



# British Flyball Association

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Constitution

&

Rules of Flyball Racing

**1 June 2019**

The official rules and regulations of the British Flyball Association, a governing body of International Flyball Racing within the United Kingdom.

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# CONSTITUTION

## 1. Name and Objective

1.1 The British Flyball Association (“BFA”) is an unincorporated association of members with the following objectives:

- a. furthering the sport of flyball;
- b. promoting co-operation and good sportsmanship in the sport through its committees, rules and policies, tournaments and other activities;
- c. promoting co-operation and good sportsmanship in the training and exhibition of dogs.

## 2. Code of Ethics

2.1 One of the objectives of the BFA is to promote co-operation and good sportsmanship in the training and exhibition of dogs.

- a. Co-operation and good sportsmanship should not be recognised in passive observance, but in all BFA related communications as a way of life and in training and competition treating committee, members and guests fairly and with respect, promoting an environment free from discrimination, bullying and harassment. BFA members shall at all times be courteous and friendly. At no time should they show displeasure with a dog, a judge, exhibitor, BFA representative, sponsor, host or spectator in or out of the ring. Never conduct yourself in a manner that would bring discredit to the sport of Flyball. As a participant whether it be exhibitor, trainer, judge, host team or BFA representative, you typify the sport of Flyball.
- b. Training and exhibiting shall be carried out by such methods that are in keeping with the best interests of the dog and the sport of Flyball.
- c. Abuse or severe discipline of a dog is not in the best interest of Flyball. Participants shall always follow the Rules and Policies, aims and objectives of the BFA, showing a full knowledge and understanding of the same.

## 3. Committee

3.1 The BFA is run by a committee of Committee Members (the “Committee”) which will include three primary members appointed by majority vote: Chairperson; Treasurer; and Secretary.

- a. The roles and responsibilities of the three primary members will be outlined in the document Role Descriptors for BFA Committee members and Officers of the Committee (Appendix 1).

3.2 The Committee will comprise of not more than nine Committee Members, and as far as is reasonably possible, not less than six Committee Members.

In the event that the Committee comprises of less than nine Committee Members, those Committee Members may co-opt any Adult Member onto the Committee to be a Committee Member. These co-opted members will hold office until the next AGM.

3.3 The Committee is responsible for setting, amending, interpreting and enforcing the BFA’s rules, policies, guidelines, codes, procedures and so on including but not limited to those related to discipline, sportsmanship, tournaments, and complaints. Any change of the same will not take effect until 1<sup>st</sup> June or 1<sup>st</sup> November whichever is the earlier after the change is declared by the Committee unless the change relates to dog welfare in which case it will come into effect on any date set by the Committee.

3.4 The Committee is expected to communicate with the membership of the BFA and to carry out its actions in a fair, even-handed and timely manner according to the Rules and Policies of the BFA.

#### **4. Committee meetings and voting**

4.1 Any meeting of the Committee will require not less than five Committee Members to be in attendance to be quorate with all Committee Members having first been provided with a reasonable opportunity to attend. Attendance can be in person or by way of an electronic or telephone communication system (for example, Skype, Facebook, conference call, etc).

4.2 For any vote of the Committee to be binding it will require all Committee Members having first been provided with a reasonable opportunity to vote and not less than five Committee Members voting in favour. Committee Members may vote in person, or by way of an electronic or telephone communication system (for example, Skype, Facebook, email, conference call, etc).

#### **5. Committee Members and other positions**

5.1 Each Committee Member must:

- a. be elected onto the Committee by a first-past-the-post postal and/or secure electronic vote by BFA members (i.e. the person who has received the most votes after one round of voting is elected) unless an election is not necessary as the number of those seeking election onto the Committee does not exceed the number of vacant posts on the Committee. In the event of a tie for the final Committee Member vacancy, a further vote will be conducted at the AGM and will only be voted upon by BFA members in attendance. In the event that this vote is a tie, the Chairperson will have the casting vote.
- b. have been an active member of a BFA registered team and regularly competed at BFA sanctioned tournaments for a minimum of 3 years preceding their election to the Committee and have attended at least one Annual General Meeting in that period;
- c. not have been found guilty of a disciplinary offence under BFA rules for a minimum of five years preceding their election;
- d. be independent of every other Committee Member, when considered reasonably, and so must not be:
  - related by way of being their child or step-child, parent or step-parent, uncle/aunt or cousin to another Committee Member;
  - the spouse, civil partner, partner or long-term girl/boyfriend of another Committee Member; and/or
  - a member of the same BFA registered club and/or team of another Committee Member.
- e. if they wish to remain a Committee Member, be re-elected to the Committee at least every 36 months or, at the discretion of the Committee, sooner.

5.2 The Committee may with due cause terminate the appointment of any Committee Member subject to a majority vote of all current Committee members (in accordance with 4.2).

5.3 The Committee will appoint, either from its Officers or the BFA membership, the following who will report to the Committee as and when required and whose appointment the Committee can terminate, with due cause:

- Records and Statistics Coordinator

- Webmaster
- Membership Secretary
- Regional Representative Coordinator and Regional Representatives
- Tournament Secretary
- Media Team
- Lights Coordinator
- Judges Board
- Awards Secretary
- Height Card Administrator
- Veterinary Advisor
- Accessibility Advisor

The roles and responsibilities of the Officers of the Committee will be outlined in the document Role Descriptors for BFA Committee members and Officers of the Committee (Appendix 1).

## **6. Conflict of Interest**

6.1 No current BFA Committee Member or appointed Officer (as per section 5 above) may, have a significant interest in another flyball association/organisation which runs or administers flyball racing in the UK. "Significant interest" includes but is not limited to being a board member, committee member or holding an official role or position within such an association/organisation and/or, in the case of Committee Members, being a member of such an association/organisation. Should any Committee Member have such a significant interest or be a member of such an association/organisation they may be removed from office in accordance with section 5 above.

