

Role Statements for AFA positions and Sub Committees of the AFA General Committee.

1. AFA Representative at Sanctioned Events.

A Representative of the AFA (“AFA Representative” or “AFA Rep”) is required to be appointed by event organisers of all Sanctioned Race meetings, Demonstrations and Training Days. The AFA Representative is considered to represent the AFA General Committee in ensuring that events are conducted appropriately in accordance with the principles and rules of the Association.

In nominating an AFA Representative, event organisers should ensure that the nominated person is an experienced flyballer who has a strong understanding of the Rules and Policies of the AFA and is in good standing with the AFA. It is preferable that the nominated AFA Rep is not a member of the host club in order to avoid any issues of conflict of interest. The AFA General Committee may refuse to sanction an event if a majority of its members object to the nomination.

The AFA Representative must be present at the sanctioned event and has duties and responsibilities as laid out in the Rules and Policies of the AFA (primarily section 10.4), including:

- ensuring that all AFA Rules and Policies are followed and that a safe environment is maintained and that any reportable incidents are referred to the AFA Committee for consideration and action;
- dealing with dog aggression incidents that occur outside the ring.
- dealing with any dispute arising at the event with the aim of resolving the dispute or reporting details of any matter that involves a breach of AFA Rules or Policies;
- checking and signing all team timesheets as correct before results are declared;
- signing off on Provisional Judges Training sheets along with the Supervisory Judge;

- holding supplies of key AFA stationery that may be required at the event, including, Incidents Report forms, Statutory Witness Declaration Forms, Judges Report Summaries, blank Team Sheets and Height Card application forms;
- consulting with the Event Organiser and Judges when conditions are such that consideration must be given to abandoning the event. The AFA Representative may withdraw sanction for the event if, in their opinion, to continue would expose the AFA and its members to unacceptable risk.

The AFA Representative does not have the power to overrule a Judge with respect to matter arising inside the ring, except if there is an issue of safety of dogs or AFA members or the public.

2. AFA Regional Representatives on Committee .

Each State or Territory (“Region”) is entitled to elect a Regional Representative at the Association AGM who becomes a member of the AFA General Committee for the forthcoming year.

The Regional Representative must reside in the Region that they represent and is elected only by members of their Region.

The Regional Representative’s function is as the first point of contact between Clubs/members in their Region and the AFA.

In line with the Rules, Section 1.3, the Regional Representative shall consider and approve racing division splits, race meeting format and running order for Race Meetings in their Region. In the event of non-availability or potential conflict of interest by a Regional Representative, the required approval may also be given by the Supervisory Judge, another Regional Representative or the Secretary of the AFA.

The Regional Representative will, in cooperation with the AFA Gear Coordinator, manage and track AFA equipment in their region.

3. Appointed Positions and Sub Committee Membership.
(Note Sub Committee positions are normally filled from members of the Committee but may also include selected AFA Members with relevant expertise. All members are required to comply with confidentiality conditions of Sub Committee deliberations).

- AFA Gear Coordinator.

The AFA General Committee will appoint a member of the Committee to function as Gear Coordinator. The appointed coordinator will:

- maintain a record of all AFA equipment and its location. This will be via the use of the QR Code handover check lists submitted by the receiving club after each transfer of equipment;
- be the focal point to receive any reports on equipment faults or damage and will bring any unresolved matters to the attention of the Committee;
- Seek approval for expenditure as required to repair, maintain or replace equipment;
- remind Regional Representatives on an annual basis of the need to check content of first aid kits and to recertify all AFA Power leads;
- maintain a record of power lead safety checks and defibrillator regular maintenance checks and periodic battery and pad replacement.

- Web Team

The AFA General Committee will appoint a number of Committee Members (currently two) to function as the Association's Web site administrators. The Team will be responsible for:

- day to day maintenance and update of the Web site and the associated data base. Maintenance will include updating of:

- AFA Sanctioned event details (Race Meetings, Demonstrations and Training days);
- Race Meeting entries and results;
- membership records, dog title points, membership exam results,
- Rule and Policy records, Guideline and Protocol records and any other elements on the web site.
- maintaining the Web Seed Time system
- maintaining liaison with the AFA Web designer to ensure the optimum functioning of the web as an administrative tool, communication medium with clubs/members and a promotion tool for the sport of flyball.
- identifying, scoping, costing and submitting to the General Committee proposals for improvements to and developments of the website

- Dog Incident Sub Committee.

The role and responsibilities of this standing Sub Committee of the AFA are set down in the AFA's Protocol No. 1 Guidance Notes.

In overview, the Sub Committee of between three and five members drawn from the General Committee will receive and investigate in a timely manner all aggression Black Cards (including equivalents issued by an AFA Representative for incidents outside the ring) at AFA sanctioned events and will make recommendations to the Committee as to any action necessary taking into account the developed Black Card Penalty Protocol.

In dealing with issued cards, the Sub Committee will:

- ensure that the owner/handler of a reported dog has or is given the opportunity to make a Statement regarding the incident;
- take into account the Judges (or AFA Representatives) Statement together with any available Witness Statements;

- After consideration of all evidence, resolve on a recommendation to the General Committee for approval;
- advise the dog owner and their Club Coordinator of the General Committee's decision and provide any associated information on what is required (such as submission of training logs);
- maintain a record of all suspended dogs and receive and record any training logs submitted by owners;
- arrange the assessment of any dog applying for reinstatement in line with the normal requirements for assessment (assessment to be in a racing environment running against another team, but not as part of a Sanctioned event given the dog is still suspended, and with the dog satisfactorily running in all 4 positions without display of aggression).

- **Member Behaviour Sub Committee.**

The Role and responsibilities of this Sub Committee of the AFA General Committee is set down in the AFA's Protocol No.2 Guidance Notes.

In overview this Sub Committee is formed on a "as needs be" basis to deal with reported incidents involving member behaviour or conflict incident at AFA Sanctioned events or in a public forum such as social media. The Sub Committee will be made up of at least three General Committee Members not involved in the reported incident. Its role is to investigate and report to the Committee on whether or not the incident has been proven, and recommend to the Committee any action necessary as a result of the member's behaviour.

- **Rules Sub Committee.**

The role of this standing Sub Committee of between three and five members drawn from the General Committee is to oversee and maintain the AFA Rules and Policies together with the AFA Guidelines and Protocols document.

The Supervisory Judge of the AFA, whether or not a member of the AFA General Committee, is automatically a member of the Rules Subcommittee.

The Rules Sub Committee will monitor and consider any proposals or amendments to the above documents seen as desirable based on experience and will make specific wording recommendations to the General Committee.

Recommended changes to the Rules approved by the General Committee will be adopted on a "On Trial" basis and will be submitted to a subsequent AGM for member approval, in accordance with Chapter 12 of the Rules and Policies.

Changes that are considered to be clarifications of the Rules do not need member approval and will be notified to the membership via a Rule Notification to Members.

The Rules Sub Committee will also ensure appropriate wording is adopted in the Rules to reflect any member resolutions approved at an AGM.

- Development and Promotions Sub Committee.

This standing Sub Committee of between three and five members drawn from the General Committee is responsible for considering, and recommending approaches designed to improve the development, growth or promotions of the sport of flyball in Australia.

The Sub Committee will also consider and recommend ways to increase the promotion, exposure and public recognition of the AFA via its Web site, its Facebook Page and other social media.