

Guidelines for Hosting an AFA Sanctioned Competition

1. Your club must be affiliated with the Australian Flyball Association Inc.
2. Check the AFA website (www.flyball.org.au) to download an "Application for Affiliation" (Form C9), if required. Affiliation expires at the end of June each year and must be updated annually.
3. Decide on a date, location, entry fee (includes AFA EJS levy \$20.00 per team and \$10 per team matting levy if applicable), competition organiser, competition name, Judges, AFA Representative and closing date for entries.
4. Inspect the location, making sure the ground is suitable in the following ways: ground space and condition, parking, adequate lighting if for a twilight comp, crowd control, competitor space within sight of ring, shelter, nearby toilets, dog toileting area, access to water, access to power and the proximity of any attractions that might be a problem near Flyball (e.g. horses, sideshows, fireworks).
5. We recommend that your club nominates a competition organiser/comp secretary.
6. Contact the Judges that you would like to Judge at your competition (all Judges, and their status levels, are listed on AFA web site (www.flyball.org.au)). The AFA recommends that at least 1 Accredited 1 Judge officiate at your competition. An Accredited 1 Judge has completed the latest AFA training program for Judges.
7. Contact your Regional Representative to check the availability of the AFA EJS for your state & organise arrangements for EJS to be delivered to competition.
8. You must have an AFA Representative at your competition. We recommend that this person be an AFA committee or ex-committee member or an AFA Judge who is not judging. If you have any problems please contact your Regional Representative for suggestions.
9. Contact the AFA Webmaster (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/sponsors logos'.
10. Lodge an "Application for an AFA Sanctioned Competition" with the appropriate fee to the AFA. Form C3 is available on the AFA website, and must be lodged 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. The AFA recommends that you lodge your application 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.
11. Once your competition is sanctioned, entries can be received up to the closing date.

12. 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. Current Team names can be found at the bottom of the Members drop down list on the website

13. Check all the CRN's are current members by checking AFA points on the website (Only current members are published). The list of Valid CRNs can be found in the Site Map, at the bottom of the front page of the website, under "Competitions". Please note that you HAVE to log in to the website to see this option. If you have any queries about CRN's that are not listed on the website, contact your Regional Representative, who will then forward them to the AFA to be checked.

14. Check the AFA website (www.flyball.org.au) for web times 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 (e.g. website time is 25.45 therefore the team must enter a seedtime of 26.45 or slower). Refer Rule 1.4.

15. 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.

16. Check the Guideline for calculating division splits (Appendix A to this document) and determine proposed division splits as per the guidelines. This Guideline is designed to assist both the competition organisers and regional representatives when considering division splits.

17. Now that you have the racing divisions, you need to decide a racing format. 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. The format will depend on the number of teams in each division and the time available for racing.

Where there are more than 24 teams entered for a competition, consideration should be given to running two rings.

Clubs may apply for Handicap format racing where the maximum number of teams is restricted to 14 teams with a minimum of 4 teams. In addition, if there are 10 entries or less for a normal round robin competition and seed time spreads are such that conventional divisions are inappropriate, the club may apply to the AFA to change to Handicap format racing. Further details are given in Appendix A – part 2 of the Rules and Policies.

The race format may be round robin, single elimination, double elimination or a combination of round robin and elimination / Champion Trophy race format. You also need to determine the number of heats per race (e.g. 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 (e.g. 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. Using the Worked Example, the race format could be: Div 1: 4 teams => Double Round Robin = 12 races per division = 6 races @ Best 3 of 5 heats = 18-30 heats per team. Div 2, 3 & 4: 5 teams => Double Round Robin = 20 races per division = 8 races @ 3 heats = 24 heats per team.

18. The proposed racing divisions and formats need to be approved by the AFA via the Regional Representative or the Supervisory Judge no later than 7 days before the competition or 3 weeks where handicap racing could be a possibility. Contact your Regional Representative as early as possible to confirm their availability to review and approve your division splits and

racing format – contact details are available on the AFA website. Don't include names of teams when you submit your proposed division splits and formats.

