

## **Guidelines for hosting Australian National Flyball Championships**

Thank you for considering making a submission for hosting the Australian National Flyball Championships. From a competition viewpoint the annual Australian National Flyball Championships are the most important event on the flyball calendar. The Nationals are normally held over a two or three day period. Whilst the National Championships are hosted by a club or group of clubs they remain the AFA's National Championships and as such must be overseen by the AFA. These Guidelines have been developed to ensure a consistent and high quality approach is maintained to the planning and delivery of the Championships.

Should the AFA enter into a national sponsorship agreement, some additional requirements may be required of competition organiser's in recognition of that agreement. Competition organiser's should confirm with the AFA committee whether this is the case.

The AFA will notify all affiliated clubs by email and by reference on the AFA website of the closing date for bids to host any forthcoming National Championships. In practice, this will mean that the AFA will call for expressions of interest from clubs interested in hosting the next National Championship which must normally take place no sooner than 12 months after the current Championships and no later than 24 months after the current Championships.

Below, we are offering you some guidelines to help you prepare your submission.

### **Things to consider when deciding to make an application**

1. When you are considering whether to host the nationals it is recommended that you consider how the event is going to attract wide spread exposure and promotion of our major sponsors (where major sponsorship agreements are in place with the AFA). This could be via hosting the event at a major public event (i.e. a Royal Show or similar event that has large crowds, and good exposure for our sport) or via, say, live streaming of the championships and the promotion of that to world audiences.
2. The venue needs to be available for at least two days of competition and a day prior to competition for setting up.

3. The area chosen for the rings must have a suitable, flat running surface that will be sustainable throughout the competition.
4. Consideration will also need to be given to ensuring sufficient ring gear is available and appropriate arrangements are made to receive and off load the ring gear – a forklift may be needed.
5. The venue must have space to house at least two flyball rings with a minimum 60 feet runback. The chosen area must have adequate space to allow clubs to set up cabanas / gazebo shelters away from the public area and within sight of the rings, without restricting competitor access to the rings.
6. Vehicle access and times of access need to be considered for competitors dropping off and picking up equipment.
7. Competitor parking needs to be within a reasonable distance from the rings and of adequate space for the number of likely attendees.
8. Competitor parking also needs to reasonably provide for dog and equipment trailers.
9. Preferably parking will be free of charge to competitors or if chargeable at a reasonable amount. The normal minimal allocation of parking is 3 parking passes per team.
10. Consider access for the not so mobile or handicap members.
11. Adequate public facilities and resources necessary to hold such a large event should be available on site i.e. food outlets; toilets; dog toileting area; access to water; access to power and consider the proximity of any attractions that might be a problem near flyball (eg horses, sideshows, fireworks, etc).
12. If the venue is at a major show you will need seating arrangements for a large crowd placed with a good view of the rings. If live streaming is to occur you will need camera locations with a good view of the racing lanes.
13. Availability of local dog friendly accommodation / camping grounds / caravan parks needs to be researched and communicated to clubs.
14. At least one PA system needs to be available and large enough to cover the team members and the crowd. Note: It is preferable that two systems are available; one to speak to the crowd and one to keep teams informed.

15. A level area needs to be available for the dog height measuring equipment.
16. Likely weather considerations / time of the year you'll be holding the event needs to be considered.

### **Making your application**

1. Bids can be submitted by a single club or a consortium of clubs. Your submission should be presented in a professional and clear manner in either PowerPoint or paper format.
2. Club experience of hosting AFA sanctioned events should be stated in your bid.
3. When submitting your application to the AFA it is suggested you allow adequate time for your submission to be reviewed by the AFA committee and any questions or points for clarification be responded to. An application could take up to three committee meetings to finalise (i.e. 3 months).
4. If successful the AFA will nominate one member of the AFA Committee to work with the host club/s in the planning of the Nationals.. The appointee will be the main communication channel between the AFA Committee and the hosts for matters related to the planning of the championships. The host/s should form an event planning committee, which must include both a competition organiser and a competition secretary.

### **Selection and appointment of Officials.**

It is requested that the competition organisers invite all AFA qualified judges to submit expressions of interest regarding their availability and interest in judging or being an AFA representative at your Nationals. The call for nominations should ask judges to indicate if they plan to run a dog/s, and if so how many, or if they will have any other team responsibilities. It is preferable to have at least two of the judges (one per ring) with no dog or team commitments.

Once you know who is interested you can consider preferred selections taking into account the following factors:

- Level status of applicant (eg Supervising Judge, Senior Judge, Level 1, Level 2.) Normally Level 1 or higher judges should be preferred.
- At least one non-competing judge in each ring is preferred (ie does the judge have team responsibilities and/or are planning on running a dog).
- Reasonable representation of state locations for judges/AFA reps.

The competition organiser shall recommend to the AFA a supervising judge as well as ring judges.

The Nationals supervising judges role is to be available to assist ring judges deal with any technical problems and for co-ordination between the judges and the AFA representatives in event of protest/disputes in the ring. The supervising judge will have final decision as to rule interpretations and protest decisions. The supervising judge will not normally be involved in judging in the rings other than in an emergency / relief capacity. The supervising judge will allocate judges to oversee any run offs.

Where the event Budget allows organisers are encouraged to consider recommending an overseas Judge as one of the ring judges. The international judge would have no involvement with any clubs racing at the championship. This judge would normally be used for any run offs required at the end of the championships..

