Guidelines of the
Australian Flyball Association Inc.

These guidelines are effective from 1 January 2022.

Contents

Guideline on Hosting an AFA Sanctioned Race Meeting

1. Your club must be affiliated with the Australian Flyball Association Inc. Download the "Application for Affiliation" (under "Forms" on the AFA website). Affiliation expires at the end of June each year and must be updated annually.
2. Decide on a date, location, entry fee (includes AFA EJS levy $20.00 per team and $10 per team matting levy if applicable), race meeting organiser, Race Meeting name, Judges, AFA Representative and closing date for entries.
3. Inspect the location at an early date, particularly with safety in mind, making sure the ground is suitable in the following ways: ground space and ring 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 (eg. horses, sideshows, fireworks).
4. We recommend that your club nominates an entry receiver and Competition Secretary.
5. Contact the Judges that you would like to Judge at your Meeting (all Judges, and their status levels, are listed on AFA website. The AFA recommends that at least 1 Accredited 1 Judge officiate at your event. An Accredited 1 Judge has completed the latest AFA training program for Judges.
6. Contact your Regional Representative to check the availability of the AFA EJS for your state and make arrangements to collect the EJS in time for the competition.
7. You must have an AFA Representative at your race meeting. 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 issues in nominating a suitable AFA Representative please contact your Regional Representative for suggestions.
8. Contact the AFA Web Team (webteam@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 race meeting, host club, date, location, race meeting 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'.
9. Lodge an "Application for an AFA Sanctioned Race Meeting" with the appropriate fee to the AFA (under "Forms" on the AFA website) and must be lodged at least:
    (a) 60 days prior to the closing date for an unlimited race meeting; and
    (b) 120 days prior to the closing date for a limited entry meeting. 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.
10. Once your event is sanctioned, entries can be received up to the closing date.
11. 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
12. 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 "Sitemap", at the bottom of the front page of the website, under "Race Meetings". 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.

13. 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.

14. 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.

15. 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.

16. Now that you have the racing divisions, you need to decide a racing format. The format will depend on the number of teams in each division and the time available for racing. Minimum scheduled racing per team is 20 heats for 3 or 5 heat races and 4 races for best-of-5. Maximum scheduled is 40 heats for 3 or 5 heat races or 8 races for best-of-5. Maximum scheduled number of heats or races shall make allowance for any Champions trophy formats or run-offs. Where possible try to arrange to have a completed round robin achieved by all Divisions as early as is possible in the day so that in the event of a cancellation during the event points can still be awarded for races completed.

    Consideration should be given to running multiple rings to limit the number of teams per ring to 22 – 24 teams.

    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. Effective from 1st March 2019 Competition organisers are able to seek to have a format that involves both regular non handicap racing and handicap racing in different Divisions if this is necessary to cope with a wide seed time situation in any Division. Further details on these options 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 (eg. 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 (eg. 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.

17. 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.

    If the requested format falls outside of the maximum and minimum racing requirements in 16 above, the Regional Representative shall seek approval of the format from the AFA

Supervisory Judge who shall have the authority to approve where the requested format is deemed appropriate.

18. Once the AFA has approved the racing divisions and format, it is time to prepare the race schedule. This may look difficult however it 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. 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 (eg. 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 (eg. avoid a club having to race back-to-back).

19. 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.

20. Timesheets: Timesheets should be downloaded from the AFA website. 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.

21. Line 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 Register of Honorary Members Form (under "Forms" on the AFA website) 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 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

(c) 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.

22. Measuring & vetting: you must provide an assistant to the Judge/s during measuring.

23. First Aid kit: A first aid kit is supplied with every set of AFA EJS for use as required. Please ensure that a first aider carries out any necessary first aid. Please ensure all Team Captains are familiar with who the first aider is – by way of introduction at Captain's meeting. Please ensure contact number of first aider is posted at the timing table. At the end of your competition advise your regional rep if any supplies were used so they can arrange replacements.

24. 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 power 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 covered 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 we suggest you 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. If you are going to use mains 240 volts electricity connected to the light Tree then the Tree can be used without the need to charge.

(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 event 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.

25. Ring Set up: the full requirements are listed on the AFA website). 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 and safe prior to racing. Ring set-up is a responsibility of the host club. It is strongly recommended that where the event allows organisers should ensure that a minimum run back of 60- 65 feet is provided. Where the venue is of a restricted size, a minimum runback of 29 feet is allowable. Anything smaller than the recommended run back of 60 feet must be agreed with the senior Judge for the competition and the competing team's captains made aware.

    (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.

    (c) All power leads on the ground must be covered by a suitable protector to minimise trip hazards.

    (d) All star posts must have cap protectors.

    (e) At the Judges briefing before the Meeting starts ensure that all competitors are reminded that they are taking part in the Meeting at their own risk.

26. The end of your race meeting. Now you have successfully run a race meeting 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 event 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 email address, along with any photos of the day within 48 hrs of competition completion. This is vital to keep seed times for future race meetings as up to date as possible. The file can be found on the forms page on the AFA website. Please download a new version of the workbook after each event 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 website. 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 spread sheet and comes with instructions on how to fill it out correctly. If you are having trouble with it, contact the AFA webmaster or Points & Seed Times officer for assistance on points@flyball.org.au.

    (c) Return the workbook via email to points@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 then email the points 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.

    (d) Your EJS levy, original timesheets, entry forms and the Honorary members form must also be sent to the AFA via mail to the AFA PO Box within 14 days of your event, 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. Scanned copies are unacceptable as the grey shaded fields on the timesheets show as solid black when scanned.

27. Multi-ring format: Where racing is to be undertaken using more than one ring, races must be allocated in an order that is as close to the approved running order as possible. Where a clash occurs, racing should be paused in all other rings rather than allocating races outside of the sequence. Should, in the event of unforeseen circumstances, adjustments to the approved running order need to be made on the day of racing, these must be made in consultation and with the approval of the designated AFA representative for the race meet.

CANCELLATION PROCEDURE BEFORE EVENT COMMENCES

If within 24 hours prior to the commencement of the event that due to matters beyond the control of the event organiser there is a likelihood the event could be cancelled then the organiser is to communicate with team contacts in accordance with Policy 4 – Competition Cancellation Policy. Team contacts are also required to follow the process within that policy.

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.
- First Aid kit.
- Heat stress metre. Ensure a responsible Club official and the AFA Representative have access to the AFA Policy on Cancellation of a Competition which includes instructions on use of heat stress metre when extreme weather is expected.
- 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. Power leads should be marked as TESTED within last 12 months and any leads on ground should be covered by protectors).
- Metal tape measures (50-100ft)
- Fencing/bunting, Pickets and caps, Rope, & cable ties. All pickets must be capped.
- x3 Cabanas. 1 for Timing Table and 2 for the dogs waiting to enter the ring
- Lighting for timekeepers table if twilight comp
- x5 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 Measuring Device
- x2 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
- 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 boxloaders
- 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.
- Make sure the teams contact list is printed and available in case of possible event cancellation.