19. 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 (round robin format) in the back of the AFA Rules and Policies (Appendix A), determine how the races for each division will block together. For alternate rounds, the lanes should be switched (e.g. 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 Worked Example (Appendix B), Divisions 1 has double round robin format. Therefore, their races would be as follows: Round 1 4v1, 2v3, 1v3, 4v2, 3v4, 1v2 Round 2 1v4, 3v2, 3v1, 2v4, 4v3, 2v1 (lanes have been swapped)

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, to assist with the next step.

c) Shuffle together all of the divisions, trying to allow equal spacing throughout the race schedule. As a general rule organisers should try to ensure that there are at least 2 races or 15 minutes in between each team's races.

d) Where possible, block as many races of a particular division together (e.g. 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.

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

20. The proposed race schedule must be approved by the AFA Regional Representative no later than 7 days before the competition – contact details are available on the AFA website. If your state Rep is unavailable or his/her club is hosting the competition, you must have the approval done by another state Rep or the Supervisory Judge.

21. Timesheets: Timesheets should be downloaded from the AFA website (Form C2). Two copies of each team's timesheet are to be printed – one is the "Official" copy for the Timing Table and Judges, and this one must be printed on White paper, while the other is the "Team" copy for use by the teams and Team Captains. To distinguish between the copies, the Team sheets must be printed on coloured paper stock. There is a page on how to correctly fill in timesheets correctly on the AFA Web site (www.flyball.org.au).

22. Stewards and timekeepers should to be rostered, Inbound and box Stewards must be over the age of 12 years with a supervisor present and 16 years if unsupervised. Line stewards need to be 14 years with a Supervisor and 16 years if unsupervised. Timekeepers must be 16 years with a Supervisor and 18 years unsupervised. In all cases the junior must have completed the appropriate competency exam in order to steward or be a timekeeper. For insurance purposes, stewards who are not AFA members must become an honorary member by signing the form C12 (located on AFA website under Forms or supplied by the AFA representative for the day). We recommend that you try to arrange some stewards from your own Club who are not running dogs.

a) Once you have a list of stewards you can make a stewards roster up, using both the volunteers and teams. Try to roster teams on at least 2 races prior to their own races. Other

methods of keeping stewards in the ring may be acceptable, however, stewarding always remains the host club's responsibility.

b) Timekeepers should be familiar with the process of filling out timesheets as described in the guide "How to Calculate Title Points", which can be found on the AFA web site under "Hosting a Competition". We recommend that you have at least one experienced timekeeper. All hand writing must be done clearly and in Blue or Black ink ONLY.

23. Measuring & vetting: you must provide an assistant to the Judge/s during measuring with the official AFA Wicket that is provided with the AFA EJS. Find a suitable flat level surface, preferably concrete. If there is no suitable flat surface you must provide a stable flat board. Please make sure rubber gloves & tissues are available to the Judges for vetting.

24. First Aid Kit: A first aid kit is supplied with every set of AFA EJS for use as required. Please ensure that a qualified first aider carries out any necessary first aid. At the end of your competition advise your regional rep if any supplies were used so they can arrange replacements.

25. EJS set up & Spare Parts: the EJS lights are the most valuable equipment in the AFA. It is preferred that the lights are transported in a vehicle rather than a trailer. Set up of the lights must be done by persons who have full knowledge of the system. Your regional representative can advise you of people who meet this requirement.