6.2 Any BFA member who holds an official role or position in another flyball association/organisation which runs or administers flyball racing in the UK, relinquishes any entitlement to propose changes to the rules of BFA flyball while they hold such a position. An official role or position includes but is not limited to being a board member, committee member, treasurer, lights co-ordinator and regional representatives, or the equivalent of any of the same but does not include being a judge and/or carrying out ring-party duties.

6.3 For the avoidance of doubt this does not include participation in an exhibition event, e.g. Crufts Flyball.

## **7. Members**

7.1 Any person over the age of 18 may apply to become an adult member of the BFA ("Adult Member")

7.2 Any person aged 17 and under may become a junior member of the BFA ("Junior Member"), but membership must be linked to a responsible adult BFA member.

7.3 Membership of the BFA is dependent upon the payment of an annual membership fee set by the Committee.

7.4 Membership of the BFA is at the discretion of the Committee.

7.5 Any eligible Adult Member is entitled to:

- a. vote on BFA matters;
- b. propose changes to the rules of flyball; (Subject to clause 6.2)
- c. attend the Annual General Meeting and any Extraordinary General Meeting;
- d. race in BFA-sanctioned events;

- e. after three years of membership, stand for election to become a Committee Member.

7.6 Any eligible Junior Member is entitled to:

- a. attend the Annual General Meeting and any Extraordinary General Meeting; and
- b. race in BFA-sanctioned events.

## 8. General Meetings

8.1 The Committee must hold an Annual General Meeting once each calendar year and not more than 15 months since the previous Annual General Meeting. No Annual General Meeting can be held without the Committee giving all BFA members 45 days' written notice of the Meeting, its time, date and location. Notice can be given by electronic communication or by way of an announcement on the BFA's website.

8.2 At any Annual General Meeting, the Committee will:

- a. report on its activities;
- b. provide a financial report;
- c. announce the Committee Members and any appointments by the Committee for the forthcoming year;
- d. provide the opportunity for Members to debate any proposed rule changes;
- e. provide eligible Adult Members with a vote on any proposed rule change either at the Annual General Meeting and/or following the Annual General Meeting by post and/or a secure electronic voting system save for Adult Members who were not Adult Members at the time the vote was announced by the Committee; and
- f. discuss any other business placed on the agenda by any eligible Adult Member.

8.3 An Adult Member may place an item of business on the agenda including any proposed rule change for a forthcoming Annual General Meeting by submitting the same in writing to the Secretary and the Secretary receiving the same not less than 30 days before the Annual General Meeting. Any person who has proposed a rule change should, if they are able, attend the Annual General Meeting in order to clarify the proposed rule change and/or comment on any suggested amendment(s). If the proposer is unable to attend an additional proposer is to be nominated to present the proposal on their behalf. In the absence of any proposer at the Annual General Meeting the proposed rule change will not be put to a vote and will not be implemented. Any AGM agenda items proposed which the BFA Committee consider to fundamentally change the current BFA flyball rules will be subject to a full impact assessment and may be referred for advice to the BFA Veterinary Advisor prior to implementation.

8.4 Not less than 10 days before an Annual General Meeting, the Secretary will publish the agenda including any proposed rule changes for inspection and consideration of members and announce that each proposed rule change on the agenda will be subject to a vote. Such publication and announcement will be no less than by way of the BFA website.

8.5 Other than by the Secretary no Annual General Meeting will be recorded electronically by any person without the express permission of all those in attendance.

8.6 The Committee may at any time call an Extraordinary General Meeting by giving all BFA members 28 days' written notice of the Extraordinary General Meeting, its purpose and/or agenda, time, date and location (which must be central in the UK). Notice can be given by electronic communication or by way of an announcement on the BFA's website.

8.7 An Extraordinary General Meeting may be called by the membership. A minimum of 10%, or 200

in number, whichever is the smaller, of the adult membership is required to call an Extraordinary General Meeting. An Extraordinary General Meeting will not be quorate with less than 200 adult members in attendance from not less than ten clubs/teams.

8.8 All business at the Extraordinary General Meeting will be limited to that which appeared in the written notice of the same.

8.9 Other than by the Secretary no Extraordinary General Meeting will be recorded electronically by any person without the express permission of all those in attendance.

8.10 Voting at an Extraordinary General Meeting may only be in person and by eligible Adult Members who were Adult Members at the time the Committee gave notice of the Extraordinary General Meeting.

## **9. Process for change to the Constitution**

9.1 Any current eligible adult member of the BFA may submit in writing to the BFA secretary a proposal to amend the constitution, in accordance with normal AGM proposal voting procedures.

9.2 Proposals will then be subjected to a Committee review, consultation and approval process to ensure the proposal is fit for purpose and does not conflict with existing rules.

9.3 If the Committee approve the proposal for being taken forward, it will be put to a vote of the entire membership, as per normal AGM proposal voting procedures.