On the Day:
- Set up ring & timing gear and get ring inspected for safety by Judge.
- Set up the AFA Supplied heat stress meter at timing table.
- 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

<u>Afterwards:</u>
- Complete the Competition Results Form from the AFA website.
- Email results within 48 hours including placing, fastest & seed times to the AFA webmaster points@flyball.org.au email address plus photos if available.
- Download the latest version of the Title Points Workbook from AFA website.
- Complete Points workbook as per official timesheets and then email to points@flyball.org.au. If the file is larger than 1MB then email the points 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
- Send post event news releases
- Thank you letter to sponsor

Guideline on Race Meeting Committee

(a) Race Meeting Chairperson: The Chairperson has the overall responsibility for the proper planning management, conducting and reporting of the event. The Chairperson shall act as the liaison for the club/organisation. The Chairperson shall ascertain the requirements such as insurance, rentals, schedules, concessions, protest etc.

(b) Entries; The Entries Chairperson shall be responsible for entries and questions the entrants might have.

(c) Grounds: The Grounds Chairperson shall be responsible for the proper layout of the competition ring, setting up and dismantling the equipment, traffic flow, crowd control, parking securing the necessary equipment, cleaning up during and following the competition.

(d) Trophies: The Trophy Chairperson is responsible for acquiring trophies, ribbons and/or other prizes, setting up the trophy table and putting together a list of trophies and/or other prizes.

(e) Hospitality: The Hospitality Chairperson is responsible for the planning of any luncheons, transportation, lodging, refreshments, banquets, directions, local points of interest, camping and picnic facilities etc.

(f) Publicity: The Publicity Chairperson shall arrange and distribute all publicity, advertising, press releases etc.

(g) Judges, Stewards and Timekeepers: Judge and Steward selection, confirmations, travel arrangements and lodging shall be the responsibility of the Judge Chairperson. Guidelines for Competition Committees.

(h) Admission: If there is an admission charge to the event, an individual shall be responsible for advance ticket sale and/or distribution of free passes to competitors and gate admission.

(i) Public Address: Flyball is a spectator sport. As such, it is important to announce races, explain the sport and announce times.

(j) Having a photographer available and raffles, catalogues and other special events that generate income or that add to the success of the competition that are not in any way prejudicial to the best interest of the sport of Flyball may be considered

Guideline on Farmtek Light System – Checking for Interference

If your lights are playing up eg:

- Start pole goes off before dog reaches beam
- Read outs at back of ring not displaying correctly
- Pass poles going off before dog reaches beam
- Light tree failure (not synchronising together)

It may be due to interference. Interference can occur when:

- Hand held radios e.g. walkie talkies are used in close proximity
- TV station repeater aerials in close proximity

Checking for interference is a simple 3 step approach.

1. Press SET UP
2. Press PREV CHOICE
3. Press NO TIME

This will bring up 0-7 in the status display as shown below.
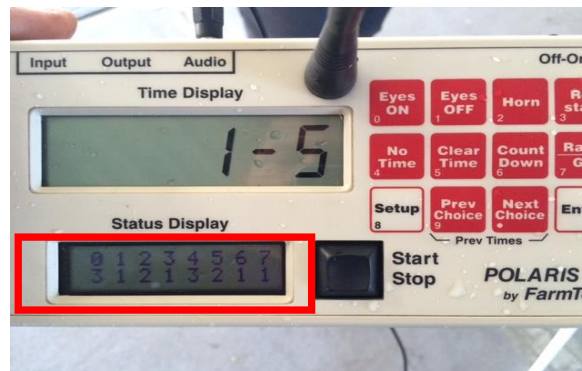
In the status display the top row are the channels being used by the system, (eg pass pole, start pole, judges remote etc) and the bottom row shows the level of interference on each channel.
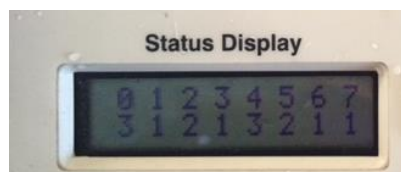
For optimal performance the bottom row should be displaying 0-2 level of interference.

To return to the main menu press SET UP

What to do next:

There is not much you can do to eliminate the interference as it is being caused by some outside electrical system present at the venue.

Incidents of interference should however be reported to the AFA so they can be noted.

Guideline on Timesheets (Timekeepers)

Before each Race

- Breakout Times shall be entered in the timing system:
    - Note: Seed Times are set in thousands of a second but the Signature lights only recorded breakout down to hundreds of a second. It was agreed that in these circumstances the breakout time should be rounded DOWN to the nearest one hundred of a second. Example: if seed time was 21.328 then breakout time entered in the signature system would be 21.32.
- Circle the 4 racing dog's for each heat contested (team's need to provide this before racing commences for each race).

During each Race

- Record the times on the timesheet at the conclusion of each heat (times are required to be written down to a thousandth of a second, ie: 21.598). These you will get off the display on the timing Console for your lane.
- "M" is circled when a manual time is used for a heat. (Stopwatch time).
- If no time is recorded when lights are playing up, put a dash '-' in the time column.
- "4" is circled by the timekeeper when only 4 dogs have completed the heat cleanly with no errors.
    - This is important as it will mean that the team will be entitled to receive title points for that heat.
- Circle 'W' for win, 'L' for loss or 'T' for tied (within 3- thousands of a second).
- Circle Reasons if applicable i.e. DNF (Did Not Finish) / FORF (Forfeit) / INT (Interference) / B/O (breakout)
- Write in any cards that were issued during the heat i.e. 'Y', 'R', 'B' and whether they were for the dog 'D' or handler 'H'.
- The Any Use column is used for anything that needs to be recorded ie: CRN of dog that interfered or why a team forfeited.

Special Notes

- NO AFA Official at a sanctioned race meeting is allowed to write in the "Title Points" column as this is where the title points will be recorded by the race meeting Secretary.
- Only the Judge is allowed to write in the "Comp Points" columns to determine the placings in each division.
- If there is not enough room on the timesheet for any explanation for a heat then please fill out a Judges Report form. Do not try to write the story on the timesheet.

Recording results of heats on timesheet:

Wins / Losses / Tie with or without 4 dogs:

- Heat 1 of 5: Win with 4 dogs – circle '4' and 'W'
- Heat 2 of 5: Win without 4 dogs – circle 'W' only
- Heat 3 of 5: Loss with 4 dogs – circle '4' and 'L'
- Heat 4 of 5: Loss without 4 dogs – circle 'L' only
- Heat 5 of 5: Tie with 4 dogs – circle '4' and 'T' (notify judge straight away)

Race #:		4		Lane:		Left		Versus:			Mock Team 1
1 of 5	①②3④5 6			19.328	M	④ⓌL T		DNF FORF INT		B/O	
2 of 5	①②③④5 6			25.202	M	4 ⓌL T		DNF FORF INT		B/O	
3 of 5	①②③④5 6			20.123	M	④WⓁT		DNF FORF INT		B/O	
4 of 5	①②③④5 6			26.423	M	4 WⓁT		DNF FORF INT		B/O	
5 of 5	①②③④5 6			20.222	M	④W LⓉ		DNF FORF INT		B/O	

Breakouts:

- Teams that breakout in a heat will record a 'loss' for that heat even if they won the heat (for the first 3 breakouts they have in the competition) and will only be entitled to 1 title point for every breakout heat completed with four dogs (ie; if the number 4 is circled).
- After the third breakout, the team has forfeited the right to place in the competition but has not forfeited the right to gain an AFA point if they complete a heat with 4 dogs. They are unable to record any further 'wins' for the remainder of the competition.
- A team that has broken out three times in a competition can only win a maximum of one title point per heat completed with four dogs for any remaining heats run.
- Once a team has broken out of the competition they will not receive any competition points and will be awarded a 'non-placing' in the competition.
- If both teams breakout in the same heat they both get a 'loss'.

