

Competition Checklist

- Download & read "We want to host an AFA sanctioned competition. What do we do?" document on website (Competition Organiser → Hosting a Competition → Guidelines for Hosting an AFA Sanctioned Competition.pdf)

Before:

Comp Organiser:

- Make sure your club is affiliated with the AFA.
- Choose comp date, location, competition organizer/secretary, judges, AFA rep, timekeepers, timing table helper(s), closing date for entries.
- Inspect location if it's a new venue. Ensure existing venues will be suitable eg bindii free
- Obtain club approval & set competition entry fee
- Lodge 'Application for Sanctioned Competition' at least 60 days before competition date.
- Organise sponsors
- Send information to AFA webmaster (details of competition, parking, food, accommodation etc)
- Arrange for AFA lights to be available / delivered to venue
- Check equipment is on hand or arrange to borrow ie fencing, star pickets, tables, chairs, umbrellas etc
- Purchase batteries for lights (40 x AA quality alkaline batteries & 1 x 9V battery for the microphone remote)
- Ensure 240 volts mains power is available for the timing display board
- Ensure PA availability
- If comp is indoors check matting availability & transport
- Buy tape to secure matting
- If appropriate, organise publicity (local papers, flyers etc).
- Organise prizes for handlers and boxloaders (eg ribbons, trophies, product etc).
- Organise gifts for judges, timekeepers & AFA rep
- Organise travel arrangements / travel money for judges if applicable
- Notify clubs about parking, entry passes etc. A map can be placed on the AFA website.
- Organise lunch and refreshments for judges, timekeepers & AFA rep.
- Organise catering (if none available at venue)
- Check that there are enough tea & coffee supplies & drinks for sale (if applicable)
- Locate nearest vet and find out opening hours.
- Organise raffle (prizes & tickets).
- Buys lollies, nuts & drinks for the timing table
- Ensure there is adequate stationery for the timing table ie pens, highlighters etc

Before:

Comp Secretary:

- Create entry form & email to Webmaster for uploading to AFA website
- Create flyer & email to Webmaster for uploading to AFA website
- Receive entries.
- Check web times quoted on entry forms match seed times on the AFA website
- Check all CRNs are valid
- Organise teams into divisions, decide racing format & get both the division split & race format approved by your AFA Regional Rep
- Once division split is approved, do running order then get this approved by AFA Regional Rep
- Send running order to Webmaster for uploading (a minimum of **2 days before the comp**)
- Prepare timesheets.
- Print 2 copies of timesheets (one on WHITE & one on coloured paper). Note: Timesheets should be printed on one side only
- Prepare catalogue – include details like nearest vet, catering, parking requirements etc as well as comp info. Print one copy per team plus copies for all judges & have a few spare copies
- Organise folders:
 - timing table folders are hard covered & have white copy of timesheet only
 - team folders can be manila or soft plastic & have coloured copy of timesheet, running order & catalogue
- Print large print (eg A3) copies of the running order for the timing table
- Print copies of AFA forms required eg Honorary Member List, Incident Report form, Witness Declaration form, Judges Report form, Height Card application etc

Equipment;

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Fencing or barriers (for indoor comp) | <input type="checkbox"/> | Timing table & chairs |
| <input type="checkbox"/> | Star posts & caps, rope, cable ties | <input type="checkbox"/> | Rubber gloves & tissues for vetting |
| <input type="checkbox"/> | Backboards | <input type="checkbox"/> | Sponsor signage (if applicable) |
| <input type="checkbox"/> | Jumps | <input type="checkbox"/> | Lamp for timing table (if twilight comp) |
| <input type="checkbox"/> | EJS (timing lights) | <input type="checkbox"/> | Buckets for water near ring |
| <input type="checkbox"/> | Batteries (have spares) | <input type="checkbox"/> | Dog pools |
| <input type="checkbox"/> | 5 x Umbrellas & chairs for stewards stations | <input type="checkbox"/> | Tape measure (50-100ft) |
| <input type="checkbox"/> | 5 x Stewards Flags | <input type="checkbox"/> | Stop Watches (in case of EJS failure) |
| <input type="checkbox"/> | 3 Gazebos (timekeepers & teams waiting) | <input type="checkbox"/> | Pooper scooper & buckets / poo bags |
| <input type="checkbox"/> | AFA wicket & flat surface | <input type="checkbox"/> | Clip Boards / folders & pens, scissors |
| <input type="checkbox"/> | Judges Peg stand | <input type="checkbox"/> | Sticky tape, markers, highlighters etc |
| <input type="checkbox"/> | P.A./speakers | <input type="checkbox"/> | Blank timesheet forms |
| <input type="checkbox"/> | Microphone for judge (if available); 9v batt | <input type="checkbox"/> | Blank judge report forms |
| <input type="checkbox"/> | Extension (power) cords, power boards | <input type="checkbox"/> | Blank honorary member form s |
| <input type="checkbox"/> | 2 x Distance tapes | <input type="checkbox"/> | Blank height card forms |
| <input type="checkbox"/> | Enough pegs to secure tapes every 7' | <input type="checkbox"/> | Blank record run forms |
| <input type="checkbox"/> | Aerosol tins of WHITE paint for line marking | <input type="checkbox"/> | Copies of AFA & club flyers |

Day before:

- Set up ring (if possible) - mark out ring & put up fencing
- Ensure EJS is charged the night before for at least 6 to 8 hours **but not more than 12 hours**

On the day:

- Set up ring or finalise ring set up* and set up timing gear. (* lights, jumps, backing boards distance tapes, chairs, umbrellas, flags, ringside sponsor advertising & running orders, timekeepers & team entry gazebos etc)
- Organise assistant(s) for dog measuring
- Organise water buckets around ring
- Organise prize / raffle table
- Organise delivery of judges & officials lunch & refreshments
- Organise someone to sell raffle tickets
- Organise someone to sell drinks & tea & coffee (if applicable)
- Clean up site at the end of the day

After:

Comp Organiser:

- Send Thank You letters to sponsors
- Organise cheque for EJS levy (& Matting levy if applicable) & send to Australian Flyball Association PO Box 4179 Pitt Town NSW 2756

After:

Comp Secretary:

- Complete competition results form including comp statistics (on C6 form) & email to AFA Webmaster webmaster@flyball.org.au (with photos if possible)
- Do title points workbook
- Take copies of the timesheets, competition result form, comp entry forms, Honorary Member register etc & keep for your records (for 12 months). You may be required to resend copies of these if the originals get lost in the mail
- Send completed title points workbook, competition results form, original timesheets, entry forms, judge report form, any incident reports, honorary members form and EJS levy to the AFA (see above address) within 14 days of the competition....otherwise a \$20.00 late fee will apply. 30 days late will incur a \$40.00 late fee and 60 day late will incur an \$80.00 late fee