

## 23. Finally.....

We hope that as a BAA show organizer you enjoy the challenge of running your own show. The BAA principals will support you as much as possible and offer you any advice that you need. One thing we have learnt from all our show organizers is that once you have done your first show, the rest are easy!

Enjoy!!

## *British Agility Association*



*Making it Happen !*

## *British Agility Association*

# Show Organizers' Handbook

## 1 Introduction

The British Agility Association (BAA) encourages its members to consider organizing their own BAA show in any part of the country. This handbook has been produced to guide you through the process of show organization and to help ensure that your show runs as smoothly as possible. The BAA principals are happy to support and guide you throughout the entire process.

As long as you agree to abide by the BAA rules, the type of show you run is entirely up to you. You may choose either an indoor or outdoor venue, and to have as many rings / classes as you wish.

## 2 Choosing a Venue

When choosing a venue you need to consider:

- Location and accessibility
- Size
- Condition of ground
- Amenities
- Camping facilities
- Venue rules
- Risk assessment

It is essential to visit the venue and discuss your needs with the owners. At all times consider safety in your assessment.

### 2.1 Venue Location and Accessibility

The venue you choose should be a safe distance from any major roads to avoid the possibility that any dogs could escape onto the highway. It should be accessible with a suitable road for cars/ caravans to reach parking/ camping areas.

## 2.2 Venue Size

When evaluating the size of the venue you need to look at:

- The size of the area for the competition rings
- The immediate area surrounding the rings
- Exercise area
- Size of the day parking area
- Size of the camping area

### 2.2.1 Competition rings

For an outdoor show, the BAA rules state that the rings should be a minimum of 35 yards x 35 yards (105 x 105 feet). For an indoor show, the ring size may be smaller. The ring area should be a minimum of 500 square yards with the shortest side a minimum of 20 yards in which case the longest side will be a minimum of 25 yards in length. It is helpful to take distance measuring tools with you when you visit the venue and measure the area yourself.

### 2.2.2 Area around the rings

When assessing the size of the competition area, remember to include sufficient space outside the rings for competitors and their dogs to pass safely and to watch the activity in the rings. There should be sufficient space to allow separate entry and exit gates to the rings and also for safe queuing.

### 2.2.3 Exercise Area

Check that there is an appropriate and safe exercise area. Specifically ask what areas of the venue dogs are allowed in and where they should be excluded from.

### 2.2.4 Size of the parking area

When you visit the venue, assess how many vehicles can be accommodated in the day parking. If there is only limited area for parking this may restrict the size of your show. Remember to include roadways between the lines of vehicles for access.

### 2.2.5 Size of the camping area

If the camping area is limited, again this may restrict how many campers you can have at your show. Camping units should be

## 20. Show Safety

It is ESSENTIAL that you ensure the safety of both dogs and handlers at the show. It is very important that you ensure that BAA rules are followed at all times as they are there to help protect you. It is your responsibility to check:

- That all your judges are familiar with the BAA rules.
- That all agility equipment is properly spaced with a minimum of 15 feet between obstacles (from centre to centre even if parallel or on a corner) and away from the edge of the ring
- That the start and finish of all courses is well separated
- That any angulations onto a contact is appropriate for the level or age of dog and weather conditions
- That the height of the A-Frame and dogwalk are lowered for Veteran and Pawsability classes
- That all the equipment is pegged down safely, especially the weaves

### 21. Incident Book *(1.1.4.1 BAA rules for agility competitions)*

The show organizer must maintain an Incident Book in which unusual incidents are recorded.

I.e. All accidents and any matter relating to disciplinary procedures taken under section 1 .5 (*BAA rules for agility competitions*) must be recorded in the book.

## 22. Extras you may require

- Spare stop watches in event of timer failure
- Batons for pairs/ teams events
- Cable ties
- Direction signs to and around the venue
- Notice-board (sellotape only, do not use drawing pins where dogs are likely to pass)
- Duck tape

## 18. Help running the show

It is helpful to consider in advance how you are going to organize helpers at the show. It is helpful to have someone to supervise parking and also have a camping attendant. To run each ring ideally you need the following personnel:

- Judge
- Ring manager
- Scorer
- Scriber
- Caller
- Scribe Pads
- Pole pickers
- Lead handlers

You may wish to identify someone to organize the sorting of rosettes for you.

The BAA encourage all competitors to help with all jobs in and around the rings. BAA processing will put assigned sessions on the ring-cards for people to help on the rings.