Breakouts:

- Write the time in the time column
- Circle "4" (if 4 dogs completed the race cleanly), "L" and "B/O"

Example:

3 of 5	①② 3 ④⑤ 6	18.982	M ④ WⓁ T	DNF FORF INT	Ⓑ/Ⓞ

Note: Timekeepers – please let judge know when a team has a breakout & especially when a team has had 3 breakouts.

Did Not Finish (DNF):

- When a team does not finish a heat record a dash '-' where the time would normally go and circle both 'L' and 'DNF' (as below).

Example:

2 of 5	①②③④ 5 6	-	M 4 WⓁ T	ⒹⓃⒻ FORF INT	B/O

Forfeiting a Heat:

- Record a dash '-' where the time would normally go and circle both 'L' and 'FORF' (as below).
- In the Any Use column write the reason: ie; fouling in the ring, training etc

Example:

Card Incidents – Interference & Handler Cards

The timekeepers record any cards issued as follows:

- If a card is for the dog, enter "D" in either the Yellow, Red or Black card column (as advised by the judge). Please record this information on both timesheets. (This enables easy matching of reports to incidents for the AFA)
- If a card is for a handler, enter "H" in either the Yellow, Red or Black card column (as advised by the judge).

Example (filling in top section on timesheet):

	Dog's Name	CRN	Jump Height	Handler Name	Breed	W	Y D/H	R D/H	B D/H	Total Points
1	Dog 1	100A	14"	Hander 1	BC	D				
2	Dog 2	111A	12"	Handler 2	Koolie		D	D		
3	Dog 3	222A	8"	Handler 3	Poodle					
4	Dog 4	333A	14"	Handler 4	BC		H			

- Dog 1 has been given a warning ('D' has been written in the 'W' column for Warning)
- Dog 2 has been given a 'Yellow' and 'Red' card.
- Handler 4 has been given a 'Yellow' card.

In the section for recording the race results record the following:

Example:

- Heat 2 of 5 - Dog 2 has been given a card for Interference.
- Heat 3 of 5 – a dog from the opposing team has caused interference so the CRN is written in brackets and the team who didn't cause the interference gets a 'W' and 'INT' circled.

When a card has been given it must be recorded on the "Judges Report Summary Form" so that it can be entered in the AFA database by the Judge after the competition.

Guideline on Signature Timing System (Electronic Judging System)

Section 1: Unpacking and Assembly Instructions

Required components:

- Qty 2 Black cases with one handle and two twist latches. These cases hold the large displays plus minor extras such as console stand and wet weather plastic covers.
- Qty 2 Black case with tandem handles and three twist latches. These cases hold the poles, spare poles, console, Judge's remote, wireless receivers for the large displays, light tree assembly and charger, battery clips and minor extras such as nuts & bolts and green plastic clips.
- Qty 2 Nylon tripod cases. These two cases hold a total of three tripods – one for each large display and one for the trees.
- Qty 1 Nylon upright base bag. This bag holds the metal bases for the uprights that will be placed at the start finish line.
- Qty 1 Nylon audio bag. This case holds the amplifier/speaker and cable for the audio function of the EJS.
- Other cases will hold the mains surge diverter, safety switch power board, assorted power boards and extension leads.

You will also need:

- 40 AA batteries for a weekend and one 9-volt battery. Do not use rechargeable batteries as they will not reliably operate the EJS components due to slight voltage differences.
- Three extension cords – one for each large display and one for the audio system at the timer table.
- Plastic covers for both display consoles and the light tree eg heavy duty clear garbage bin liner.

Step 1 – Inventory what you have received

Remove a copy of the EJS evaluation form from one of the longer black cases. If none are present, one can be printed from the web by going to http://www.flyball.org/ejseval.htm. Check that you have received all the cases listed here and that the set designations on the cases all match (all the cases you have belong to the same set). Open each case and verify that the components in each case also match the set designation. Note any discrepancies on the form and also email info@flyball.org.au with any discrepancies and/or missing or damaged items.

Step 2 – Assemble large displays

Remove the three tripods from the tripod cases. Extend the legs on each to form a sturdy tripod and gently tighten the thumbscrew to secure the legs. Do not extend the tripods above their collapsed heights until assembly is complete and they have been moved to their final location for your event.

Loosen the top thumbscrew on each tripod enough to slide the crossbar assembly into the opening. **Gently** tighten the thumbscrew to snug the crossbar assembly onto the tripod. Two of the cross -bar assemblies will have silver standoffs on the end and the other will have two upright studs. Set the tripod with the upright studs aside to be used as part of the tree assembly.

Open a large display case (one handle – two twist lock latches). Before removing the large display, open the silver links hanging from each end of the tripod crossbar by twisting the fitting to create an opening in each link. Remove the large display and hang it from the two links. Ensure that the Plexiglas side of the display is facing away from the tripod. Close the two links by twisting the fittings. Turn the large display until it is hanging directly above one of the tripod legs (for improved stability). The power cord should be hanging freely from the display.

Repeat the above procedure for the second display. Set the displays aside as one more component will be added to each display in the next step.

Step 3 – Assemble uprights and tree

Open the upright base bag and remove the four metal bases. Separate the bases into two sets with each set containing one single pole base and one double pole base.

Open an upright case (tandem handles – three twist lock latches). Remove two white poles with green caps (labelled LS [Left Start] & LP [Left Pass], or RS [Right Start] and RP [Right Pass]) and one white pole with a black cap. Leave the one pole marked "spare" (may have a green or black cap) in the case. Remove a battery holder from the case and install 6 AA batteries into the holder as shown on the holder. The negative end of each cell (with no button) always goes toward the spring in the connector. Repeat until three holders have been loaded with batteries. NOTE: it's advisable to 'spin' the batteries when they are in the holders to make sure they are reliably contacting the connectors.

Unscrew the dark grey cap from the bottom end of each white pole and insert a battery holder into each pole. To orient the battery holder, find the green dot on the pole and align it with the green dot on the battery holder. The battery holder goes into the pole green dot end first. Screw the grey cap back onto the pole but **do not overtighten**. Ensure proper operation by rotating the black ring on the pole to the on position. Observe that the LED at the top of the pole lights and then return the switch to the off position. Repeat for the two other poles.

Place the pole with the black cap into the single upright base (you may need to loosen the wing nut in the base to allow the pole to slide completely in). Ensure that the alignment stud has seated into the slot in the base and that the pole is fully inserted in the base. Insert the green capped poles into the double base. For the left lane (poles marked LP and LS), LS should be to the left of LP when facing the lenses on the front of the poles. For the right lane (poles marked RP and RS), RS should be to the right of RP when facing the lenses.

Gently snug the wingnut to secure each pole. **Do not overtighten the wingnuts** as damage to the poles can occur. Once both poles have been placed in the double base, remove a green alignment connector from the case and snap it into the slot near the top of each green pole. The alignment connector should be on the opposite side of the pole from the lenses and should hold the poles parallel to one another. The poles can be gently twisted once the alignment connector is in place to ensure they are parallel.