a) You must purchase 40 x AA quality alkaline batteries for the poles & 1 X 9 volt battery for the Judge's remote and a 9 volt battery for the microphone headset. You will also require 240 volts main power for the timing display panels and the speaker (beeper). Where mains power is not available and a generator has to be used, we recommend you test the system on it the night before. NOTE: The AFA provides two 240 Volt safety devices which MUST be used, with either mains power or generator power. The Earth Leakage Protector (usually at the end of a short extension cord) needs to be plugged into the supply power socket (mains or generator) before any extension cords. The AFA Surge Protector (black box with two short power leads) needs to be located above all powered devices (display panels, speaker and any other devices). The distribution box (orange device with a mains lead and four power outlet sockets) is used to power devices via extension cords and power boards as necessary. Joins in extension cords need to be protected with an IP44 rated cover and power cords need to be secured to minimise any tripping hazard. In addition, the display lights need to be protected from inclement weather with clear plastic covers. Likewise, the timing table needs to be protected from sunlight and rain and chairs provided for the timekeepers. Chairs and umbrellas securely tied to the ring fence also need to be provided for the stewards in the ring.

b) The night before the competition you must charge the 2 x Tree lights (left & right lane) using the 240 volt charger available in the cases. Make sure the light trees are set to "off" before starting to charge. You know it is charging when the green light flashes. Do NOT charge for more than 12 hours.

c) Ensure that a qualified person (preferably the person who set them up) supervises the packing of the lights at the end of a competition. This will ensure all the parts are returned correctly and the light trees are turned off.

d) The lights are supplied with basic spare parts. If any of the spare parts are used at a competition please advise your AFA Rep so they can replace used parts.

e) All the lights come with tag and tested electrical equipment, and a surge breaker. Do not use any other equipment with the AFA owned lights. If you require further equipment contact your Regional Rep. When setting up all electrical leads at a competition please comply with the OH&S policy within your state.

26. Ring Set up: the full requirements are listed on the AFA web site (www.flyball.org.au). Your Judge(s) are not required to assist and supervise the ring set up, but will be required to check the ring set up to ensure it is correct prior to racing. Ring set-up is a responsibility of the host club.

a) the markings inside the ring must be clear We recommend white line marking paint be used. The position of each jump, box and start line must be marked.

b) distance tapes, if used, must be then placed on the right hand side of each lane four feet from the centreline, and must be anchored at suitable intervals to minimise any tripping hazard. They should be of suitable material that doesn't stretch (e.g. seatbelt webbing). Distance tapes are not mandatory and paint markings and /or distance cards tied to the outside fencing can also be used but need to be clearly viewable.

27. The end of your competition: Now you have successfully run a competition it is vital that you collect all timesheets and reports.

Note: It is the Judges responsibility to submit any judge's reports to the AFA within 48hrs of your competition. This should be done online via the Judges Dashboard

a) Send the results including placing, seed times and fastest times to the points@flyball.org.au and the webteam@flyball.org.au email address, along with any photos of the day within 48 hrs of competition completion. This is vital to keep web times for future competitions as up to date as possible. The file can be found at <http://www.flyball.org.au/forms/>. 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 to include new clubs and team names.

b) Use the AFA Title Points Workbook to add up AFA title points from the timesheets. This will sort the points and add them up for the individual dogs. The workbook can be found on the AFA web site (<http://www.flyball.org.au/forms/>). 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 to include new clubs and team names. 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 Web Team for assistance on webteam@flyball.org.au

c) Return the workbook via email to points@flyball.org.au and to webteam@flyball.org.au within 14 days of your competition. Failure to do so will result in a fine for your club. The longer you leave it the larger the fine will be. If the file is larger than 1MB in size then email the Web Team address and request to be linked to the shared AFA Dropbox folder where the file can be uploaded to. You will need to load the Dropbox onto your computer to access this. If you need help with this, please don't hesitate to contact the Web Team for assistance.

d) Your EJS levy, original timesheets, entry forms and the C6 Honorary members 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. Please send both the levy and paperwork at the same time. You should keep a hard (i.e. paper) copy of the paperwork that is sent to the AFA in case the originals are lost in the mail & also as a reference for any missing points queries you may receive.