# RULES OF FLYBALL RACING

## A.1. Sanctioned Tournaments

### 1. Application Requirements

- 1.1 A BFA Registered Team wishing to host a Sanctioned Tournament (the Host Team) must submit an application using BFA Form C3 to the BFA Show Secretary, complete with a non-refundable deposit (per Sanctioned Tournament), as detailed on the C3 form, at least ninety (90) days prior to the closing date for entries. The closing date for entries of an **OPEN or LIMITED** Tournament must be at least 28 days before the date of the Tournament. Tournament application venues must be within 50 mile (crow flies) radius from the team captain's home address and in excess of 50 miles (crow flies) of any other sanctioned tournament on the same dates. Anything outside the 50 miles, will require further consideration by the Show Secretary/Committee and may be allowed where considered in the best interests of the membership.
- 1.2 Late applications may be approved and each application will be judged on its own merit. Applications less than 30 days will not be approved. This includes a change of date but not a change of venue, provided the new venue remains in excess of 50 miles (as the crow flies) from an existing Sanctioned Tournament taking place on the same date. For applications for Sanctioned Tournaments within this 50 miles radius of an existing Sanctioned Tournament, the Show Secretary, supported by the Committee, can reduce the distance between shows where it is considered to be in the best interest of the membership and the provision of sufficient racing opportunities
- 1.3 The application should state: date, time and place of the tournament; name, address and telephone number of the Tournament Organiser (and Tournament Secretary if different); entry fee; whether the entries are limited; the closing date for entries, and; if the tournament is to be run alongside another canine event.
- 1.4 When two one-day sanctioned tournaments are held at the same venue on the same weekend, teams and dogs may only enter Saturday **OR** Sunday, regardless of whether the tournament organisers are different on each day. This must be stated on the Tournament Schedule. The only exception to this is where the Committee are approached and approve tournaments being hosted in areas of growth (e.g. Isle of Man, Ireland, etc.)
- 1.5 A Tournament may be limited but to no fewer than five BFA Registered Teams and no more than 50% of the entries may be from any Team with the same Team Number (e.g. 0015, 0015A, 0015B, 0015C). Multiple entries from the same Team are to be treated as individual entries from each Team (i.e. Front Runners A team, Front Runners B team and Front Runners C team are treated as three different entries).
- 1.6 Tournament organisers can book a maximum of 6 open or limited open tournaments from 1 April to 30 September. A tournament in addition to the 6 can be applied for and may be accepted under certain circumstances by the Show Secretary with the support of the Committee.
- 1.7 Notice of cancelling a Sanctioned Tournament must be given by the Team Captain of the Host Team in writing to the Show Secretary.
- 1.8 The Tournament Organiser should indicate on the Application Form the number of Races each Team might expect.
- 1.9 The Host Team must declare on their application their intended **maximum** limit for entries (i.e. the maximum number of teams they are willing to accommodate). Tournament Organisers may request an extension to their tournament, regardless of surface, via the Show Secretary. Each request will be assessed individually and factors such as format, surface and proximity of other

tournaments will be considered prior to approving an extension.

1.10 Tournament Organisers who de-sanction a Tournament at short notice without good reason, or have a Tournament de-sanctioned, will not be allowed to apply for further Sanctions for a maximum of 12 months.

1.11 The Organiser must get written approval from the BFA Show Secretary for any and all special or unusual requests. i.e. live streaming and or filming.

## **2. Tournament Organiser Responsibilities**

2.1 Tournament Organiser - The Tournament Organiser has the overall responsibility for the proper planning, management, conducting and reporting of the tournament. They shall act as the liaison for the team/organisation and shall ascertain the requirements as to insurance, rentals, schedules, concessions, protest etc. Insurance must include Public Liability.

2.2 Entries - The Tournament Organiser shall be responsible for entries and any questions the entrants might have.

2.3 Grounds - The Tournament Organiser shall be responsible for the proper layout of the tournament, setting up and dismantling the equipment, traffic flow, crowd control, parking, securing the necessary equipment, clean up during and following the tournament, including the provision of adequate toilet facilities, chemical toilet disposal point and general waste disposal point on site.

2.4 Trophies - The Tournament Organiser is responsible for acquiring trophies, rosettes and if applicable cash prizes, setting up the trophy table and putting together a list of trophies, prizes and presentations.

2.5 Public Address - Flyball is a spectator sport. As such, it is important to announce races, explain the sport and announce times when spectators are present.

2.6 Having a photographer available and raffles, catalogues and other special events that generate income or that add to the success of the tournament that are not in any way prejudicial to the best interest of Flyball should be considered.

2.7 Indoor Tournament Organisers must provide weights (minimum of 15kg) to secure the flyball boxes, per racing lane, for use by all teams as required.

## **3. Tournament Schedule/Entry**

3.1 A Tournament schedule for all Open or Limited Sanctioned Tournaments should be submitted in word format to the BFA Show Secretary for approval, prior to distribution, no later than 30 days prior to the closing date for entries of the Tournament.

3.2 All schedules for BFA Sanctioned Tournaments will be available to download from the BFA Diary on the website. For Limited Tournaments advance warning must be posted on the Web-board giving the date on which the schedule will be available. This must be after the last post collection for that day to give all teams an equal chance to enter. Tournament Organisers may choose to permit electronic entries provided they do not disadvantage postal entries in the process. In particular this means that any electronic entries which arrive before the first postal entries will be treated as if they had arrived at the same time as the postal entries.

3.3 All Entry Forms must be submitted direct to the BFA Registered Host Team of a BFA Sanctioned Tournament entries should include an accompanying cheque, or where the Tournament Organiser has allowed payment by direct bank transfer, this must be made within the time limit

specified on the entry form. N.B. All queries should be directed to the Tournament Organiser in the first instance.

- 3.4 The Tournament Organiser shall gain automatic entry to their own tournament, this includes all BFA Committee teams for BFA Committee organised Sanctioned Tournaments (e.g. Indoor and Outdoor Championships), providing any entry criteria have been met.
- 3.5 As soon as the Tournament is full all further applications may be placed on a reserve list and the Host Team must advise all Teams immediately of the status of their entry. All entries are to be taken strictly on date of receipt. If a tournament is oversubscribed a draw will be made of all entry forms received on the same day. If a tournament is over-subscribed after the first available post for postal entries, electronic entries already received will not be given precedence over postal entries and will be included in any draw required.
- 3.6 All teams on each entry form pulled out will be allocated a place until the tournament is full (please contact the Show Secretary for clarification, if required.) At the closing date for entries the Tournament Organiser must appoint a Tournament Head Judge. If this is not possible they must contact the BFA Show Secretary immediately. Prize money for any one team may not exceed £100 per event per day. In addition, a host or sponsor may offer expense money provided the same is distributed fairly among all participating teams based on actual expense.

