- b. A representative of the USDA Grading Service will discuss the officials for the feeder cattle grades. Actual carcass results are used for official scoring the rest of the Market Animal Division.
- c. The committee in charge of data collection is responsible for placing the cuts made on the ranking classes.

2. Breeding Animal Division

- a. Specie officials will work together to form the official placings on the breeding classes. They will develop the questions for each class.
- b. The officials may be asked to review the classes prior to the time of the contest. It is the responsibility of the Breeding Division Coordinator to see that performance information, rankings, cuts, and questions are developed for the classes.
- c. It is the responsibility of the referee judge to accumulate the questions in time to be reproduced on sheets for use by the contestants. If possible, the Coordinator should confer with the officials about the questions to insure their validity. A maximum of 10 questions should be developed for each placing class. However, less than 10 questions is quite acceptable in cases where officials deem that 10 reasonable questions cannot be developed.
- d. The referee judge should insure that the cuts placed on classes reflect consensus opinion of all officials and the chair. The cuts should be deemed reasonable and should range between 1 and 5 points per pair in most cases.
- e. The Coordinator will also be responsible for having the officials discuss rankings and answers to questions.
- f. The maximum total points for each Keep-Cull 4 of 8 class is 50.
- g. Production information will be provided for all classes and will be considered when deciding rankings.
- h. Questions should be straight-forward identifying obvious differences that exist within the class. Sample questions might include ...
 - (1) Which gilt is bigger scaled?
 - (2) Between 2 and 4, which bull is most structurally correct?
 - (3) Would this class of rams be considered free of excessive wool on the face?
 - (4) Which gilt has the poorest underline?
 - (5) Which gilt has black extending down her foreleg?

B. Meats Committee

1. The selection of the classes will be supervised by the Coordinator of the meats division. Cut surfaces of all classes should be covered with appropriate protective paper to prevent dehydration and discoloration.

2. It will be the coordinator's responsibility to coordinate the formulation of questions and answers for the ranking classes.
3. Questions should be straight-forward identifying obvious differences that exist within the class. Sample questions for this division:
 - (1) Which carcass has the poorest cutability?
 - (2) Which carcass has the most desirable color of fat?
 - (3) Which is the steer carcass?
 - (4) In comparing carcasses 2 and 3, which has the least percent kidney fat?
 - (5) Do all of these carcasses grade either choice or prime? Yes or No?

C. Market Animal Division

1. The carcasses in this division will be ribbed, and the carcass data collected after ribbing. The data is to be called in to the Scoring Coordinator as soon as possible for compiling scores.
2. Three committee members from the market division will work with the other species committees at the time of live appraisal. Such coordination will provide the necessary liaison for each committee, insuring correct interpretation of carcass measurements.

XVI. GROUP LEADERS

- A. A group leader is responsible for the conduct and efficient movement of approximately 20 to 25 students during the two-day contest.
- B. Each leader is to monitor the behavior of the contestants. During the contest, the contestants are to honor the following rules:
 1. No talking. It will be assumed that any talking suggests the comparing of knowledge among students of the same school. Because of the large groups and the close proximity of some classes, several students representing one school could conceivably "get together".
 2. The only information that a student may use includes a copy of the pricing information, production data sheets, and note cards for questions classes. With the exception of an unmarked clipboard, non-programmable calculator, and writing utensil, all other materials will be provided in packets by contest administration. These packets will be prepared for each division and group leaders will be responsible for their distribution at the beginning of each session.
 3. Mechanical devices, such as computers, rulers, pencils marked for measuring fat thickness, USDA fat probes, etc. will NOT be permitted. Simple (non-programmable) calculators are allowed. In addition, electronic communication devices will NOT be permitted.
 4. Contestants not complying with the above rules are subject to disciplinary action. Minor violations as a result of misunderstandings, etc., will receive warnings. It will be up to each group leader to enforce the rules. If a violation is observed, it must be brought to the attention of the contest superintendent before final action is taken. A violator will lose all points in the class in which a violation has occurred. It is hoped such decisions would not have to be made. Repeat violations may result in disqualification from the contest.
- C. Contest forms will be collected after the completion of each division. It would be desirable (if time permits) to collect them in order from lowest to highest number so that missing forms can be quickly detected. Forms should be quickly checked for completeness and clarity. Even though it is the contestant's responsibility to use the forms correctly, it will be desirable for the group leaders to help contestants avoid making major errors.
- D. A scoring assistant will pick up the forms after each division has been completed. Forms cannot be returned to a contestant after this time.
- E. For all ranking classes in which the students need to have an overview of the class, "stand back" time will be provided at the beginning and again at the completion of the class. This is NOT necessary for beef

carcass grading (classes 30 and 31), the retail cut class (class 38), and all carcass pricing classes.

- F. Teams may eat and travel together.
- G. For the Meats Division, group leaders may not be within hearing distance for time warnings. Therefore, it is important to unofficially keep contestants aware of time limits. There will be 12 minutes for each class.
- H. For the question classes in the Meats and Breeding Divisions, each leader will be responsible for handing out the questions to each contestant. The contest coordinator will provide final instructions.
- I. Leaders should have extra copies of all contestant materials in case there are shortages in the packets, etc.
- J. Contestants will receive data forms (via the packets) for one division at a time. Group leaders are to hand these out during the introductory period scheduled prior to the start of a division, except in the Breeding Division. For the Breeding Division, forms for answering questions will be handed out as the question sheets are distributed, rather than being in the packet.
- K. All group leaders will report to the Contest Superintendent when problems arise.

XVII. CONTEST FORMS

- A. Contest forms will be the same as those used in 2017. Each division has its own forms. It is essential to use a #2 lead pencil and mark firmly in the specified circles. To do this correctly, a clip board is essential.
- B. The forms accommodate all classes. Therefore, it is very important to select the correct part of the form that corresponds to the class being evaluated.
- C. In addition to completing the data columns, the individual's identification number and class number must be completed on every form.
- D. There are small spaces above each location for entering data in which the student can write in the numbers. However, this is only to facilitate marking the circles indicating the appropriate number in each column. Only one number (circle) per column should be marked.
- E. Each circle should be darkened completely, but don't go beyond the circle boundary. If a mistake is made and the number is to be changed, be sure to completely erase the darkened area.
- F. Finally, it is important to handle the forms with utmost care since the sheets are read through a scanner. Refrain from tearing, bending, or soiling the form.