## 19. Catering at the show

You may wish to provide:

- Lunches / refreshments for the judges
- Ring Managers snacks and refreshments
- Ring Party refreshments
- Staff refreshments

spaced 20 feet apart. Remember to include access roads in your assessment.

## 2.3 Condition of the ground

### 2.3.1 Outdoor show

Inspect the condition of the ground carefully. Establish whether it is level, rutty or whether there are any holes. If long grass hinders inspection, the venue owners will usually arrange to cut it so that you can inspect the ground beneath.

If you are using farmland, establish whether livestock use the land. Livestock must have vacated the land for the 3 weeks prior to a dog agility show.

### 2.3.2 Indoor show

Inspect the surface and ensure that it is safe for dogs. Some venues may not permit you to use any pins or pegs on specialist surfaces. Bear this in mind with respect to equipment limitations and requirements, and to how you could fence /net the rings. Avoid ground surfaces composed of reconstituted rubber. Large pieces of rubber can damage dogs' feet and decomposing rubber can be poisonous.

## 2.4 Amenities

When visiting the venue check the following:

- **Water** - Ensure there is ready access to water. An outside tap is ideal.
- **Toilets** - Check there are adequate toilet facilities. If there are no toilet facilities you will need to hire portable toilets. Check who provides toilet paper and how it is replenished during the show.
- **Catering** - Ask if there is any catering available? If so, establish what times it will be available and the type of food /drink offered. If there is no catering service or it is limited then you will need to consider arranging an alternative.
- **Waste Disposal** - Check what arrangements there are for waste disposal. You need to check availability of waste bins / bin bags and whether you need to provide these yourself. Find out if there are separate disposal arrangements for dog waste. Establish whether the venue will organize removal of

the waste from your show or whether you need to arrange for a skip. Always remember to leave the venue as you found it so that you are welcome back should you wish to use it again in the future.

## 2.5 Camping Facilities

Check whether the venue will allow camping and that there are suitable amenities. Check availability of toilets overnight and showers. Ask about chemical toilet disposal facilities. If you need to hire a portable toilet disposal unit, situate it well away from where dogs might go since the chemicals used are extremely poisonous and may cause the death of an animal if ingested.

## Entertainment

If you wish to have any evening entertainment check that there is a suitable area / facilities for this.

## 2.6 Venue rules

Discuss your needs and requirements with the venue manager / owner. Ask if there are any specific rules that you and your competitors have to adhere to. Examples might include avoiding areas where there are horses or livestock, conservation areas, and limitations on the use of specialist surfaces, e.g. no pegging. There may be limitations on trade stands that are allowed to attend your show and certain sales if the venue themselves have a vendor. Also be aware at what time you can enter the venue to set up, and if there is a specific time by which the venue has to be vacated. Put any restrictions that competitors need to be aware of into the show schedule and information letter.

## 2.7 Risk Assessment

Ensure that you evaluate the venue thoroughly from all safety aspects. Things to consider include:

- Site of day parking and camping areas so that moving vehicles are not passing close to or through the competition and exercise areas
- No broken glass
- No uneven ground / loose manhole covers
- No chance of any poisonous substances being accessible to animals or children

You will also need the following items for the ring:

- Marquees for scorers / scribes
- Tables
- Chairs (minimum x5 per ring)
- Buckets / bowls for dog water
- Bucket of water in case of dog fouling the ring
- Agility Equipment
- Ring Notice-boards (often supplied with the agility equipment)
- Timing Equipment (include table for timing box)
- Ring-box
  - Pencils, rubbers, pencil sharpeners, highlighter pens, class paperwork, bulldog clips, 2 x A5 clipboards, 1 x A4 clipboard, 1 x A4 Ring Binder, pocket folders, waterproof folder (to transfer paperwork in rain) walkie talkie,
- Ring refreshments
- Covers for loose cables

## 17. Show Office

It is important to identify an area to use as your show office. This is somewhere where you can be based, from where you can organize the rosettes and trophies, and where you can be found to answer queries. If there is not a suitable building, then a marquee or awning would be helpful. Ensure that you have sufficient table space for laying out rosettes, dealing with results and other paperwork connected with the show. For a show office you need:

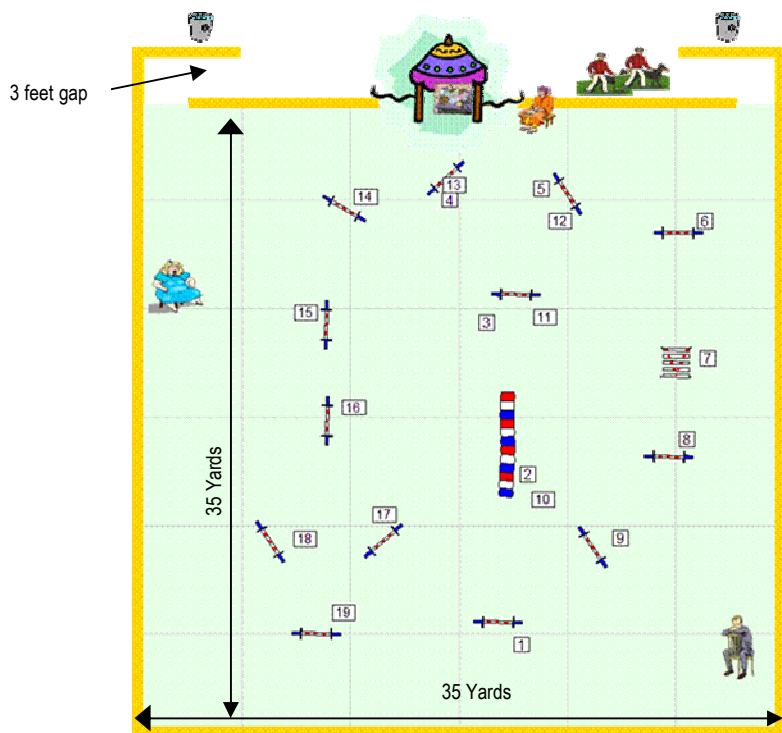
- Marquee or awning
- Notice Boards (results, Vet on call posters etc)
- Tables (minimum of 3)
- Chairs
- Public Address system if required

## 16. Setting up the Rings

At an outdoor show the ring should be a minimum of 35 yards x 35 yards in size. At an indoor show the minimum ring size is 20 yards x 25 yards. This should be measured accurately so you will need a measuring tool /rope.

At a BAA show the ring should always be netted off or have solid fencing so that dogs cannot run in or out of the rings. There should be separate entry and exit gates. These should be “L”-shaped so that the dog cannot easily see a way out. Consider whether you wish a marquee to be within the netting. You need 3 x 50 metre rolls of netting and 50 fencing pins per ring.

A sample layout



## 3. Choosing a show date

Prior to choosing a show date it is often a good idea to browse the dates of other shows in your area to avoid obvious clashes.

## 4. Show Schedule / Entry Forms

The BAA will provide you with a template schedule / entry form but you may add other details if you wish. It is entirely up to you what kind of classes / number of runs you have in your show. The BAA team are happy to advise and help if you wish.

Anything out of the ordinary must be noted on your show schedules i.e. If Weaves may be in a Veteran class.

Ensure you let your Judges know what is scheduled.

The following table illustrates the types of classes that can be run:

Class Type	Class Level	Class Height
Jumping	Introductory	Micro
Agility	Primary	Micro + Mini
Helter-Skelter	Primary Plus	Micro + Mini + Medium
Time Fault & Out	Primary + Novice	Micro + Mini + Medium +
Snakes & Ladders	Primary + Novice +	Maxi
Clockwork Tunnels	Graduate	Mini
Power & Speed	Novice	Mini + Medium
Up n Under	Novice Plus	Mini + Medium + Maxi
Snooker	Novice + Graduate	Medium
Take your own Line	Graduate	Medium + Maxi
Time Gamblers	Graduate Plus	Maxi
Tunnels Torment	Masters	Plus any height
Beat the Judge	Open	combination for:
Pairs	Veterans	Pairs, Teams & Trios
Teams	Pawsability	
Trios	Juniors (Jumping type	
etc., etc., etc.	classes only)	
	For example: Primary Plus = Primary, Novice, Graduate & Masters combined	

If you wish to allow the odd person to enter scheduled classes on the day (obviously not for competition) and they have not already

entered the show, you must ensure that they sign the disclaimer on an entry form, and that they have had adequate training.

## 5. Public Liability Insurance

It is essential to have appropriate insurance to cover your show. This usually costs approximately £80 per show to cover public liability for about 500 people.

## 6. First Aid

Assure you have a First Aide-r in attendance at your show

## 7. Vet on Call

Don't forget to arrange for a local vet to be available in case any competitors require veterinary assistance whilst at the show. If you know a local vet then contact them, otherwise a simple Yellow Pages search or similar should help you.