#### **4. Tournament Seeding/Running Order**

- 4.1 Running orders and tournament information must be posted on the BFA website so they are available to all team members. An emailed version can be sent if requested by the team captain. Seed times used must be shown with faster and slower declared times clearly marked.
- 4.2 Divisions - If the host Team elects to offer divisions, teams should be placed in each division based on times. Teams may submit times for seeding purposes - otherwise the current BFA seeding will be used. There shall be no less than 5 teams and no more than 7 teams in each division.
- 4.3 Teams should be seeded based on the information available from the BFA website. Seeding times for a tournament will be based on the fastest time recorded by a team during their last 3 sanctioned events and a seed list will be supplied from the latest available data on the 14th day before the tournament date, with the exception of a BFA Committee organised Sanctioned Tournament (e.g. Championship) when the seed times shall be taken on the 21<sup>st</sup> day before the tournament date Any time recorded more than 4 months before this date is null and void. A declared time, to be used as the seeding time, MUST be submitted by the Team Captain at least 14 days prior to the Tournament, with the exception of a BFA Committee organised Sanctioned Tournament (e.g. Championship) when no declared times shall be accepted. If a declared time is not submitted then the last available recorded time will be used (even if this is over 4 months old), if there are no previous times recorded for a team then a time of 22.00 seconds will be used as a declared time. A declared time may be submitted - it must be at least ½ second faster or ½ second slower than the teams seeded time and will be subject to the Team break-out rule. Teams not on the seed list must submit a time and will be subject to the team break-out rule. The BFA Committee may organise other sanctioned events throughout the year that will follow the process for a standard Tournament and not a Championships.
- 4.4 Where speed trials (ST) are used as a preliminary round at a tournament, the results from that ST can be used to re-seed the teams in those divisions into new divisions for the double elimination (DE) or round robin (RR) part of the event at that tournament. A dog must remain in the same team for both ST and DE/RR even though the team may move divisions.
- 4.5 Only BFA Registered Teams and non-UK teams competing under the European Flyball Charter will

be officially seeded. Non BFA Registered 'scratch' Teams (i.e. made up from more than 1 BFA team, all handlers etc. being BFA members) may enter a Sanctioned Tournament at the discretion of the Tournament Organiser if there are places available not filled by Registered Teams and be seeded by declared time. Any such non-registered (UK) teams shall run 'Not for Competition'. A BFA registered team, which contains one or more dogs not eligible to run with that team, for any reason, must also run 'Not for Competition' and will only be accepted if places are available. Team captains must declare this prior to the show, preferably on the show entry form or as soon as it is known thereafter. These teams may run either on their seed time or a declared time and will take preference over any non-BFA registered team.

- 4.6 No changes shall be made to a BFA Committee organised sanctioned tournament (e.g. Championships) running order less than 7 days prior to the event starting, except where the Committee feel the change is in the best interest of the tournament.
- 4.7 The Organiser and all in attendance at the tournament (including non-BFA members) must follow current BFA Rules and Policies, whilst within the tournament grounds.
- 4.8 The tournament grounds may include any areas designated by the tournament organiser. Team captains are responsible for any non-members whom they invite to the tournament.
- 4.9 If the Records and Statistics Coordinator is present at the Tournament, the original Time Sheets (BFA Form C.2), and Tournament Results form (BFA Form C.6) should be handed to them at the time. If these documents are not handed over and prior to posting, photocopies should be taken whenever possible and retained by the Tournament Organiser. Advance Results should be emailed as soon as possible after the tournament ends so that the seed list can be updated. Otherwise, following the Tournament, the Organiser must post the original Time Sheets and Tournament Results form to the Records and Statistics Coordinator within 2 days to ensure that the latter is in receipt of the same within 7 days after the Tournament. Jump Height form(s) (BFA Form C.9) to be forwarded to the Height Card Co-ordinator via either post or email. Any protests and or reports should be forwarded to the BFA Secretary within 7 days.
- 4.10 The Records and Statistics Co-ordinator will advise the Treasurer if the Organiser has failed to meet the 7-day deadline. The Organiser is to forward a copy of Tournament Results form (BFA Form C.6) together with a cheque for the Race Registration fees of \* per team per class for all teams entered, including those running Not for Competition (NFC), to the Treasurer by the same 7 day deadline. After the 7 days the Treasurer shall assess the Organiser's liability for a £25 late penalty. \* Current fees will be shown on C.6 form.
- 4.11 The Tournament sanctioned by the BFA must use a BFA approved Tournament Head Judge, who should be a current member of either the BFA or other International Flyball body recognised by the BFA. The Tournament Head Judge should not be a member of the Host Team. The BFA will assist the Tournament Organiser by either training or making available a Tournament Head Judge.
- 4.12 Only BFA Registered Teams with a valid seed time can compete at a BFA Committee organised Sanctioned Tournament (e.g. Championships). There shall be no declared times permitted at a Championship. Teams from other countries invited by the BFA Committee will be sanctioned to submit a declared time.
- 4.13 To qualify for a Championship Teams shall have raced three times outdoors for an Outdoor Championship and three times indoors for an Indoor Championship within the four months prior to the relevant tournament schedule being released. The committee will have a number of "Wild Cards" at their disposal, details of which will be published in the schedule.

