

AUSTRALIAN NATIONAL FLYBALL CHAMPIONSHIPS POLICY

Purpose

The **Nationals** are the most important **flyball event** on the flyball calendar and are normally held over two or three days. Although the **Nationals** are hosted by one or more **clubs** they are the **AFA's** premier event for which the **AFA committee** is ultimately responsible and so must be subject to oversight by the **AFA committee**. This policy has been developed to ensure a consistent and high quality approach is maintained to the planning and delivery of the **Nationals** and to clarify those matters for which the approval of the **AFA committee** is required.

Definitions and Interpretation

In this policy:

- **Nationals** means the Australian National Flyball Championships;
- **novelty events** means events other than normal **team** racing, such as singles racing, pairs racing and 0.000 start competitions;
- words and expressions which are defined in the **rules** have the same meaning where used in this policy;
- the principles of interpretation contained in the **rules** apply.

The **rules** relating to hosting **race meetings** apply to the **Nationals** except to the extent that they are varied by, or are inconsistent with, this policy.

Timing

The **Nationals** are expected to be held in every calendar year. Where practical the gap between the holding of **Nationals** should be not less than 6 months nor more than 18 months.

Call for bids

Each year the **AFA committee** will call for bids for hosting the **Nationals** in the subsequent year by:

- email to all **clubs**; and
- publication on the **AFA** website.

This will typically be done in June with bids to be lodged by the end of August.

Submitting bids

Bids may be submitted by a single **club** or by a consortium of **clubs**.

When deciding whether to bid **clubs** should consider the particular requirements for **Nationals** (in addition to requirements for a normal **race meeting**) as set out in Appendix A. If the **AFA** has entered into a national sponsorship agreement there may be some additional requirements. **Clubs** should confirm with the **AFA Committee** whether this is the case before submitting a bid.

Bids must be presented in a clear and professional form in either electronic or hard copy format and must:

- specify the proposed dates and venue;

- where the proposal is to hold the **Nationals** in conjunction with another event, such as an agricultural show, include evidence of the support of the organisers of that other event;
- where the proposal is to hold the **Nationals** as a stand alone event, demonstrate how widespread promotion of the sport of flyball will be achieved;
- detail the bidder's experience in hosting **flyball events**;
- address each of the requirements in Appendix A.

Approval of bids

All bids received by the specified closing date will be considered by the **AFA Committee**. The **AFA committee** may seek further information from any bidder before making its decision. The decision of the **AFA committee** will be communicated promptly to every bidder.

Approval of a bid does not constitute sanction by the **AFA committee**. The **host club** must still submit a **sanction application** through the **AFA** website and pay the **sanction application fee**. The **AFA committee** will only sanction **open class** racing and **novelty events** if it is satisfied that they will not interfere with or limit **regular class** racing by, for example, **open class** racing and **novelty events** being scheduled on a separate day from **regular class** racing. The **AFA committee** will not normally sanction **novelty events** for dogs which have not previously raced.

Organising committee

The **host club** must establish an organising committee which will be responsible to the **AFA committee** for the delivery of the **Nationals**. The organising committee must include a **race meeting organiser** and a secretary. Appointment of other members to the organising committee and allocation of responsibilities to them are matters for the **host club**.

The **AFA committee** will nominate at least one of its members to liaise with the organising committee and to be the principal point of contact between the organising committee and the **AFA committee** for all matters relating to the planning and conduct of the **Nationals**.

Financial arrangements

The **host club** should develop a budget for the **Nationals** at an early stage. An example budget is included in Appendix B. The **AFA committee** can provide further advice in relation to the budget if required. Except where the **host club** seeks underwriting of costs as set out below the budget does not need to be submitted to, or approved by, the **AFA committee**.

The **host club** may request the **AFA** to underwrite up to 50% of those costs likely to be incurred before the event and which would not be refundable if the event has to be cancelled. A request to the **AFA committee** must:

- be accompanied by an event budget detailing total anticipated income and expenditure;
- identify those costs in the budget requested to be underwritten;
- specify the percentage of underwriting requested.