Remove the light tree assembly from the case by grasping the U-shaped portion of the black shroud. Do not handle the tree by the thin shroud and do not stand the light tree on end. The light tree should be laid down at any time it is not in the case or mounted on the tripod.

Place the U-shaped portion of the shroud over the stud in the crossbar of the tree tripod and secure with a wingnut. Ensure that the labels on both trees face the same direction. Ensure that when facing the trees such that the labels are visible, the middle switch on the bottom of the tree is set correctly (left tree is left lane and right tree is right lane). The tree can be tested by depressing the power switch. The tree should cycle through each of its lights and then go dark. Depress the power switch again to turn the tree off. Remove the charger from the case. The charger should be used each evening to recharge the internal batteries in each tree. The charger plugs into the jack on the bottom face of the tree. Each tree can be charged for up to 15 hours – do not overcharge by leaving plugged in for extended times. The trees will also operate with the chargers plugged in in case the batteries were not recharged. Place the chargers back in the cases when not being used to avoid their being misplaced.

Remove the large display receiver from the case. Attach it to the crossbar of one of the large display tripods using the thumbscrew on the crossbar - do not overtighten. Attach the connector at the end of the wire to the db-9 connector located at the end of the large display. Note the lane designation on the receiver as this will determine which large display will support each lane. You may wish to move the large display to the appropriate lane at this time to avoid later confusion. (NOTE – the two newest Light Sets have a slightly different process for connection of the connector cable – the new sets can be identified by the fact that they have a significantly wider stand base than the earlier sets.

Remove the timing console from the case (only present in one of the two upright cases); install four AA batteries as shown in compartment (battery cover slides off bottom). Ensure proper operation by switching it on, watch for the startup message on the display and then turn off again. Place the timing console on the timers table.

Remove the judges hand switch from the case (only present in one of the two upright cases) and install one 9v battery as sown in compartment (battery cover slides off – may be partially obstructed by the belt clip). Ensure proper operation by pressing the power switch and watching for the red LED next to the switch. Press the power switch again to turn it off. Hang the judge's switch by its lanyard from a thumbscrew on the tripod for the tree.

Repeat entire procedure for the other lane with the remaining black case.

Step 4 – Audio setup

Remove the speaker/amplifier and place it on the timing table. Connect the speaker/amplifier to the timing console using the supplied cable. The cable should go in "Line 1" on the speaker/amplifier and "audio" on the timing console. Plug in the speaker/amplifier and turn on with the rocker switch located on the back panel. The volume can be adjusted by turning on the timing console, waiting for the startup to complete and then pressing the "horn" button. The sound should be audible to the judge but not loud enough to startle a dog. You may wish to point the speaker/amplifier at the approximate position where the judge stands during a heat in progress.

Step 5 – Place the system in the ring

Place the base with the two left poles to the left of the left lane. The poles should be approximately 3 feet from the centre of the lane. Place the base with the two right poles to the right of the right lane – again the poles should be approximately 3 feet from the center of the lane.

The lenses in the LS pole should align with the start/finish line and the LP pole should be on the box side of the start finish line (you may need to swap the LS and LP poles in the base if they were assembled incorrectly). The lenses in the RS pole should also align with the start/finish line and the RP pole should be on the box side of the start/finish line (you may need to swap the RS and RP poles in the base if they were assembled incorrectly). The LS and RS poles should face each other on the left and right sides of the start/finish line respectively.

Place the two single pole bases between the two lanes, facing out toward the green tipped poles. Ensure that the legs with arrows are pointing directly at the start pole (LS or RS) in the opposing double upright stand. The arrow should align with the start/finish line. Ensure that all four bases rest firmly on one surface (e.g. not spanning matting and floor). The bases can be adjusted for uneven surfaces using the three screw-in feet on each base.

Power on all six poles by rotating the black power ring at the base of each pole. The LED at the top of the black capped poles should glow red and the LED at the top of the green capped poles should glow green (after briefly flashing red during power on). Constant red LEDs on the green capped poles indicate lack of alignment – power off the poles, repeat alignment in that lane and then power on again. Aligning the poles with the power already on may result in a weaker and less reliable alignment. Assure that all six poles are powered on and aligned before leaving this step.

Power on the timing console, audio speaker/amplifier and judge's switch. Power on both trees by depressing the power switch on the bottom of the tree. Plug in the two large displays (they will show a dash (-) when first powered up).

Step 6 – Testing the system

Walk through the start/finish line in both the right and left lane. The large displays should now show numbers and you may see a red light on the tree for the corresponding lane. Go to the timing console – the bottom window should show S P and Not Run or Not Ready for each lane. If you see an X rather than an S or a P, check the alignment in that lane and then walk through the start finish line for that lane again.

- Press the clear time button to make the system ready for a heat. The display should indicate ready for both lanes and a green LED should illuminate at the base of each tree.
- Depress the judge's hand switch or the large black button on the timing console to start a heat. The tree will sequence rapidly up to test its lights and then begin the start cadence. The speaker may also beep if that option is enabled.
- Break the left lane beams before the green light comes on and the system will indicate a false start in the left lane and reset. A negative time will be shown on the left large display and the top red light on the left tree will come on and stay on.
- Depress the judge's hand switch or the large black button again to restart the heat. The tree will sequence again.
- Break the right lane beams before the green light comes on and the system will indicate a false start in the right lane and reset. A negative time will be shown on the right large display and both top red lights on the trees will come on and stay on.
- Depress the judge's hand switch or the large black button one more time to restart the heat. The tree will sequence again.
- Simulate several dogs running and observe the split times and bad pass indications. Depress the judge's hand switch or the black button to signal the end of the heat. The final time will display on the large displays and console and a winner may be indicated by a

blinking light on the tree if four "good dogs" ran in either lane. Press clear time to ready the system for another heat.

Once you are satisfied that the system is operating correctly, power off all six poles, the judges hand switch, the timing console and both trees to conserve batteries. The large displays should be unplugged when not in use for extended periods (overnight) and the audio speaker/amplifier should be switched off. Both trees should be plugged in to charge if leaving the system overnight. The whole tripod with the trees can be moved to a convenient location where AC power is available – often near the timing table or large displays works well. After a brief delay, the green lights on the front of the trees will flash while charging.

Step 7 – After the competition

Disassemble and repack the equipment in the same containers that they came out of. For special note:

- Make sure all battery packs are removed from the poles. This is important because some switches do not turn off properly, and a battery pack left 'on' for days or weeks is likely to leak and damage the pole.
- Also take batteries out of the console and judge's hand switch.
- Make sure all poles are placed in the appropriate cases – don't mix left and right.
- Ensure the trees are turned off.
- If pack up happens during rain or damp, make sure the equipment is taken out and aired at the first opportunity, definitely within 24 hours.

Section 2: Operating and Programming Instructions

Part 1: Major changes and additions with the 2012 software upgrade:

Countdown timer

A new feature has been introduced that counts down the pre-race warm up period and displays the remaining time on the console and on the rear displays.