## 5. Tournament Format

5.1 The Tournament format shall be round robin or double elimination. Other formats may be approved after consultation with the Show Secretary. The racing format must be clearly indicated in the tournament schedule.

### 5.2 Round Robin Competitions

Each team races every other team entered in their division once. Each race shall have three heats or be of the best 3 out of 5 format. Round Robin format can be run as block or staggered.

### 5.3 Double Elimination Competitions

An alternative format of racing which can be used by Tournament Organisers, often preceded by Speed Trials. Copies of the format forms for double elimination may be obtained from the Records and Statistics Coordinator. To allow teams more racing in double elimination tournaments, some teams have offered consolation rounds for those teams eliminated early. Consolation rounds can be round robin, single elimination or double elimination. This may be adapted to include a single elimination final if the tournament organiser wishes. ALL variations in format shall be clearly marked on all tournament information (diary, schedule, running order etc). NOTE: Speed Trials are not a proper Tournament format on their own and can only be used as a preliminary to a Double Elimination.

5.4 Other classes offered may include Multi-breed, Veterans, Novice etc. and various 'Fun Classes'.

### 5.5 Tournament Duration Guidelines

- a. A 12-team round robin with 2 divisions would require 5 hours, but each team would only race 5 times.
- b. A 12-team round robin with 3 divisions would require 3 hours and each team would race 3 times.
- c. A 12-team double elimination would require 3 hours and 50 minutes. Some teams would only race twice, while others would race 5 or 6 times.

### 5.6 Duration of Racing

The Organiser shall not expect more than 78 races per ring in any one day, including starters/intermediates, regardless of format. Sanctioned racing shall take precedence over fun events at all times.

## 6. Tournament Layout

6.1 The minimum area required for two regulation lanes is approximately 30' x 120' where the size of ground permits. Any lanes and runback not falling within this requirement must be stated on the Tournament Schedule and Diary page. There shall be two racing lanes set not less than 12' and not more than 20' apart from centre line to centre line. The length of the racing lane shall include an area not less than 29' leading up to the start/finish line and an area behind the Flyball box and in front of the backstops of 7' to a minimum of 5' where space is limited from the front edge of the Flyball box.

6.2 Indoor venues - In cases of racing lanes being placed on hard surfaces or carpet (such as indoor/outdoor carpet where rug burns are possible), the whole length of each racing lane shall be matted to the end of the run back, including underlay with a minimum thickness of 6mm. (no underlay is required if 'Tuff Spun' matting is used) There shall also be matting for a minimum 4' on either side of the racing lane centre line for the length of the racing lane leading up to the first

jump and an area from the last jump to the backstops. All indoor tournaments using rubber matting for the lanes to cover a slippery surface, e.g. a sports hall floor, must put rubber matting or another suitable non slip surface to cover the entire back board area and also between the lanes from the box line for a distance of at least 15 feet back towards the start line. i.e. from the box line to the first jump in front of the box. Where sod, dirt, grass or similar surfaces are available matting shall not be required.

6.3 Outdoor venues - Tournament Organisers should endeavour to find flat ground. If the ground has an obvious incline, the Tournament Organiser must arrange racing lanes to ensure that dogs run uphill' to the box rather than 'downhill'.

6.4 Only flexible stakes can be used to hold up netting at the end of the run back area.

6.5 Where netting is used to divide the run back area a minimum gap of 25' must be implemented from the start line and a minimum gap of 4' must be implemented at the back of the run back area.

6.6 If tournament organisers want to change what has been the normal layout of the Flyball ring, these changes must be put in writing to the BFA secretary in advance for their approval before implementing these changes.

## 7. Set Up

7.1 There shall be a distance of 6' from the start/finish line to the first jump, 10' between each jump (4 in total) and 15' from the last jump to the front edge of the Flyball box. The distance between the box line and the start/finish line shall be not less than 51 foot and not more than 51 foot 1 inch.

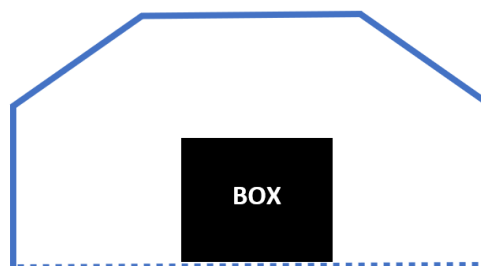
*(note the illustration here does not show the 1" tolerance)*

51 ft  
Enclosed by the 2 lines



### 7.2 Backboards

The host team shall provide a solid backboard (Approx. 24" high) 7ft, to a minimum of 5' where space is limited, from the front edge of the flyball box, in a horseshoe shape so that the backboard is no further forward than the box line. The total length of the backboard should be 24ft and can be in sections for ease of carrying/transporting.



Backboards 2ft high approx., 24ft in total length, may be in sections for ease of movement.

The only equipment permitted within the backboard area during racing is the flyball box and any associated weights/fixation devices.

### 7.3 Jumps

The host team shall provide two sets of identical Flyball jumps for the duration of the Tournament. Teams are asked to co-operate by lending equipment.

The jumps shall be solid, white and are to have an inside width of 24", with posts neither more than 36" high nor less than 24" high. The outside of the posts may be painted any colour, but the edges must be white. Logos and/or lettering shall be permitted but limited to 3" x 20". The tops of the jumps are to be flexible / breakable AND protected at the front, top and back with foam or soft material (e.g. 15mm x 25mm water pipe insulation). The slats (not baseboard) shall be clearly marked with their size.

7.4 The Tournament Organiser should provide water at tournaments for drinking and cooling the dogs down

7.5 The maximum height for any Judges score stand to be set at 4ft . This can be of any design but not exceeding 4ft in height.