Please Note – The Web Team are also requesting an emailed copy be sent to their email address at the time you mail your originals. (webteam@flyball.org.au) Or you may email for a drop box request, especially if it is a large competition. This will avoid double handling, cutting out the need for the timesheets to be scanned and emailed on to a member of the committee allocated the chore of checking the workbooks.

FINAL CHECKLIST:

Required

- EJS / Signature Lights. Set includes bags containing 3 x tripod stands and 4 x bases for poles.
- Batteries for light poles —40 x AA quality batteries & 2 x 9 volt for remote control and headset.
- The AFA provides the following 240 volt gear with each light set (numbers may vary from set to set): Long extension cords x 3, short extension cord (between the panel displays)x 1, Surge Protector x 1, Earth Leakage Protector x 1, power boards x 2.(The AFA recommends that you do NOT run power cords down the centre of the ring & that you place the speaker on the timing table facing competitors in the line up).
- Metal tape measures (50-100ft) are supplied by the AFA and are kept in the First Aid Kit or in the bag with leads etc.
- Fencing/bunting, Pickets and caps, Rope, & cable ties
- 3 x Cabanas. 1 for Timing Table and 2 for the dogs waiting to enter the ring
- Lighting for timekeepers table if twilight comp
- 5 x chairs and Umbrella's for the Ring Stewards
- Marker Paint for ground
- Buckets of water near ring
- Backing boards
- Jumps
- Stewards flags (supplied by AFA) x 5 & Stop watches x 2 (spare)
- AFA Official Wicket kept with the AFA lights, rubber gloves & tissues for vetting
- 2 x distance tapes, pegs (should be pegged every 7 ft)
- Judges Peg stand & flag for indicating next teams may enter ring
- Folders and official timesheets
- Pens, tape, scissors, markers etc.
- Lollies or snacks and drinks for timing table

Recommended

- Dog Pools
- Signage for sponsors
- Jump pads (optional)
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- P.A. & speaker
- Pooper scooper, bucket & poo bags
- Microphone for Judge, if available, requires additional 9v battery

Forms:

- Register of Honorary Members form
- Timesheet forms **need blank timesheet forms in case of run offs, CT racing or timekeeping errors
- Height Card forms
- Judges Report forms
- Judges Report Summary forms
- Record Run Forms
- Witness Declaration Forms

Before:

- Confirm EJS/Signature arrangement with previous host club comp or equipment manager.
- Prepare Official Timesheets, folders and timesheets for teams use
- Prepare Catalogue
- Notify clubs about parking & distribute entry passes etc. A map can be placed on the AFA website
- Locate nearest Vet & find out opening hours
- Organise lunch & refreshments for Judges & officials

- Organise publicity (local papers, flyers etc).
- Organise gifts for Judges & officials
- Pick up prizes from sponsors & organise prizes for handlers and box loaders
- Package raffles prizes

Day Before:

- Charge the Signature Light – Left & right part of the Light tree using chargers available in each case and charge between 6-8 hours no more than 12 hours, overnight is sufficient.
- If using a generator, test to make sure it powers the display panels and speaker correctly, via the protectors.

On the Day:

- Set up ring & timing gear (test it)
- Set up signage for sponsors on inside of ring.
- Organise a helper with official timesheets for the Judges when measuring & vetting dogs. A helper is also needed to organise incoming & outgoing team timesheets & timing table folders for the timekeepers
- 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
- Thank Judges, Timekeepers & AFA Rep
- Clean up site at the end of the day

Afterwards:

- Complete competition results form C6 Download the latest version from the AFA website
- Email results within 48 hours including placing, fastest & seed times to the AFA Web Team at both the points@flyball.org.au and the webteam@flyball.org.au email addresses plus photos if available.
- Download the latest version of the Points workbook from AFA website.
- Complete Points workbook as per official timesheets and then email to points@flyball.org.au and webteam@flyball.org.au If you prefer to use the drop box or if the file is larger than 1MB in size then email the Web Team address and request to be linked to the shared AFA Dropbox folder where the file can be uploaded to. You will need to load the Dropbox onto your computer to access this. The title points workbook needs to be sent within 14 days of your competition. Failure to do so will result in a fine for your club. The longer you leave it the larger the fine will be
- Forward paper copy of the competition results form C6, original timesheets, original entry forms any other incident report, Honorary Member form and EJS levy to the AFA PO Box within 14 days. You should keep a copy of the paperwork that is sent to the AFA in case the originals are lost in the mail & as a reference for any missing points queries you may receive.
- Send post event news releases
- Thank you letter to sponsor

Guideline for calculating Divisional Splits.

This guideline is designed to assist both Competition organisers and Regional representatives when considering competition Divisional splits. As in any Guideline the specific circumstances of each Competition need to be considered to see if there are any unusual seed time situations that may have an impact – for example an exceptionally wide gap in seed times between the second last and last teams may influence a decision to exclude the last team seed time when applying the Guideline.

This Divisional Split calculation has been written using a Worked Example (see page 4) that shows sample team seed times. Begin with the seed times in a column (Column A), sorted top to bottom in order fastest to slowest.

a) First identify any obvious gaps between seed times for the splits.

b) Using obvious gaps, the Worked Example produces 5 divisions (see Col A).

c) In Column B, calculate the difference between team times.

d) Subtract the fastest time from the slowest time (Worked Example: $28.434 - 17.557 = 10.877$).

e) Divide the difference between the fastest time and the slowest time (Worked Example: 10.877) by the number of divisions you originally estimated – in this case 5. The result is the range (in seconds) of the seedtime for each division: $10.877 / 5 = 2.1754$ in the Worked Example.

f) In a new Column C, list the seed times again, sorted top to bottom, from fastest to slowest.

g) Begin a new Column D, to record the Division Minimums and Maximums as follows:

- Adding 2.174 to the fastest time $17.557 = 19.732$. Every seed time under 19.732 falls into Division One.

- Adding 2.174 to 20.519 (the lowest seed time after 19.732) = 22.694. Every seed time between 19.732 and 22.694 falls into Division Two.

- Adding 2.174 to 23.600 (the lowest seed time after 22.694) = 25.775. Every seed time between 23.600 and 25.775 falls into Division Three.

- Adding 2.174 to 25.826 (the lowest seed time after 25.775) = 28.001. Every seed time between 25.826 and 28.001 falls into Division Four (25.826 to 27.000). In the worked example, there is only one team with a seed time slower than 28.001 – add this team to Division Four.

Using Division Minimums and Maximums, the result is four divisions, rather than five. Every division will be racing the same range of times and no division has any advantage over another. The only exception is the slowest team, which logically should race in the slowest division.

Worked Example:**Appendix B**

Division split by “Gap method”		Division split calculated using guideline		
Col A	Col B	Col C	Div min / Max	Comments
17.557	0.399 1.165 0.117	17.557	17.557 19.732	Everything under 19.732 is in div one - it matches the first split in Col A
17.956		17.956		
19.121		19.121		
19.238		19.238		
20.519	1.281	20.519	20.519 22.694	Every team under 22.694 would race in division two meaning that the original split can be changed to join div two and three together. This may “seem” wrong but now div one and div two are racing the same range of seed times as each other so neither division is getting an unfair deal.
20.600	0.081	20.600		
21.780	1.180	21.780		
22.000	0.220	22.000		
22.091	0.091	22.091		
23.600	1.509	23.600	23.600 25.775	Again this one has agreed with the original split.
23.703	0.103	23.703		
24.000	0.297	24.000		
24.500	0.500	24.500		
24.762	0.262	24.762		
25.826	1.064	25.826	25.826 28.001	Again, this agrees with the original split. Because there is only one team left and they are the slowest team by a large gap, just include them in this division.
26.000	0.174	26.000		
26.606	0.606	26.606		
27.000	0.394	27.000		
28.434	1.434	28.434		