To set the countdown time period, press Setup then Enter. Key in the desired time period in M:SS (Minutes: Seconds) format then Enter. So to key in 1 minute 30 seconds, press:

- Setup / Enter / 1 / 3 / 0 / Enter.

To start the countdown, press the Countdown button.

Notes:

- The countdown time appears on the console immediately but it can take up to 15 seconds until it appears on the rear displays.
- The displays are about 1⁄2 second out of time with each other. This is normal.
- Warm-up times are displayed on the rear displays as dogs or people break the beams. This allows teams to see what their dogs are running during the warm up. Each display returns to showing the remaining countdown time 2 or 3 seconds after the beam was broken.
- When the countdown hits zero, the horn will sound.

Start faults On / Off

A one-key-press system has been introduced to turn the Start Fault detect system on and off for both lanes, for Veterans and Handicap racing.

Press Eyes On and Eyes Off to toggle (switch) between "Start Fault detect ON" and "Start Fault detect OFF" modes.

The way to tell which state the system is in is to look at the red lights on the light tree. When the Start Fault system is OFF (that is, a dog that false starts does not have the usual allowance for a restart), both red lights on the light tree will be on when the system is reset for a start.

The Start Faults system stays where it was last set until told to change. It does not self-reset.

Note, this mode is NOT suitable for a forfeiting team situation because it affects both lanes simultaneously. For this situation, either do a deliberate false start for the affected lane or use the program option.

Setting the Breakout Time

Setting the countdown timer has taken the first position in the Setup menu, the position which used to be for setting Breakouts. All other menu options are in the same order, just pushed down by one position. The menu order is: Setup Countdown timer Next Choice Set Breakouts Next Choice Set Handicap . . . etc.

Otherwise, the Breakout programming is unchanged.

Handicap Time

The process of loading the new software "hides" the Handicap option from the Setup menu. It has to be restored by going into the Protected menu.

This should only have to be done the first time the Handicap is used after the software upgrade. Once Handicap has been restored, it remains in the Setup menu it its old position just after Breakouts.

Part 2: Original programming not affected by the 2012 software upgrade:

NOTE: Minor changes resulting from the 2012 software update are highlighted in **Bold** print.

Basics & Getting Started

This description has been updated for timing Console software version 1.4. The software version of the timing Console can be observed during power on in the lower Status Window following the Initializing... prompt.

The Console is the heart of the Signature Gear Flyball timing system. It provides the end-user interface for operating the system, allows the setting of options to change the behaviour of the system and controls the overall flow of the other components.

The Console is powered by four (4) AA batteries that are concealed in the bottom compartment on the bottom of the unit. Do not use rechargeable batteries due to the slightly lower operating voltage and characteristics of these batteries. A single set of Duracell style batteries will last for well over one weekend of use and well over two weekends in most circumstances. The console is

powered on using the slide switch on the back. The Console should be powered off during long periods of non-use to preserve batteries (such as overnight or between weekends).

On the back of the Console are three I/O ports. The one marked audio is used to interface to the audio amplifier and provides optional sounds for the start cadence, false starts and bad passes. The other two ports will be used to provide computer interfaces to the timing system in a future software version.

On the top of the Console are two display windows – the Top Display which will show the Race and Heat number of the current run, and the Status Window (lower display) which will show the status of both lanes as well as split times for each dog and final heat times for each lane.

The active buttons for the Console when being used for Flyball are:

Horn – To send a horn sound to the audio system to get the attention of the judge or competitors

Clear Time – To indicate to the system (and judge) that the timing table is ready for the next heat to begin. Clear Time has a toggle effect, so pressing it when the system is ready will cause the system to go not-ready.

Race/Go – Increments the race number and resets the heat number to 1. Setup – Enters Setup mode on the console for programming various options.

Prev Choice – Used during setup to scroll through selections. When not in setup mode, it is also used to review previous times as discussed later.

Next Choice - Used during setup to scroll through selections. When not in setup mode, it is also used to review previous times as discussed later.

ENTER – Used during setup mode to make or save a selection.

Start/Stop – Can be used to start or stop a heat. This button performs the same function as the judge's remote control (Hand Switch) and can be used in place of the judge's remote control. The judge's remote control and the Start/Stop button can be used interchangeably during a heat without limitation.

Antenna – The short antenna that protrudes from the top of the timing console is used to communicate with all the other components of the system. This antenna should ideally have an unobstructed line of sight to the timing poles, small receivers on top of the large displays, both light trees and the judge with his/her remote switch.

Initial Setup

To start using the system, power on the Console and the other components (including the 6 timing poles, two trees, judges hand switch, audio system and large displays if present). Once initialized, the Console will show 1-1 in the large Display window and "L Not Run" in the lower Status Display. Walk through each of the racing lanes start/finish line and the Status Display should change to "L Not Run S P" and "R Not Run S P". The L and R lines both showing up indicate it has now sensed it is operating in a two-lane mode (as opposed to single lane racing, training or practice mode).

If the R line fails to appear after walking through the lanes, check the beam alignment in both lanes and the overall setup as detailed in the setup document. Ensure that all poles with green caps show a green LED at the top and all poles with black caps show a red LED at the top. If all

appears to be setup correctly, refer to Advanced setup – Reprogramming eyes (later in this document, also see separate Advanced Menu instruction) or contact your support person.

If either S or P is replaced by an X, this is an indication of misalignment of one of the timing poles or an obstruction being present. If the S is missing (replace by an X) the start pole in that lane is misaligned and similarly, the P relates to the passing pole (pole closer to the box). Check the alignment of the poles and then walk through them again. The best way to reset the poles is by blocking all of the beams for a given pole at the same time. This is most easily accomplished by walking through the beam (hesitate while in the centre of the beams).

Basic Programming

Audio Settings

To set the audio options, press the Setup button, press Prev. Choice three times to show the Advanced Menu setup prompt and press ENTER. Press Next Choice and then enter to move to the Speaker Options settings and press ENTER. There are three speaker options that can be set:

Stage Beep – ON indicates a beep will be issued as each yellow light comes on during the start cadence. This is similar to the beeps you hear if you watch downhill snow skiing just before the skier starts. The current setting is shown with an asterisk to the left of the option.

Start Fault – ON indicates a buzzer will sound when a false start occurs. This is normally set ON.

Pass Fault – ON indicates a beep will be heard when an early pass is detected. This is helpful to line judges and to teams to alert them to check the tree for the lane incurring the infraction. This is normally set ON.

To change any of these options, move to the desired entry (e.g. Pass Fault ON) and press ENTER. Once one of the settings has been changed, press Previous Choice and then ENTER to go back into the speaker options area to check or change other speaker settings.

When finished, press Setup to leave setup mode. Use the horn button as an indicator to adjust the volume of the audio subsystem so that the selected sounds can be heard but will not be objectionable to the timing table, judges or racing dogs. Typically the speaker should be pointed roughly at the head judge so that the sound is directed into the area behind the start/finish line. The speaker is often positioned on the end of the timing table furthest from the boxes. There will be additional noise present once racing starts so the volume may need to be re-adjusted at that time.

Breakouts

The timing system has the ability to track and indicate breakouts automatically. It is your choice to use or not use this capability. If it is used, the timing table personnel are responsible for entering the breakout time for each race prior to the start of the race. Each lane's breakout time can be set independently, but will default to be identical.