If the **AFA committee** agrees to the underwriting of a percentage of costs:

- the **AFA** will be entitled to an identical percentage of any surplus from the event (for this purpose income from and expense of any raffles are excluded from the calculation of surplus);
- within 30 days after the event the **host club** must give the **AFA committee** a statement of all income and expenditure with all supporting documentation and pay any amount due to the **AFA**.

Appointment of judges and AFA representatives

All **judges** and **AFA representatives** for the **Nationals** must be approved by the **AFA committee**.

The **host club** must invite all **judges** to express interest in officiating at the **Nationals** either as **judges** or **AFA representatives**. The **host club** must submit recommendations for **judges** and **AFA representatives** to the **AFA committee**. Recommendations for **judges** must take account of the following:

- preference will normally be given to Level 1 and higher accredited **judges**;
- it is preferable to have at least one **judge** in each **ring** who is not running a dog or undertaking any other role for a **team**;
- it is desirable to have a reasonable representation from different States and Territories.

The **host club** must not confirm appointments until after the **AFA committee** has given approval.

Appointment and role of supervising judge

A supervising **judge** approved by the **AFA committee** must be appointed. The **host club** must submit a recommendation to the **AFA committee**. The supervising **judge** will normally be the **supervisory judge** or a judge mentor.

The supervising **judge** will not normally be involved in judging in the **rings** but will:

- be available to assist officiating **judges** deal with any technical problems;
- be responsible for co-ordination between the **judges** and the **AFA representatives** in the event of protests or disputes;
- have the final decision on interpretations of the **rules** and protests;
- be available to judge in a **ring** in an emergency or relief capacity;
- allocate **judges** to oversee any run off **races**.

Other appointments

Appointments of **timekeepers** do not require approval from the **AFA committee**. However only **registered timekeepers** or persons with substantial experience should be appointed. A minimum of two **timekeepers** are required for each **ring** with at least one relief **timekeeper**.

A ring caller and assistant are recommended to schedule **races** and deliver paperwork to the **rings**. Use of Flyball Geek or a similar program should be considered.

Entries

The **close of entry date** for the **Nationals** must take account of requirements relevant to any associated event but must be six weeks before the event unless the **AFA committee** approves a shorter period.

Entries may not be lodged or accepted after the **close of entry date**.

All entries will be kept confidential in the online entry system until after the **close of entry date** to ensure that the **host club** cannot identify other **teams** entered or their **seed times** when the **host club** submits entries for its own **teams**. **Teams** may amend entries, including **seed times**, up to and including the **close of entry date**.

Approval of racing schedule

The **authorised approver** for the **Nationals** will be a group comprising:

- the **supervisory judge**; and
- two **regional representatives** (neither of whom may be from the State or Territory of the **host club**) appointed by the **AFA committee**.

The **race meeting organiser** must submit the proposed **division** splits to the **supervisory judge** as soon as possible after the **close of entry date** but not less than four weeks before the event.

As soon as practical after the **division** splits are approved the **race meeting organiser** must submit the balance of the **racing schedule** to the **supervisory judge**. The typical expectations are:

- racing in **round robin format**;
- each **team** having six best three of five **heats races** per day (or an equivalent number of **heats**). Where this is not achievable all **teams** should run approximately the same number of **races** over the course of the event;
- minimum rest period for a **team** between adjacent **races** of:
 - four **races** where the **team** will be racing in one **ring** only;
 - eight **races** where the **team** may be racing in two **rings**;
 - 12 **races** where the **team** may be racing in three **rings**;
- additional **rings** if more than 25 **teams** are entered;
- use of the count back method for breaking ties in placings.

Regular class racing must be in **scratch format** only.

A **judge** must officiate any sanctioned **novelty events**.

Withdrawal of teams

A **team** that withdraws its entry after the **close of entry date** will forfeit its entry fee.

Where a **team** withdraws its entry after the **division** splits have been approved:

- the **host club** must promptly advise the **supervisory judge** of the withdrawal;
- the **host club** must make a recommendation to the **authorised approver** as to whether the **division** splits should be revised, giving reasons for its recommendation;
- the **authorised approver** must decide whether the **division** splits should be revised, taking into account all relevant circumstances.