## 8. Pre-Show Processing

All the show processing is done for you by the BAA. This is to ensure that all dogs only enter classes that they are eligible for, are entered into the BAA database and allows results and points to be collated.

The BAA pre -show processing service provides:

- Entries submitted onto the database
- Provision of ring-cards with running orders (also available as an online service)
- Ring-plans (also available online)
- Master entries booklet
- Calling and score sheets
- Scribe sheets (pre-printed)
- Ring posters
- Final results forms
- Campers' cards (where applicable)

starts will help prevent any errors. Similar the rules for Veteran classes and equipment changes should be highlighted. Judges should be asked to keep start and finish well separated in their courses.

To aid with setting up the show it is recommended that your judges provide you with the first courses of the day in advance so that you can set them up ready to start promptly.

## 14. Ring Managers

You will also need to appoint ring managers for the show. It is helpful if you can find experienced ring managers as this will greatly help the smooth running of your show. It is your responsibility to ensure that your ring managers are familiar with the BAA rules and have also read the BAA Ring Managers' Handbook.

## 15. Setting up and Taking Down the Show

Physically setting up the show and then packing the show up at the end is extremely hard work. It is ESSENTIAL that you organize a group of helpers to help you both before AND after the show. You may wish to offer support team incentives to thank them, e.g. free entries etc.

The jobs prior to starting the competition include:

- Marking out the rings and setting up the ring netting
- Assembly of any marquees
- Assembly of the agility equipment (remember with hired agility equipment often the jumps and the jump feet are packed separately and need to be put together at the venue)
- Laying out the agility courses
- Setting up any Public Address system
- Setting up the timers

All this needs to be disassembled after the show and so again, identify a team of helpers for this.

## 12. Rosettes / Trophies

On the schedule it is wise not to state the exact number of rosettes / trophies that you are awarding since this may depend on the number of entries you receive.

You need to decide what you wish to award in terms of rosettes and trophies. Trophies awarded at organizers discretion

Rosettes: The MINIMUM is to give the top three in each class where there are 5 or more entries & Minimum 20% of each class with a numbered rosette, and then offer clear round rosettes. You may wish to offer judges' specials or other special awards / trophies.

Contact your rosette supplier prior to the show to let them know when your order is being submitted and the date of the show. It is recommended that you do not place your final order until after the closing date of your show so that you know how many rosettes / trophies that you will need. However, do not leave it too long to ensure that they are delivered in time for your show.

The BAA team are happy to provide help / advice if you wish.

## 13. Judges

You will need to organize judges for your classes. It is ESSENTIAL that you choose judges who are familiar with the British Agility Association and who have judged before at BAA shows. There are some significant differences between the rules of the British Agility Association and other agility organizations. As the show manager, it is your responsibility to ensure that the BAA rules are followed and so choosing experienced BAA judges will help enormously. Ensure that all the judges are given a copy of the BAA rules and the BAA Judges' Handbook and that they read them. The BAA has a list of judges from whom you could select judges for your show. Generally a half-day appointment (up to 200 dog-runs) per judge is advisable.

It is worth checking personally with each judge that they are familiar with the marking for Introductory and Pawsability classes, and also just check that they are confident with marking the weaves in all classes. This is the most difficult area and a check before the class

- List of campers (where applicable)
- Spare entry forms
- Spare blank ring cards

It is recommended that you limit your show entries to 350 dogs per ring per day.

BAA processing fees are set to cover the costs of materials only. Current prices are set at \*20p per run plus Postage costs. (\* = From 1<sup>st</sup> October 2011)

## 9. At Show Results Processing

The BAA recommend that you use the 'at show' results processing service. This ensures that the results are entered into the database, and results sheets for all competitors can be displayed at the show. If you choose not to take advantage of this service, all the results must be submitted to the BAA within 7 days of your show for entry by the BAA team into the database so that the leagues can be updated.

The BAA will provide organizers with the software so they can do their own at show RESULTS processing.

Show organisers will need a Laptop/Computer & a Printer, Electricity or a Generator is also required. Training on the use of the results service will be given.

Pay on the Day classes do not carry league points therefore a registration number is not imperative and if you decide to run a Pay on the Day class the results from those classes therefore need not be submitted to the BAA.