To set the breakout time, press Setup, then Next Choice and then ENTER. Use the numeric keys to enter the breakout time for the left lane (including the decimal point). Breakouts can be set to a maximum of two decimal points. Press ENTER to store the breakout time. The breakout for the right lane will be shown (set identically to what was just entered) – press ENTER to accept the same time or key a different breakout time for the right lane and press ENTER. A breakout time of 0 indicates no breakout for that lane, ie Division 1.

Breakout times carry over from race to race and remain in place until reset. This makes it easy when several races of the same division are grouped together. It can also have unwanted results if the timing table forgets to reset the breakout time before the start of the next race.

Setting the breakout time to 0.00 for both lanes disables the breakout functionality of the timing system.

Handicaps

The timing system is capable of supporting handicapped racing. Handicapped racing can allow two teams of differing abilities to race each other head to head. It works by delaying the start of one lane in relation to the other. Large handicap differences can also introduce concerns with false starts as one team may have released a second dog before the delayed team incurs a false start.

To set the handicap for a lane, press Setup, press Next Choice **twice** to advance to Set Handicap and press ENTER. Key in the Handicap time for the Left lane and press Enter. Now key in the Handicap time for the Right lane and press Enter.

In any given heat, one lane (the faster lane) will have a handicap of 0.00 and the other (the slower lane) will have a number – both lanes should not have a handicap time. The slower lane having a handicap time may seem strange, but picture it as being the slow lane's advantage over the fast lane.

To disable the handicap function, set the handicap for both lanes to 0.00.

Race Number

Use of the race number is optional and the timing system will continue to operate normally if the race and heat number are just allowed to increment without regard to their relation to actual races and heats.

The race and heat numbers are used to tag the various recorded times to whichever race and heat they apply. This is useful when scrolling back through past times to find a missed time and also when a computer interface is used to ensure that recorded times are credited to the correct races and teams.

Normally, the race number is incremented by pressing the Race/Go button before the start of the first race in each heat to set the race number. Occasionally, it may be necessary to manually set the race/heat number. This may occur when a heat is rerun, when races are run out of order or when the race number is inadvertently incremented too far.

To set the race/heat number manually, press Setup, then press Next Choice **three** times and then press ENTER. Enter the race/heat number in the form rrRH where rrR is the Race number and H is the heat. So to enter Race 12, Heat 3 – enter 123 and to enter Race 105 Heat 1 enter 1051. Press ENTER and the race/heat number will now be reflected correctly in the upper Display window.

Battery Status

The status of the battery in the timing console can be checked by pressing Setup followed by Next Choice four times and then ENTER. The battery status is not accurate for the first 20 minutes or so after the console is powered on. Press Setup to exit the battery status display.

False Starts

The timing system automatically tracks false starts for each lane and resets the system on the first false start in each lane. It indicates a pending false start by leaving the top red light on in that lane.

Occasionally, it may be necessary to manually set or clear a pending false start due to the restarting of a heat or to the timing table inadvertently pressing Clear Time after a false start occurs. False starts can be set two ways: First, the judge may elect to simply sequence the lights (while asking the teams to hold their dogs) to either clear or set the desired false start status. This may require you to manually reset the race/heat number if you are using this function.

Second, the false start status can be set from the Console. Press Setup, followed by Prev Choice three times to display the Advanced Setup prompt, press ENTER to go into advanced setup and ENTER again to go into Start Faults. Select the option you need by using Next Choice/Prev Choice and press ENTER. Press Clear Time once to make the system ready to race.

Normal racing operations

Power on the system as described above under Initial Setup. Ensure the race and heat number are set correctly if you are using this feature. Set the breakout times if you are using this feature. Press Clear Time to indicate to the judge that the timing table is ready to go. The Status Window should now read L Ready SP and R Ready SP. If they do not, check alignment as discussed in Initial Setup above.

The heat can now be started by either the judge pressing the remote HandSwitch or by pressing the black Start/Stop switch at the judge's direction. The Status Display will show several prompts and the trees will sequence through the start cadence. The trees will first light all their lights going up (to test the LEDs and get the racers' attention) and then count down in the normal start sequence.

If a false start occurs, do not touch the Console. Pressing Clear Time inadvertently after a false start will clear the pending false start and require that it be reset manually (see False Starts above). The system handles the normal false start rules without intervention – and automatically resets for the restart of the heat with the false start pending in the offending lane(s).

At the completion of a heat, the judge will press his/her remote HandSwitch to freeze the times or direct you to press the Start/Stop button (black) on the Console. At this time the heat is complete and the tree will indicate the winner to the best of the system's ability (it can't see dropped balls or dogs going around jumps). Record the final times as shown in the status display window.

Circle (as appropriates) BO if a team broke out, DNF if the judge indicates that lane did not finish the heat or INT or CR if the judge indicates that team interfered with their opponents or crossed the centreline. If a breakout or some other condition requiring the judge's attention occurs, the horn button can be used to get the judge's attention – for more detail refer to Timekeepers Manual.

Once the times are recorded and you're ready for the next heat, press Clear Time to bring the system ready for the next heat. The Status Window should now read L Ready S P and R Ready S P. If they do not, check alignment as discussed in Initial Setup above. The judge knows that you are ready because two small green LEDs light at the base of each tree when the system is ready for him/her to start the next heat.

Recalling missed times

Once in a while, you may need to recall a past time from the timing system. The timing system records dog splits for the immediate previous heat and final times for up to 100 past heats.

Recall a past split time

Occasionally things happen where a dog or person inadvertently crosses the start/finish line of a team that has completed its heat prior to the judge stopping the timing system. This causes the wrong final time to be displayed for that team. This kind of retrieval must be accomplished before the next heat is run since the system only stores this dog level information for the immediate preceding heat.

Pressing the Prev Choice key will step backwards through the dog crosses showing the split and total elapsed time as each dog crossed. The first number is the total number of dogs that have run up to this split in each lane. The next number is the split for that dog and finally the elapsed time at that point in the heat (you're probably looking for this final number – the elapsed time).

For example, the right lane completes their run in four dogs and the left lane has to rerun their fourth dog. The dog bobbles its ball on the rerun and ends up coming back down the other teams lane – incrementing their final time. The judge stops the timing system and awards a Did Not Finish (DNF) to the left lane but you now need an accurate time for the right lane. Press Prev Choice until you see the 4 dog total for the right lane and record the elapsed time for four dogs as their final time. Prev and Next Choice will scroll forward and backward through the times. The Console will revert to normal operation a few seconds after no keys have been pressed.

Recall a past heat time

The system also allows you to recall the total time of a past heat. This must be done before the Console is powered off as all past heat times are discarded at that time.

By repeatedly pressing the Prev Choice key, you can scroll back through past times. At first, the dog splits for the immediately previous heat will be shown followed by the total time for each preceding heat. If you are using the race/heat number functions, you can identify a past time by its race/heat number. Otherwise you can find a past time if you know how many heats have occurred in the meantime or preferably, you know the time of the other lane or the times of the preceding and following heat – to bracket the time you're searching for.

Prev Choice and Next Choice will scroll forward and backward through the times. Once you've found and recorded the time you're looking for, simply leaving the console alone for a few seconds will cause it to revert to normal operation.

