



## Race Meeting Checklist

- Download the "Guideline on Hosting an AFA Sanctioned Race Meeting" found on the website by clicking on the following tabs (RACING → Governance → AFA Guidelines January 2022)

### **Before:**

#### **Race Meet Organiser:**

- Make sure your club is affiliated with the AFA.
- Choose meet date, location, Race Meeting Organizer/Secretary, Judges, 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 meeting entry fee
- Lodge 'Application for Sanctioned Race Meeting' at least 60 days before Meet date.
- Organise sponsors
- Send information to AFA Web Team (details of Meet, 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 Meet 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 (e.g. 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 are 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
- Ensure there is a COVID SAFETY Plan in place that meets the legal requirements of your jurisdiction and is communicated to competitors.
- Ensure there is a Risk Management Plan in place to deal with unexpected events.
- Ensure there is a Safety Plan in place and it is communicated to competitors prior to the event. Some examples are advising that gazebos must be secure at all times, pools for dogs must be weighted and dogs must be secure at all times, COVID Safety requirements.
- Review the weather forecast prior to the event and prepare accordingly including communicating with competitors prior to the event right up to 24 hours before.

**Before:**

**Race Meet Secretary:**

- Create event on-line in accordance with the guidelines (refer to special notes below)
- Create flyer to promote the event & email to Web Team for uploading to AFA website
- Receive entries.
- Check web times quoted on entry forms match seed times on the AFA website
- 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 Web Team 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 an event 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 (e.g. A3) copies of the running order for the timing table
- Print copies of AFA forms required e.g. Honorary Member List, Incident Report form, Witness Declaration form, Judges Report form, Height Card application etc

**Special Notes for Information to check/complete prior to Race Meeting:**

- Race Meeting Entries are now completed on line by teams. Host clubs are to supply bank details at time of sanctioning a race meet to ensure on line entry process is available for their race meet. If a team wishes to change any details you can contact the webteam to alter the entries on line.
- Registered Team Names (to add a new name, please email [webteam@flyball.org.au](mailto:webteam@flyball.org.au) with your request)
- Valid CRN List - the on line entry process eliminates the need for race meet Co-Ordinators to check the CRN's are valid. The system will do this and notify as you work through the process. An exception to this rule will be for meets held in July as everyone has 1 month grace to renew without any penalties. BUT to race in a meet in July the renewal must be completed. This will be a manual check for the meet organisers. If a dog is entered on the day of the meet, it will be necessary to ensure the CRN is valid. If you are having problems, please contact the Web Team on [webteam@flyball.org.au](mailto:webteam@flyball.org.au)

## 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"/> | 4 x Umbrellas & chairs at steward's stations | <input type="checkbox"/> | Metal Tape measure (50-100ft)            |
| <input type="checkbox"/> | 4 x Stewards Flags                           | <input type="checkbox"/> | 4 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 Ulna measuring device                    | <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 voluntary member forms             |
| <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 promotional & club flyers  |
| <input type="checkbox"/> | Spare pegs for secure gazebos, etc.          | <input type="checkbox"/> | Bottles of sanitizer for tables          |
| <input type="checkbox"/> | Copies of COVID Safety Plan (if applicable)  |                          |  |

## 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)
- Ensure every person at the event understands the safety protocols and has checked-in
- 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:

### Race Meet Organiser:

- Send Thank You letters to sponsors
- Organise payment of EJS levy (& Matting levy if applicable) and advise webteam

## After:

### Race Meet Secretary:

- Complete Race Meeting On-Line – Within 2 business days
- Do title points workbook On-Line – Within 2 weeks of event
- Scan timesheets and all relevant paperwork at the time of processing the RESULTS not as in the past the workbook. This allows us to check results prior to authorising. All necessary paperwork can be scanned and sent through at this time also e.g. honorary member listing, training in the ring register - email to [webteam@flyball.org.au](mailto:webteam@flyball.org.au) or request a google drive request to upload to our storage drive.
- Save a copy of the on-line entry form spreadsheet and also email this to [webteam@flyball.org.au](mailto:webteam@flyball.org.au)
- The original timesheets, entry form spreadsheet and any other paperwork is to be kept for future reference. Please don't send onto the AFA, we will work from the emails copies.

Send the above information to the [webteam@flyball.org.au](mailto:webteam@flyball.org.au) - or request a drop box request from [webteam@flyball.org.au](mailto:webteam@flyball.org.au)