## 10. Ring-plans

Once the closing date for your show has passed you will know how many dogs that you have entered into each class. You can then devise a ring-plan, i.e. which classes will be run in which ring. It is helpful to avoid obvious clashes, e.g. running two veteran classes at the same time and to space the levels out over the day. To estimate how long a class will take to run allow 1 minute per dog (1.5 min for

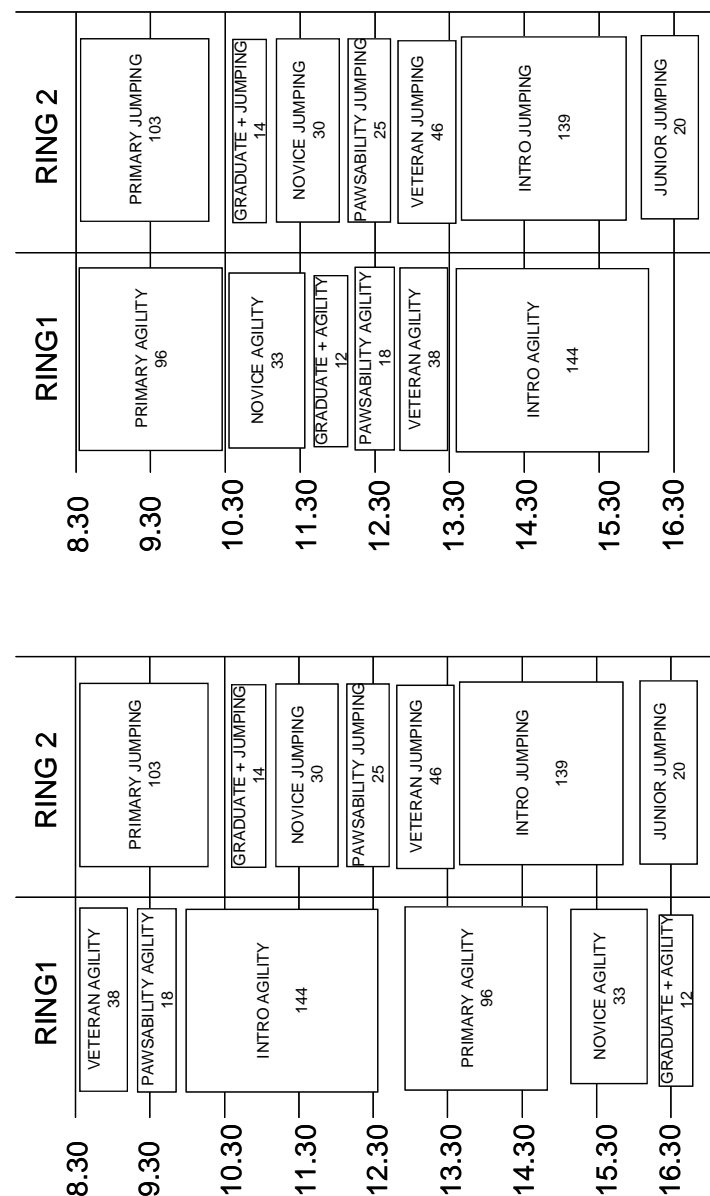
introductory classes). Remember to include time to change the courses between classes when planning. Where change in equipment is required, running Pawsability and Veteran sequentially is helpful. The BAA team are happy to advise / help with creating the ring-plan for your show if you wish. An example of a good ring plan and a poor ring plan are illustrated opposite.

## 11. Agility Equipment Hire

Consider how much agility equipment you require and whether you need to hire all / some of it. Note that hiring a complete set of equipment including contacts usually costs the same as hiring a partial set, so it is advisable to ensure you have sufficient contact equipment to allow you to move classes to another ring should it become necessary. Contact the company in advance to book the date of your show, but confirm the number of agility sets you need after the closing date when you know the number of entries. When arranging your classes remember to check whether you need any extra items to the standard agility kit, e.g. extra tunnels etc. **Bear in mind that you will need the lower height supports for the dogwalk for Veteran and Pawsability classes. Also ensure the A Frame can be set to the lower height.** Additionally all BAA Jump heights need to be available (Micro – 9ins, Maxi - 24ins). Also check that ring-boards are included. You may need sand bags if equipment cannot be pegged down. **“Don’t forget to order your Timing Equipment”**

The BAA is happy to provide help with organizing agility equipment hire. Arrange the date of delivery in advance so you have time to set up your rings prior to starting the show.

When you get the delivery of the equipment remember that you may be asked by the supplier to reload the trailer. Appoint a helper to note how the trailer is packed on arrival, so that it can be repacked similarly at the end of the show.



Examples of a good ring plan (left) and a poor ring plan (right). Note how classes clash in the plan on the right and how there are no clashes at all in the plan on the left