Section 3: Troubleshooting Guide

Problem	Suggested Action	Suggested Fix
Beeping every time a dog crosses the Start line but not a bad cross OR System does not respond when START pressed	Check that poles are in their correct positions. Check pole indicator lights on all poles (see Note [1] below). Timekeepers can also check by looking for 'X' in the console display	If both Green tipped pole indicators are GREEN, walk through or sweep a hand across the Start line between the poles.
		If one Green tip pole indicator is RED: • Make sure the space between the poles is clear of any obstruction. • Wipe down the lenses with a clean dry cloth. Re-align the poles
		If both Green tip pole indicators are RED: • Check the Black tipped pole.
		If any pole has no indicator showing: • Check on/off switch • Remove & check battery pack for proper insertion, flat cells, cells not sitting properly against contacts or batteries inserted the wrong way
False starts or beeping indicated when nothing crossed the Start line	Check for sun shining directly and from a low angle into the Green tipped pole lenses for one lane.	Swap the black and green poles around. Make sure you also swap the Pass and Start poles on their base. If you still get occasional bad crosses but they are less frequent, place a visual barrier on the Start line between the Left and Right lanes. It only has to be big enough to prevent the Green poles of one lane "seeing" the Black pole of the other lane.
Occasional false crosses indicated when did not happen	This happens at some venues and no cause can be found. Suspected to be local radio interference.	
Indicator lights on pole flashing	Battery problem	Exhausted or faulty batteries – check / replace. Incorrectly inserted batteries - remove the battery pack and check for flat cells or cells inserted the wrong way.
Indicator stays ON when pole switch turned to OFF.	Internal On/Off switch stuck ON	• Remove battery pack when not in use to prevent going flat. • **GENTLY** tap the base of the pole near the on/off switch until the indicator goes out.
Can't find Handicap option in the Setup menu.	Option has been disabled or System software has been reloaded	• Refer to Protected Menu instructions

NOTES:
[1] Each pole has an indicator lamp at the top.
For the Black tipped poles, colour is always Red
For the Green tipped poles, colour may be Red or Green.

Guideline on 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. Championship organisers 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 off 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. 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 organisers invite all AFA qualified judges to submit expressions of interest regarding there 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 (e.g. 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 (i.e. does the judge have team responsibilities and/or are planning on running a dog).

• Reasonable representation of state locations for judges/AFA reps.

The 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 AFA will appoint an independent party to receive the Nationals team entries in order to avoid any suggestion of unfair advantage by the event organisers in knowing other teams seed times when submitting their own club's teams seed times. The independent entry receiver will promptly submit to the event organisers a listing of teams and seed times as soon as possible after entries close date in order to allow production of the provisional draw. The Independent entry receiver will also arrange to transfer all entry forms to the event organiser at an early date after close of entries.

3. 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.

4. Due to the timescales involved with organising the event, no changes to seed times will be allowed after the closing date of entries.

5. Any team that withdraws after the entries close will forfeit their entry fee.

6. Open ring format is suggested if you more than 25 teams are entered.

7. 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.

8. 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 sanction fees; judges and officials travel reimbursement; ribbons and prizes (other than supplied by sponsors); merchandise purchases; official's 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 upfront 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 7 not achievable the format recommended should aim to have all divisions running approximately the same number of total heats over the two days.

Nationals 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 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:

Nationals 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 8 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.

Guideline on Setting up AFA Matting

Approved uses for matting:

The matting can only be used in association with a flat, even and solid surface such as concrete, solid timber or carpeted floor area. The AFA has an established Policy (see Rules and Policies Doc) regarding use for Race Meetings, Training Days and Demonstrations. Applications to use the matting should be made via the Event Sanction Application Form.

Under no circumstances is the matting to be accessed or used without prior AFA approval.

It is the responsibility of the hirer to arrange transport of the matting from the store area to the event location and to return the matting to the store area at end of use. It should be recognised that the total matting weighs approx. half a tonne and occupies an area well in excess of the normal small trailer. Two standard trailers or a double Horse float is required.

Fees for use:

The AFA Policy on charging for use of matting is set down in the Matting Policy.

Laying and taping matting.

Allow approximately 3 hours to prepare the surface and lay the matting.

- The base surface needs to be well brushed or air blown to remove any surface dirt or gravel.
- Mark a Centre line with chalk and then measure equal distances on either side of Centre for the two racing lanes.
- The two sections of matting making up the Centre run of each racing lane should be rolled out and the edges of the matting rubbed over with method to remove grease and dirt.
- The Centre lane should then be taped to the floor on both sides, at the join and at the run back end. The Box end of the lane should NOT be taped to the floor. Make sure that the tape is evenly applied to both the floor and the mat as this assists the adhesion of the second and third matt sections to the centre matting.
- The second and third width of rubber should then be rolled out alongside the centre run, edges treated with metho. and then taped to the centre run. it is not necessary to tape the outside of the second and third runs of matting to the floor.
- Box line, start line, jump locations and start gap lines (if required) can be shown by use of white 2- inch tape applied to the matting. The start line should be taped across all 3 runs and onto floor surface. DO NOT mark the matting with markers or paint as the matting lengths need to be able to be rotated.

When rolling out the matting the maximum run back length is achieved by allowing approx. 4 foot of matting behind the Box line – this will give a join in the matting approx. 6 ft before the start line and a run back of approx .65 ft. If this layout is used it is desirable to use grey colour joining tape to tape over the join in the two lengths of matting so it become less obvious. An alternative layout involves joining the matting right at the start line and then measuring back 51 feet to get the Box line. Under this option the run back area will be approx. 60 ft.

A run back tape can then be taped to the matting join tape on the right -hand side of each centre lane using clear tape. The run back tape can be made by cutting a standard measure tape of its roll up device.

Care should be taken in removing the tape from the matting in order to avoid tearing the rubber. All tape shall be removed and the matting then brushed to remove any dirt and then be tightly re-rolled.

Guideline on Extreme Weather

The AFA has developed these guidelines to reduce the risk of extreme weather (lightning, heat etc) related injuries to competitors, dogs, judges and other officials and members of the public involved in Flyball events or activities. This document also contains a number of guidelines to help Judges and other officials in recognising and managing extreme weather. These guidelines are intended to operate alongside other related policies including Policy No.4 Race Meeting Cancellation Policy. All members should use their judgement and common sense in the application of these guidelines.

The AFA is committed to safe and enjoyable events for all participants (including dogs) and spectators. This includes minimising risk due to adverse or extreme weather conditions.

Responsibilities:

Officiating Judge(s) and AFA Representative - Be aware of the prevailing weather conditions and how they may affect the handlers, their dogs and those officiating at the event.

Organiser/Club officials - Be aware of predicted and prevailing weather conditions in terms of pre-planning (season, date, time etc), risk assessment and competition management (protocols for heat, lightning, cancellation etc).

Members attending an AFA competition/event - Be aware of the prevailing weather conditions.

Risk Assessment

All AFA events must be assessed for risk during the planning stages. Assessment includes consideration of risk associated with the venue, the activities and the participants. Included in this assessment must be the likely prevailing weather conditions and the likelihood of inclement weather. If the event is conducted during a season of likely storm activity or high heat or sun, these weather conditions must be factored into the planning and risk management for the event.