Availability of racing schedule

The **host club** must ensure that the **racing schedule** is made available on the **AFA** website not earlier than ten days and not later than seven days before the first day of the **Nationals**.

Trophies and prizes

The provision of trophies and other prizes is a matter for the **host club**. The **host club** is encouraged to ensure that the first three placed **teams** in all **divisions** receive placing ribbons, medallions or trophies and that all other **teams** receive some form of participation acknowledgement.

The **host club** may seek sponsorships to support raffle prizes or prizes for **teams**.

Except where the **AFA** has a current sponsorship agreement under which the sponsor contributes to the cost of the **Nationals** the **AFA** will, on request, provide a contribution to the cost of ribbons, medallions or trophies to a maximum of \$3,000. The **host club** must provide evidence satisfactory to the **AFA committee** that the contribution has only been applied for this purpose.

Catalogue

A catalogue must be produced and made available:

- on the **AFA** website; and
- by hard copy for every competitor and **official**, with a reasonable number of spare copies available.

As a minimum the catalogue should include details of all **teams** entered and their respective **seed times**, the **divisions** and contact details for, and opening hours of, the nearest vet surgeries.

Cancellation

A decision to cancel, or to reduce racing at, the **Nationals** must be made in accordance with the Race Meeting Cancellation Policy. Safety of both dogs and humans must be the primary consideration. Any consideration of whether to cancel or amend the approved **racing schedule** must involve consultation between the **race meeting organiser**, the supervising **judge** and the **AFA representatives**.

Appendix A – Requirements to be addressed in bids for Nationals

1. How will the event attract wide spread exposure and promotion of the sport of flyball and of any major sponsor of the **AFA**. This could be by holding the **Nationals** in conjunction with a major public event that has large crowds and good exposure for flyball or by promotion to a national and international audience via live streaming.
2. The venue must be available for at least the scheduled days of racing and a day prior to the **race meeting** for setting up.
3. Sufficient equipment must be available for all expected **rings** with appropriate arrangements to receive and store any additional equipment required to be sourced from other States or Territories.
4. The venue must be able to accommodate the expected number of **rings**.
5. The venue must have adequate space to allow **teams** to set up shelters away from any public area but within sight of the **rings** and without restricting competitor access to the **rings**.
6. There must be adequate vehicle access for competitors dropping off and picking up equipment.
7. Competitor parking, including for dog and equipment trailers, needs to be available within a reasonable distance from the **rings** and sufficient for the anticipated number of attendees. A minimum of three parking spaces should be able to be allocated for each **team**.
8. Competitor parking should preferably be free but otherwise available for a reasonable fee.
9. Access must be available for mobility impaired competitors and spectators.
10. Adequate public facilities and resources (such as food and drink outlets, toilets, dog toileting areas, water and power) must be available.
11. Any possible distractions (such as proximity of other animals, amusement rides, sideshows, fireworks) must be addressed.
12. Seating arrangements must be provided for any anticipated large crowd and appropriate camera locations for any live streaming must be identified.
13. Local dog friendly accommodation (motels, caravan parks, camping grounds) must be identified.
14. At least one public address system must be available sufficient to cover the **teams** and spectators. If possible it is preferable for two systems to be used - one to speak to spectators and one to keep **teams** informed.
15. Likely weather conditions at the time of year proposed need to be considered.

Appendix B – Example budget for Nationals

Income	
Entry fees	
Merchandise sales	
AFA contribution to trophies	
Cash sponsorships	
Food and beverage sales	
Total Income	
Expenses	
Sanction application fee	
AFA lights levy	
AFA matting levy	
Venue hire	
Fencing	
Merchandise costs	
Food and beverage costs	
Trophies and prizes not supplied by sponsors	
Reimbursement of officials' travel	
Officials' lunches and refreshments	
Gifts for officials	
Food and beverage costs	
Transport of equipment	
Live streaming	
Batteries	
Paint for line marking	
Catalogue production and printing	
Welcome packs	
Stationery and postage	
Total Expenses	
Profit/Loss	