As a guide only one other judge would be required to cover a ring with a fully dedicated judge. A maximum of 3 judges would be required to cover any ring. (This is in addition to the supervising judge).

Once the host club/s have determined their preferred selection of all judges and AFA representatives they should submit the nominations to the AFA Committee for consideration and ratification. Only when the AFA approval has been granted should the hosts confirm appointments.

Selection of Timekeepers and the Ring caller/s are matters for the hosts to determine and AFA approval for these appointments is not required. Only accredited or well experienced people should be appointed. A minimum of 2 Timekeepers will be required for each ring plus a relief timekeeper. A ring caller and assistant are recommended to schedule races and deliver paperwork to the rings.

### **Team Entries, Division splits and the draw.**

Entry forms should be prepared and submitted to the AFA Webmaster for uploading to the web once sanction approval has been obtained. The following guidelines should be followed:

1. The closing date for submission of entries should be set no less than six weeks prior to the championships. Six weeks is seen as ideal timing by the AFA however host clubs will need to take into account any circumstances that may require them to extend this timeframe.
2. The division splits should be sanctioned by a person that has no involvement within the AFA National Championships. Hosts should undertake the normal preliminary first draft at what they see as suitable division splits showing only seed times, whether times are web or declared (no team names to be shown) and submit this to the AFA nominee on the planning committee. The AFA nominee will then arrange to send the suggested split to a suitably experienced NAFA member for review and approval. The host club should also make any recommendations regarding race format and number of round robins. A maximum of 6 best of 5 heat races per day is the normal expectation for Nationals.
3. Due to the timescales involved with organising the event, no changes to seed times will be allowed after the closing date of entries.
4. Any team that withdraws after the entries close will forfeit their entry fee.
5. Open ring format is suggested if you more than 25 teams are entered.
6. It is strongly advised that a ring caller be appointed to assist with running the event and consideration should also be given to using Flyball Geek or a similar program.
7. In an effort to avoid clashes with teams, when running a single ring, you need to allow a minimum of a four race gap between clubs returning to a ring. When running two rings you need to attempt to allow a minimum of a six to eight race gap between clubs returning to a ring.

## **Event Budget and Financial Arrangements**

Following AFA approval of the host club/s the host should develop an event Budget covering anticipated income and expenditure associated with the event. As a guide income will include forecast team entry fees and merchandise income sales.

Expenditure will include competition sanction fees; judges and officials travel reimbursement; ribbons and prizes (other than supplied by sponsors); merchandise purchases; officials lunches; costs of catalogues and other paperwork; minor items such as batteries and marking paint and the AFA lights levy.

This budget MUST be submitted to the AFA for approval IF the host Club/s wish to seek a level of event underwriting from the AFA. Underwriting is the underwriting of costs incurred pre event that would be unrecoverable in case of total event cancellation.

Where underwriting of costs is sought the budget should include a projection of the upfront costs likely to be incurred pre event and not recoverable if the total event has to be cancelled. It is only these pre event costs that require to be underwritten in circumstances where cancellation is required. The submission to the AFA should identify what level of underwriting is being sought from the AFA – up to a maximum of 50 per cent. Where the AFA agrees to a percentage of underwriting it will also be entitled to receive an identical percentage of any event profit (event profit excludes raffle income and raffle expenses.)

Where the Host club/s do NOT wish to seek AFA underwriting of up front costs there is no requirement to submit the budget to the AFA for approval.

## **Approval for Event Format, including means of deciding placings in event of tied results.**

Once the division splits are approved the competition organiser shall submit to the AFA a proposed event format and a recommendation regarding the basis of determining tied placing results. As a guideline a preferred format would have each team involved in 6 best of 5 heat races per day (on average say 24 heats) in each Division. Where this is

not achievable the format recommended should aim to have all divisions running approximately the same number of total heats over the two days.

Competition organisers are free to consider recommending any of the AFA approved racing formats, including using a Champion Trophy format of racing between division winners. Organisers may also propose separate events such as veterans racing format. In making these recommendation organisers are asked to take into account the likely time and ring availability.

Any changes to the approved format (including any changes on the day of competition) must be submitted by the competition organiser to the supervising judge and AFA representative/s for approval.

### **Availability of Draw and Seed times in each Division**

The Competition organiser should plan on having the draw and division seed times available for posting to the AFA website by no later than the end of the weekend before the Nationals.

### **Trophies and Prizes**

Competition organisers are encouraged to ensure that teams in all divisions receive place ribbons/trophies and that all other teams receive some form of participation acknowledgement. The provision of trophies and other prizes is however a matter for the organisers to determine.

Organisers can seek other sponsors to support prizes for teams. In considering sponsors however it is important to NOT invite competing dog food or dog treat companies to donate sponsorship.

### **Catalogue**

A catalogue should be produced for every competitor and official, with a reasonable number of spare copies available. As a minimum the catalogue should include details of

the teams entered, division splits; team seed times; promotion advertising for sponsors; contact details and opening hours for the nearest Vet Surgery.

### **Cancellation**

Cancellation or reduction in racing in the Nationals must be in line with the AFA Policy on cancellation. Safety of grounds from both dog and human viewpoint must be the first consideration. Any consideration of cancellation or amendment to the approved racing format or schedule shall involve consultation between the competition organiser; the supervising judge and the appointed AFA representatives.

Thank you for considering running the Australian National Flyball Championships. We look forward to receiving your proposal.