Heat and Sun

Wherever possible, events are to be scheduled to avoid hot conditions. Where events are scheduled during summer competition organisers should ensure they have available appropriate mechanisms for competitors and members to seek relief from the heat (i.e. shade, cooling, easy access to water etc). AFA Policy No.4 contains Policy Rules for the suspension of events due to high temperatures viz:

> As an aid to decision making the AFA have supplied all States with "Heat stress measure meters". These meters have the capability to measure temperature, humidity and wind chill factor and provide a combined reading taking all these factors into account. This combined reading is called the WGBT (Wet Globe Bulb Temperature). These meters can be set for either indoor or outdoor use. When used outdoors they should best be located inside the ring near the lights.

> WGBT meter readings are to be interpreted as follows:

> Readings below 31 – racing can continue

> Readings equal to or greater than 31 and less than 32 – consideration should be given to introducing breaks in racing or suspending racing.

The AFA Policy is to **REQUIRE** that racing be suspended/cancelled when the WGBR Meter reading reaches or exceeds 32. Race meeting Officials may however decide to suspend racing at any time they consider conditions are unsafe.

Sun protection

It is recommended that all participants and officials in the sun wear hats and sunscreen (minimum SPF 30+) at all times. Sunscreen must be available for use by Judges and stewards who are in the sun for more extended periods and should be re-applied regularly.

It should be noted that sunscreen does not offer complete protection against the sun and should always be used in conjunction with other protective measures.

As far as is possible, shade should be provided for the ring stewards.

Shade structures that also provide protection from wind and sun must be provided for the timekeepers.

A ready supply of drinking water must be available to all Judges and stewards.

Organisers are required to make available artificial shade for competitors waiting to enter the ring. Participants and officials are also encouraged to use other artificial means of shade such as umbrellas and cabanas and other on-field structures.

Care of dogs in the heat and sun

Comfort and safety of dogs is paramount at all times. Dogs should, preferably, be kept in shaded areas.

All dogs must have ready access to fresh cool water. Clubs are encouraged to provide shaded wading pools and/or spray hoses for cooling dogs.

The use of cool mats, coats, crate fans etc is at the discretion of the owner.

Rain

If it is raining heavily, and there are safety concerns, the competition may be discontinued for a period of time and then conditions reassessed to determine whether the competition/event should resume or be cancelled.

Safety concerns would include risk of slipping by handlers, impact of rain on all electrical equipment, visibility issues in very heavy rain etc.

If, in the opinion of the Officiating Judge/AFA representative/competition organiser, the rain fall is not a significant safety factor, then the competition may continue during the rain period.

Competition organisers should, as far as is possible, ensure team captains are kept informed of deliberations regarding whether to cancel or proceed.

As soon as rain appears, competition organisers must take appropriate action to protect the electronic timing system.

Hail Storms

In Australia, hail storms can be sudden and severe but are usually very short in duration. If a hail storm occurs during a competition, all activities should stop and all participants should seek suitable protective cover.

Lightning

Australian statistics show that approximately 25 per cent of people killed by lightning are playing sport. When thunderstorms threaten, Judges (and other Officials) must not let the desire to start a

competition or event hinder their judgment when the safety of competition, dogs, officials and spectators is in jeopardy.

All thunderstorms produce lightning and are dangerous. Lightning often strikes outside the area of heavy rain.

Any time thunder is heard, the thunderstorm is close enough to pose an immediate threat to the location. When thunderstorms are in the area but not overhead, the lightning threat can still exist even if it is sunny overhead and not raining or when clear sky is visible. Many lightning casualties occur before the thunderstorm rains have moved into the area; this is often due to people not seeking shelter soon enough.

Many casualties also occur after the rain dissipates; this can be due to people being in too much of a hurry to go back outside to resume activities.

Safe structures and locations

No place is absolutely safe from a lightning threat however some places are safer than others.

Safe structures:

- The primary choice for a safe structure is a large, fully enclosed building.
- If a building is not available, a fully enclosed vehicle with a metal roof and the windows completely closed is a reasonable alternative.

Unsafe locations and situations

- An open field.
- Close vicinity to the tallest structure in the area eg tree(s), light pole(s).
- Small structures such as picnic shelters, tents, equipment sheds.
- Use of indoor phones.
- Use of electrical appliances.
- Umbrellas or any object that increases a person's height.

Criteria for suspension and resumption of activities

The sound of thunder should serve as an immediate warning of lightning danger. Generally speaking if an individual can see lightning and/or hear thunder he/she is already at risk.

The 30/30 rule

The 30/30 rule is used to serve as a guide for the suspension and safe resumption of activities and is not included as a binding process. The 30/30 rule is a 2 part rule providing guidance on when to suspend activities and then when to resume activities.

Suspend All Activities

Sound travels at about 1 kilometre every 3 seconds. When the flash-to-bang interval, (ie lightning is seen and then thunder is heard) approaches 30 seconds, this interval means that the storm is approximately 10 km away and everyone should be inside a safe shelter. If a member observes that the 30 second suspension rule could be applicable, they should inform the Competition Organiser and/or AFA Representative.

The Competition Organiser and/or AFA Representative, is to advise all Officiating Judges if the 30 second suspension rule is going to be applied, at which time the Judge must then cease all ring activities and members should be advised to take appropriate cover.

Resume Activities

If the 30 second suspension rule has been applied, Judges must wait at least 30 minutes after the last sound of thunder or observation of lightning and ensure conditions are safe before leaving

shelter to resume activities. The Judges, Competition Organiser, and AFA Representative must agree that the 30- minute resumption rule is applicable prior to resuming competition activities.

Each time lightning is sighted or thunder is heard following application of the 30 second suspension rule, the 30-minute clock should be restarted.

It is important to note that the 30/30 rule is not an absolute rule. A storm may move very quickly, or not generate any lightning or thunder until it is very close, or topographical or wind conditions may prevent sound from traveling to your position. These conditions are especially common in mountain areas. It is important that all competitors and officials observe weather conditions and be alert to the possibility of the above occurring.

First aid in the case of lightning

Lightning victims do not carry an electrical charge and are safe to handle and need immediate medical attention.

Cardiac arrest is the immediate cause of death in lightning fatalities. Some deaths can be prevented if the victim receives the proper first aid:

- Call an ambulance at once;
- Check the victim's pulse and breathing, begin CPR if necessary; and
- If possible, move the victim to a safer place. Be aware that the thunderstorm may still be dangerous. Don't let the rescuers become victims.

High wind

High wind has impact both on-field and off-field and to both competitors and officials

Tents and shade cabanas etc:

- Should be appropriately erected and tethered;
- Should be lowered or dismantled in high wind.

Equipment safety

- Officiating Judges (competition) or instructors/officials (demonstrations, training, other events) should be mindful that equipment does not pose a danger to the Dog, Handler, Judge, and/or officials during wind gusts.
- In particular, checks should be made on the security of the timing equipment, protection umbrellas, canopies and backboards and they should be removed or lowered if there is concern that gusts could cause injury or damage.

Decisions to suspend or cancel competitions or events due to high winds

Officiating Judges/officials should suspend judging/activities during severe wind gusts but may resume when conditions settle.

Refund Entitlements

Cancellation and refund entitlements in the case of cancellation are in accordance with the AFA Race Meeting Cancellation Policy – Policy No.4.