

## We want to host an AFA sanctioned competition. What do we do?

1. Your club must be affiliated with the Australian Flyball Association Inc.  
  
Check the AFA website ([www.flyball.org.au](http://www.flyball.org.au)) to download an "Application for Affiliation" (Form C9) if required. This affiliation is required to be updated annually and will expire at the end of June each year.
2. Decide on a date, location, entry fee (\$15.00 from each team entered goes to the AFA for the EJS Levy), competition organiser, Judges, AFA Representative and closing date for entries (usually 2-3 weeks before competition date).
3. Inspect the location making sure the ground is suitable in the following ways: ground space and condition, parking, crowd control, competitor space within sight of ring, shelter, toilet provision, dog toileting area, access to water, access to power and the proximity of any attractions that might be a problem near flyball (eg horses, sideshows).
4. It is recommended that your club nominates a competition organiser/comp secretary
5. Contact the Judges that you would like to Judge at your competition (all Judges are listed on AFA web site ([www.flyball.org.au](http://www.flyball.org.au))). The Judges status levels are also listed. It is a recommendation by the AFA to have at least 1 Accredited 1 Judge at your competition. An Accredited 1 Judge has completed the latest AFA training program for Judges.
6. Contact your Regional Representative to check the availability of the AFA lights for your state.
7. You will be required to have an AFA Representative at your competition. It is recommended that this person be an AFA committee member or AFA Judge who is not judging. This list of people can be found on the AFA Web site ([www.flyball.org.au](http://www.flyball.org.au)). If you have any problems please contact your Regional Representative for suggestions.
8. Contact the AFA Webmaster ([webmaster@flyball.org.au](mailto:webmaster@flyball.org.au)) and organise for the preliminary details to be listed on the "Calendar of Events". The details should include the name of the competition, host club, date, location, competition organiser contact details, closing date for entries, sponsors, Judges, AFA Representative, check-in times, racing start times plus an electronic copy of the entry form and any advertising material.
9. Lodge an "Application for an AFA Sanctioned Competition" with the appropriate fee to the AFA . Form C3 is available on the AFA website.

This must be done at least 60 days prior to the closing date for an unlimited competition and 120 days prior to the closing date for a limited entry competition. However, the AFA recommends that the application be lodged as early as possible to allow teams to organise holidays and accommodation if necessary.

Applications must be approved by the AFA Committee at their regular meetings (usually first Monday of the month) and your Regional Representative will advise you of the outcome.

10. Once your competition is sanctioned, there are a number of things that need to be done:

## I have the entries – now what do I do?

1. Check all of the entry forms to ensure that they have all of the required information. If there is any information missing, contact the Team Captain.
2. Check all the CRN's are current members by checking AFA point's on the website (Only current members are published). Queries on current CRN's that are not listed on the website can be forwarded to your Regional Representative, who will then forward them to the AFA to be checked.
3. The AFA has recently implemented a new seeding policy (effective 1 May 2006). The policy is as follows:

### **AFA Seeding Policy**

*Teams should be seeded based on the information supplied by the statistics coordinator. This information will be updated on a regular basis and listed on the AFA Seeding web page. Seeding times for a competition will be based on the fastest time recorded by a team during their last three sanctioned competitions and a seed list will be supplied from the latest available data on the 14<sup>th</sup> day before the competition.*

*Any times recorded more than 4 months before this date are declared null and void. A declared time, to be used as a seeding time, may be submitted by the team captain at least 14 days prior to the competition, to be accompanied by a written justification for the change in the section of the competition entry form, which may be referred to the committee.*

*A declared time may be submitted – if it is slower than the teams seeded time it must be at least 1 second slower than that time and is subject to the break-out rule.*

Check the AFA website ([www.flyball.org.au](http://www.flyball.org.au)) for seedtimes of the teams that have entered.

If a team has **declared** a seedtime on the entry form, check it against the list of times that you have taken from the website. If it is a slower time, it must be at least one (1) second slower than the time listed on the website (eg. website time is 25.45 therefore the team must enter a seedtime of 26.45 or slower).

4. List the seedtimes from fastest to slowest. It is important not to write the names of the teams in at this stage as that can create bias when breaking the teams into racing divisions.
5. To break the teams into racing divisions, look for obvious places to split the teams. Then look at the teams either side of where you have placed the split to determine whether the split is in the correct place, as blocking them based on 22's, 23's etc is more often than not incorrect. For example:

<input checked="" type="checkbox"/> INCORRECT	<input checked="" type="checkbox"/> CORRECT
18.75	18.75
19.00	19.00
19.70	19.70 – is closer to 19.00 (0.70) than it is to 21.50 (1.80) therefore <b>↑</b> to Div 1
-----	-----
21.50	21.50 – is closer to 22.50 (1.00) than it is to 19.70 (1.80) therefore <b>↓</b> to Div 2
22.50	22.50
22.85	22.85
-----	23.10 – is closer to 22.85 (0.25) than it is to 23.60 (0.50) therefore <b>↑</b> to Div 2
23.10	-----
23.60	23.60 – is closer to 23.90 (0.30) than it is to 23.10 (0.50) therefore <b>↓</b> to Div 3
23.90	23.90
-----	24.15 – is closer to 23.90 (0.25) than it is to 24.60 (0.45) therefore <b>↑</b> to Div 3
24.15	-----
24.60	24.60 – is closer to 24.80 (0.20) than it is to 24.15 (0.45) therefore <b>↓</b> to Div 4
24.80	24.80
27.00	27.00