## 8. Tournament Assistance

8.1 The BFA will provide advice to assist individuals, teams or groups hosting BFA Sanctioned Tournaments, including advice on handling entries, preparing schedules, providing insurance, providing forms, judges, rules, and set up.

## **A.2. Rules for Competition**

### **1. Amateur competition**

The BFA encourages amateur competitions. Teams may accept up to £100 prize money per class and/or reasonable expenses incurred for promoting Flyball or competing in Flyball competition and/or trophies, uniforms and equipment that identify a sponsor or host team.

### **2. Membership**

Only BFA Members are allowed in the ring during the racing of open and multi-breed competitions.

Alcohol is not permitted in the flyball ring during competitions. Smoking of tobacco products (including electronic/vaping type cigarettes) is not permitted within 15 feet of the flyball ring during competitions.

Temporary membership may be offered to guests, following approval by the BFA Committee.

### **3. Minimum age**

3.1 Dogs under the age of 18 months will not be allowed to compete at sanctioned Flyball events even if running in a team stated Not for Competition (NFC).

3.2 If a Starters Competition is run, dogs entered must be a minimum of 12 months old.

### **4. Electronic Judging System**

BFA approved timing equipment only may be used at sanctioned tournaments they will display three amber lights and be set at a one second sequence. Any new lights must be approved, after consultation with the Committee.

### **5. Teams**

5.1 All Teams will appoint a Manager/Captain who must be a current BFA member and who will submit the Team name (and Secondary names if applicable) to the Membership Secretary for approval. If acceptable this name will be registered with the BFA and no other Team will be permitted to use it or derivatives thereof.

5.2 Dogs may not be entered for racing in more than one team at an open/multi-breed BFA Sanctioned Tournament. Dogs may not take part in starters, intermediate or fun events on the same day as they are entered in open/multi-breed.

*Please note teams registered as Open teams may only compete in Open competitions. Teams registered as Multi-breed teams may only compete in Multi-breed competitions. Use of any team for a class of racing other than for that which it is registered will result in the loss of all points, times and placing for the competition(s) where it has been used out of class.*

5.3 Team members shall not be prohibited from training with other teams.

5.4 A dog may change teams at any time to compete with another BFA registered primary team, but after this change it may not change teams again for a period of 6 months (e.g. a dog races with Team A on 1<sup>st</sup> April 2016 so it is free to race with Team B on 1<sup>st</sup> October 2016). The owner/handler must inform the membership secretary of any such change.

The only exceptions are:

- a. A dog prohibited from competing with an existing Team.



- b. The handler/dog has moved to another area and their previous Team accepts the transfer.
- c. Their previous Team has dissolved, and the Membership Secretary has been informed.
- d. If a new team is formed and dogs are transferred to this team then these dogs may not be released from this team for a period of 6 months.

All requests to move a dog from one primary team to another within 6 months shall be emailed to the BFA secretary with reasons for the request to move.

- 5.5 At a tournament, each team shall consist of a minimum of four dogs and a maximum of six dogs; a current BFA member responsible for each dog; and a current BFA member as box loader. The dogs must be eligible to run for that team. Each team is to have four dogs running in each heat, with a maximum of two alternates as standbys close at hand. The alternates may be used at the team's discretion or in the case of injury.
- 5.6 Overseas Guest Teams must only include non-UK resident dogs.
- 5.7 Dogs may compete for fun or the experience. In such cases, all heats in which they compete will be forfeited and none of the dogs in the Team will be awarded Flyball points.
- 5.8 In multi-breed only competitions, teams must consist of all different breeds recognised by the BFA. Any new breed requests should be sent to the Membership secretary for approval along with any documentation.
- 5.9 In addition to the handlers/holders and the box-loader a team may at their discretion be accompanied by team members to pick up loose balls, set up knocked down jumps, collect times, record changeovers and any other relevant jobs to the team, provided doing so does not interfere with the Judges, or the opposing team. Members of the team who do not have a job may be asked to leave the ring by the Divisional Judge. A racing team may be assisted by up to five additional Members. Teams that require more than five assistants must gain approval from the Head Judge prior to racing. Members may be asked to leave the ring by the Divisional or Head Judge if causing a distraction or in any way impeding racing.
- 5.10 For multiple entries of the same team once any of their teams has started racing in the tournament there will be no switching of dogs from one team to another once the division begins.
- 5.11 Forfeiting teams may be declared NFC or be excluded from the tournament by the Head Judge/Tournament Organiser

## **6. Time sheets**

- 6.1 The Time Sheet (BFA Form C2) must be completed and returned to the Tournament Organiser before the start of racing in the division in which the team is seeded.
- 6.2 Details on the C2 timesheet cannot be changed once the division, in which that team is racing, has begun.
- 6.3 The team or divisional breakout shall be included on the C2 timesheet, if applicable.
- 6.4 The following information shall be recorded on the C2 timesheet, all information shall match the information held on the BFA website:
- Team's name and number (TRN)
  - The captain's name and BFA number
  - Each dog's name, BFA number, registered breed and height
  - Each handler's name and BFA number (Handlers must be current BFA members and can be from any primary team)

- Box loader's name and BFA number (Boxloaders must be current BFA members and can be from any primary team)

6.5 It is the responsibility of the team captain, or a representative of the team captain, to ensure that all information on the C2 timesheet regarding their team is correct.

## **7. Team Equipment**

### **7.1 Flyball Boxes**

- a. Each team shall supply its own Flyball box, which should be safe and fit for the purpose intended.
- b. All boxes are to have a mechanical (not electrical) pedal release mechanism.
- c. The boxes may be painted or decorated as the team wishes.
- d. The ball, when released, must have a free unobstructed flight of not less than 24" from the box cup in a forward direction.
- e. Boxes shall not exceed 30" in width, 20" in height or 30" in depth. The dimensions do not include any platform the box loader uses to hold the box in place.
- f. Boxes should be constructed with the comfort and wellbeing of the dog in mind. Sharp edges should be avoided and adequate padding and protection should be used.

