

## Competition Checklist

### Before:

- \_\_\_\_\_ Make sure you are affiliated with the AFA.
- \_\_\_\_\_ Choose date, location, competition organizer/secretary, judges, AFA rep, closing date.
- \_\_\_\_\_ Lodge 'Application for Sanctioned Competition' at least 60 days before competition date.
- \_\_\_\_\_ Receive entries.
- \_\_\_\_\_ Organise teams into divisions and do a running order.
- \_\_\_\_\_ Get approval for divisions and running order from the AFA.
- \_\_\_\_\_ Organise sponsors.
- \_\_\_\_\_ Send information to AFA webmaster (details of competition, parking, food, accommodation & more).
- \_\_\_\_\_ Organise publicity (local papers, flyers etc).
- \_\_\_\_\_ Organise prizes for handlers and boxloaders.
- \_\_\_\_\_ Organise gifts for judges and stewards.
- \_\_\_\_\_ Notify clubs about parking, entry passes etc. A map can be placed on the AFA website.
- \_\_\_\_\_ Prepare catalogue.
- \_\_\_\_\_ Prepare timesheets.
- \_\_\_\_\_ Organise lunch and refreshments for judges and stewards.
- \_\_\_\_\_ Locate nearest vet and find out opening hours.
- \_\_\_\_\_ Organise raffle.

### Equipment;

- |   |       |                                  |
|---|-------|----------------------------------|
| _____ Fencing                             | _____ | _____ Tape measure (50-100ft)    |
| _____ EJS (timing lights)                 | _____ | _____ Timing table & chairs      |
| _____ Jumps                               | _____ | _____ Jump pads                  |
| _____ Stewards Flags                      | _____ | _____ Backboards                 |
| _____ Clip Boards & pens                  | _____ | _____ Stop Watches               |
| _____ Heightstick & flat surface          | _____ | _____ Blank heightcard forms     |
| _____ Rubber gloves & tissues for vetting | _____ | _____ Pooper scooper & bucket    |
| _____ Blank judge report forms            | _____ | _____ Blank honorary member form |
| _____ P.A./speakers                       | _____ | _____ Copies of AFA flyer        |

### On the day:

- \_\_\_\_\_ Set up ring and timing gear
- \_\_\_\_\_ Organise prize table
- \_\_\_\_\_ Clean up site at the end of the day

### Afterwards:

- \_\_\_\_\_ Email results (and a few photos if possible) to the AFA webmaster
- \_\_\_\_\_ Complete competition results form
- \_\_\_\_\_ Forward competition results form, original timesheets, judge report form, any incident reports, honorary members form and EJS levy to the AFA within 14 days