6. Now that you have the racing divisions, it is necessary to decide upon a format for the racing. You should aim for each team to race a minimum of 20 heats up to a maximum of around 30 heats each day of competition which will depend on the number of teams in each division and the time available for racing

**The race format** may be round robin, single elimination, double elimination or a combination of round robin and elimination. You also need to determine the number of heats per race (eg. 3 heats, Best 3 of 5 heats or 5 heats). The AFA recommends Best 3 of 5 heat format, especially for events held in the public arena (eg. Nationals, Canberra Royal etc.)

Each division can be different, but it is advisable to get the number of heats per team as close as possible. Each team has paid the same entry fee so it is fair that they should expect a similar amount of racing.

For the above example, the race format could be:

Div 1, 3 & 4:

3 teams => Triple Round Robin = 9 races per division  
= 6 races @ Best 3 of 5 heats = 18-30 heats per team

Div 2:

4 teams => Double Round Robin = 12 races per division  
= 6 races @ Best 3 of 5 heats = 18-30 heats per team

7. **The proposed racing divisions and formats** need to be approved by the AFA no later than 7 days before the competition. Contact your Regional Representative – contact details are available on the AFA website.

8. Once the **AFA has approved** the racing divisions and format, it is time to prepare the race schedule. This may look scary, but can be an easy process if you follow a couple of steps.

- a. Using the race schedules in the back of the AFA Rule Book, determine how the races for each division will block together. For alternate rounds, the lanes should be switched (eg. In the first round, Team A are in the left lane and Team B are in the right lane, but this would be swapped for the second round to ensure fairness in the racing).

In the above example:

Divisions 1, 3 & 4 have the same format. Therefore, their races would be as follows:

Round 1	3 v 1	2 v 3	1 v 2	
Round 2	1 v 3	3 v 2	2 v 1	(lanes have been swapped)
Round 3	3 v 1	2 v 3	1 v 2	

- b. Prepare the race schedule for each division, following the format set in the AFA Rule Book. Using Excel, it is easy to complete using numbers and then when finalized, use “Find and Replace” to replace the numbers with the team names (this saves you having to continually type the names). Colour each of the divisions a separate colour, which will assist with the next step.
- c. Shuffle together all of the divisions, trying to allow equal spacing throughout the race schedule. For example, if there are 3 teams in a division there needs to be another division race between them as a team cannot race back-to-back.

Where possible, block as many races of a particular division together (eg. in a 4 team round robin you can run 2 races in a block, in a 5 team round robin you can run 2 races in a block (with 1 team on a “bye” for that round) and in a 6 team round robin you can run a block of 3 races etc.) as this will assist the Judge and provide fairness in the spacing of the races.

- d. Make any adjustments that will assist with the flow of the competition (eg. avoid a club having to race back-to-back).

9. The proposed race schedule **needs to be approved by the AFA**. Contact your Regional Representative – contact details are available on the AFA website.
10. **Timesheets:** need to be printed on **WHITE** Paper only, to make your job easier for your timekeepers it is recommended that these are printed out with each team's racing schedule, race number and Lane, take care when doing this. Visit AFA Web site ([www.flyball.org.au](http://www.flyball.org.au)) there is a page on how to fill in timesheet correctly
11. **Stewards:** need to contact all your teams and ask for volunteers for Stewarding and timekeeping, Stewards are required to be over the age of 18 years, and if they are not an AFA member must become an honorary member by signing the form supplied by the AFA rep for the day, this will assist with insurance coverage. Form C12 from the website
  - a. once you have a list of stewards you can make a stewards roster up, using both the volunteers and teams, when making the roster try to roster teams on at least 2 races prior to their own team.
  - b. **Timekeepers,** will be required to read a small page on HOW TO TIMEKEEP, also available on the AFA web site ([www.flyball.org.au](http://www.flyball.org.au)). It is recommended to have at least one experienced timekeeper. It is necessary that all hand writing is done clearly and in Blue or Black ink ONLY.
12. **Measuring & Vetting stick:** you are required to provide an assistant to the Judge/s during measuring, height stick must also be provided. Find a suitable flat level surface preferably concrete or if not available a stable flat board must be provided. Rubber gloves & tissues available for vetting.
13. **First Aid Kit:** there is a first aid kit supplied with every set of AFA lights, please use as required, and ensure a qualified first aider, is the one who carries out any first aid required. At the end of your competition advise your state rep if any supplies were used so they can arrange replacements.
14. **Light set up & Spare Parts:** the signature and EJS lights are the most valuable equipment in the AFA. These can only be transported in a vehicle. Set up of the lights must be done by a Judge or persons who have full knowledge of the system.
  - a. When the lights are being packed up at the end of a competition they must also be packed up by a qualified person preferably the person who set them up, this will ensure all the parts are returned correctly.
  - b. the lights are supplied with basic spare parts, if these are used at a competition please advise your AFA Rep so they can replace used parts.
  - c. all the lights will come with tag and tested electrical equipment, and a surge breaker, this is the only equipment that is allowed to be used with all AFA owned lights, if you require further equipment contact your Regional Rep to discuss this. When setting up all electrical leads at a competition please comply with the OH&S policy within your state
15. **Ring Set up:** the full requirements are listed on the AFA web site ([www.flyball.org.au](http://www.flyball.org.au)). Your Judge(s) are required to assist and supervise the ring set up as well as check the ring set up to ensure it is correct prior to racing.
  - a. the markings inside the ring must be clear, it is recommended white line marking paint be used, each jump, box, start line is required to be marked.
  - b. if your club is choosing to use distance tapes within the ring, this must be approved by all team captains competing at that competition. They must be then placed on the right hand side of each lane, a reasonable safe distance, and must be anchored at least every 3 – 5 foot.
16. **The end of your competition:**