### **7.2 Balls**

Each team shall have its own supply of un-punctured, tennis balls (any colour - that should easily be distinguishable when being carried by a dog, to a judge officiating a race) Subject to the size and comfort of the dog, other tennis-type smaller approved balls may be used.

## **8. Reporting for races**

- 8.1 Practice Runs - Tournament Organisers shall designate a time for warm ups in the rings by informing the teams prior to racing. No other training shall be allowed in or near the ring.
- 8.2 If one or more team member is more than 5 minutes late for the scheduled start of a race, all else being in readiness, the Division Judge may declare a forfeit by that team.
- 8.3 Teams that win by forfeit must run but not necessarily complete, the minimum required heats scheduled to qualify for points awarded in round robin or to advance in double elimination competition. If another team is not available to compete, the team shall race without an opponent.
- 8.4 Forfeiting teams that do not show just cause, may be excluded from the Tournament by the Organiser and may be subject to further discipline.

## **9. Race results**

The host team must display results (fastest times and wins/losses) as soon as possible after the running of each race for competitors to view.

## **10. Record times**

British record breaking times for both Open and Multi-breed Sanctioned Tournaments must be recorded on the appropriate form and verified by a BFA Head judge and a committee member or their representative, (i.e. the tournament organiser or another head judge), if a committee member is not present. The following must be checked and verified: Lane length, jump height, and placement, box function and placement, function and alignment of timing equipment. The measurement of the height dog must be verified by-checking the current Dog Height Master List that is held by the Tournament organiser-if the dog is not on the Dog Height Master List then the dog shall be measured unless it has been measured that day and recorded on Jump height form C9. Times recorded at a BFA sanctioned tournament on approved BFA timing equipment will be recognised as a record breaking time.

## **11. Protests**

- 11.1 Protests pertaining to a Sanctioned Tournament should be addressed in the first instance to the Tournament Organiser in writing within 7 days of the Tournament and copied to the BFA Secretary.
- 11.2 Protests pertaining to safety should be directed through Team Captains/Managers to the Tournament Head Judge prior to submission in writing to the Tournament Organiser, within 7 days of the Tournament, with a copy to the BFA Secretary.
- 11.3 The Tournament Organiser should submit all correspondence on the protest to the BFA Secretary within 14 days of the Tournament. The BFA Secretary shall then inform the BFA Committee, who would decide whether or not the nature of the protest should be dealt with as per Rule Section F.1.3 or be resubmitted in accordance with Section F.4.1, and in this case the time limit would be extended by a further 14 days from the date of notification to the member after the committee's decision
- 11.4 The BFA Secretary shall notify all parties of any recommendation or action taken. The individual or group making the protest may appeal to the BFA Committee.

### **A.3. Rules of Racing**

1. **Control of dogs** - Dogs may wear a collar and/or close fitting harness. No hanging parts will be allowed that are liable to flap around when the dogs are racing. Whenever possible, dogs should have all four feet on the ground. At no time should they be dragged around by their collar or harness with any of their feet off the ground. For the dogs' safety, should dog tags on the collar be too loose, the handler may be asked to remove the tag or collar.
2. **The Divisional Judge**
  - 2.1 After the warm up period and between heats when the Divisional Judge has shown their intention to begin racing they shall signal to the teams to be ready to start each heat. If one team acts in an unsporting manner or wastes time preventing the heat to start at the Divisional Judge's request, the Divisional Judge will at first issue a warning to the team for timewasting. Should this offence be repeated, with the other team ready to race, the Divisional Judge will signal their intent and start the heat.
  - 2.2 If during the warm up period or during the course of racing a dog is involved in a crash or collision the Divisional Judge must complete an incident form (to including the name & registered number of dog(s) involved, any witnesses, description of the accident & whether the dog continues to race or received any treatment (if known). This form will be forwarded onto the BFA Veterinary Adviser within 7 days of the conclusion of the show.
3. **The Start** - Dogs may start from a stationary or running start. When using a manual start, if any part of the dog's or handler's body is over the line before the race is started, it will be an infringement, to be called by the Line or Division Judge. When electronic starting lights are used, any part of the dogs' or handler's body breaking the beam will cause an infringement to be called by the Line or Division Judge. The heat is to be restarted. If a second such infringement is called against the same team (for that race) the dog must run again. If a second false start is called coincidental with the opposing teams first false start the heat is to be restarted.
4. **The Run** - Each dog is to pass through the start/finish gate, hurdle the four jumps in succession, trigger the box to release the ball, and return over all four jumps and pass through the start/finish gate, with the ball in its mouth. During the return run a dog may retrieve a dropped ball without penalty, (even if this means jumping more than four jumps on the return run). Only when the first dog has reached the start/finish line with any part of its body may the second dog reach that line with any part of its body (generally this is a nose to nose pass at the start/finish line) and so on for all four dogs, as well as dogs that must run again. Early passes will be indicated by the Line Judge and the dog will be required to run again after the other dogs have run. Dogs that are faulted for any reason must be re-run in the order that they were faulted. If a dog reaches the start/finish line before the preceding dog has reached the start/finish line or does not take every jump, or does not trigger the box and take the ball from the cup, or does not return with the ball, the dog must run again. If any part of the handler's body or associated objects crosses the start/finish line during their dog's run the dog must run again (with the exception of setting up a knocked down jump or retrieving a loose ball). When electronic changeover lights are used any part of the outgoing dog's body breaking the beam before any part of the returning dog's body will cause an infringement to be called by the Line Judge. For each heat, jump heights shall be set at the Jump height of the smallest dog (running, not standing by), as recorded on the Team's Time Sheet for competing dogs, with a minimum of 6" and a maximum of 12", this height to include any protective materials.
5. **Knocked down jumps/Broken boards –**
  - 5.1 Knocked Down Jumps - A dog that knocks down a jump or jump(s) during its run shall not be penalised, provided the following dog(s) clear the jump(s) as if it/they were standing. A 'runner'

or handler may set up knocked down jump(s) if so doing does not interfere with, or guide the dog(s) in any way.