Now you have successfully run a competition it is vital that you collect all timesheets, and reports. Ensure your AFA rep and Judges & team captains have signed these.

a. your Judges reports must be returned to the AFA within 48hrs after your competition and it is the Judges or **AFA Reps** responsibility to do this.

b. send the results including seed times and fastest times to the webmaster, along with any photos within **48 hrs of competition completion, this is really important to assist the seed times for the following competitions. ( see No 3 on now I have entries what do I do?)**

c. AFA title points need to be added up from the timesheets. This you do in the AFA Title Points Workbook. This will sort the points and add them up for the individual dogs. The workbook can be found on the AFA web site ([www.flyball.org.au](http://www.flyball.org.au)). **Please download a new version of the workbook after each competition to ensure you are using the current version as it is updated on a regular basis.** The workbook is based on an excel spreadsheet, and comes with instructions on how to fill it out correctly, if you are having trouble with it contact the AFA webmaster for assistance.

d. the workbook must be returned via email to the AFA webmaster within 14days of your competition.

e. your EJS levy, original timesheets and the C6 form must also be sent to the AFA via mail to the AFA PO Box within 14 days of your competition, or penalty fees will apply.

### FINAL CHECKLIST:

#### EJS / Signature

- |  |  |
|--|--|
| <input type="checkbox"/> Batteries for lights            | <input type="checkbox"/> Spare fuses in EJS box              |
| <input type="checkbox"/> Extension cord                  | <input type="checkbox"/> Tape measures (50-100ft)            |
| <input type="checkbox"/> Fencing, Pickets and caps, Rope | <input type="checkbox"/> Timing Table                        |
| <input type="checkbox"/> Cabana for timekeepers table    | <input type="checkbox"/> Umbrella's for the Stewards         |
| <input type="checkbox"/> Lamp for timekeepers table      | <input type="checkbox"/> Dog Pools                           |
| <input type="checkbox"/> Markers for ground              | <input type="checkbox"/> Signage for sponsors                |
| <input type="checkbox"/> Bucket of water near ring       | <input type="checkbox"/> Jump pads                           |
| <input type="checkbox"/> Backing boards                  | <input type="checkbox"/> Stop watches                        |
| <input type="checkbox"/> Jumps                           | <input type="checkbox"/> Rubber gloves & tissues for vetting |
| <input type="checkbox"/> Stewards flags                  | <input type="checkbox"/> Pooper scooper, bucket & poo bags   |
| <input type="checkbox"/> Height stick & flat surface     |  |
| <input type="checkbox"/> P.A./ speaker                   |  |

#### Forms:

- |   |  |
|---|--|
| <input type="checkbox"/> Blank Honorary member form | <input type="checkbox"/> Blank Timesheet form                    |
| <input type="checkbox"/> Blank Height Card forms    | <input type="checkbox"/> Copies of AFA Flyer available from web. |
| <input type="checkbox"/> Blank Judges Report form   | <input type="checkbox"/> Record Run Forms                        |

#### Week before:

- Confirm EJS arrangement with previous host club comp.
- Pick up prizes from sponsors
- Package raffles prizes

#### On the Day:

- Set up ring & timing gear (test it)
- Set up signage for sponsors on inside of ring
- Organise speaker for P.A. to communicate Flyball to the public.
- Organise official's lunches and refreshment
- Esky of drinks located at timekeepers table plus lolly box
- Sell raffle tickets
- Organise prize table
- Clean up site at the end of the day

#### Afterwards:

- Email results including placing, fastest & seed times to the AFA webmaster plus photos if available. **Within 48 hrs.**
- Download the latest version of the Points workbook from AFA website.

- \_\_\_\_\_ Complete Points workbook as per official timesheets and then email to AFA webmaster.
- \_\_\_\_\_ Complete competition results form
- \_\_\_\_\_ Forward competition results form, original timesheets, any other incident report, honorary members form and EJS levy to the AFA PO Box within 14 days.
- \_\_\_\_\_ Send post event news releases
- \_\_\_\_\_ Thank you letter to sponsor