5.2 Broken Boards - The heat shall not be stopped for broken boards, unless, in the opinion of the Division Judge the dog(s) may be subject to injury. If the Division Judge stops the heat to prevent a possible injury, it is to be restarted.

6 **Box Malfunction** - The box loader shall indicate to the Box Judge and Divisional Judge when there is a box malfunction by raising both arms above the head, crossed at the wrists and the heat shall be stopped. No one may tamper with the box after a malfunction, until the Divisional Judge has checked it. This Judge is to examine the box and if in their opinion, the box has malfunctioned, the heat shall be run again. If the box is found to be working, the heat shall be forfeited. If another box is not available and the original cannot be repaired in a reasonable time, the heat and any remaining heats of the race are to be forfeited. If the box malfunctions a second time (or the spare box malfunctions) in the same race the heat and all remaining heats in that race shall be forfeited.

7 **Out of bounds** - The host team shall specify the race area boundaries. If a ball bounces out of bounds and the dog retrieves it unaided, there shall be no penalty. If a spectator, handler, box loader or other aids the dog; the dog is to run again. Out of play shall be the same as if the ball were out of bounds, for example, if the ball becomes lodged or trapped inside the box.

## 8 **Interference/Distractions**

8.1 Interference - Interference is defined as obstructing the other team's dog from running/completing its race. This includes interference in the racing lane, in all bound areas and in the area where dogs are waiting to run. A dog chasing a loose ball into the other team's area is not necessarily interference if it does not impede the opposing team from racing. The team causing an interference will forfeit the heat. The interference will be noted against the offending dogs' details on the C2 form. If a dog interferes with the opposing team more than twice during a Sanctioned Tournament the team must not run that dog until the opposing team have fully completed their heat. This will apply for the remainder of the Tournament. If a dog continually interferes with opposing Teams, it is at the Divisional Judge's discretion that it may be excluded from racing and the Team be allowed to use a reserve if one is recorded on their Time Sheet.

8.2 Distractions - Team members shall not distract the opposing team by bouncing a ball, using a Flyball box at the end of the run, or by any other means including throwing any object for their dogs (e.g. toys, treats or motivators). The first offence of distraction shall receive a warning - a second offence or any offence thereafter during the race will result in the loss of the heat at the Divisional Judge's discretion. Team members are required to pick up any loose balls at the end of each heat.

9 **Box Loader** - Except during the warm up, to retrieve a loose ball or get a fresh supply of balls to load, the box loader must remain in the upright position behind the box with hands behind their back. The box loader may offer verbal encouragement only, as long as such encouragement does not distract the opposing team. The box loader is to remain in position until the Divisional Judge determines the outcome of the heat. If, in the Divisional Judge's opinion, a box loader has violated any of these rules, their team may forfeit the heat. If, in the opinion of the Divisional Judge, a box loader assists a dog, except where provided for in the rules, the dog shall run again

10 **The Finish** - The first team to have all four dogs successfully complete a run wins the heat. The finish shall be when the last of the four dogs reaches the finish line with any part of its body and the Divisional Judge has declared the winner of the heat. A Heat may be won due to default by the

opposing team according to the rules of racing. A Judge at his discretion can stop a race to allocate a win to a team that has not completed a heat. A loss for both teams may be recorded.

BO times will not be used for team placing's in the event of a tie. In the event of 3 BO's all earlier races for that team will be recorded as losses and wins will be recorded for their opponents.

- 11 **Break outs** - With the exception of division 1, a team running more than ½ second faster than its declared submitted time will be declared the loser of that heat.

**Division Break-out** – with the exception of division 1, a team running more than ½ second faster than the time of the top team in a division (whether seeded time or declared time) shall be the loser of that heat.

If both teams 'break-out' in a heat or one team 'breaks-out' and the other fail to finish, both will be declared losers. A team that 'breaks-out' three times in a tournament will be ineligible for any placement in that tournament. If the electronic system fails, this rule will not apply.

Break out times are to be recorded on the time sheets.

NOTE: This rule applies to all Teams entered. The team may continue to race but all previous wins will convert to losses (and wins will be recorded for their opponents) on all racing paperwork and the team will therefore lose their placing for the day although their fastest time will be used, if appropriate, for a new seed time. BO times will not be used for team placings in the event of a tie. In the event of 3 break outs, all earlier races for that team will be recorded as losses and wins will be recorded for their opponents.

Flyball is a sport of racing where good sportsmanship is paramount. It is unsporting for a team to deliberately hold back (either on starts or crosses) in order to gain points or division placing. Where a team is seen by the Divisional Judge or their ring party to be holding back on the start or crosses, the Divisional Judge may consider whether the team would have broken out if they had not held back, if so the team will, at first, be warned by the Divisional Judge and the tournament Head Judge shall be informed. Teams should endeavour to run all 4 dogs. However if the other team have completed and has clearly won and there is for example an older dog or one returning from injury that has a light, the Divisional Judge may accept a non-completion provided they have been informed of the possibility before their first race. Any team that has a legitimate reason (i.e. nervous dogs, novice dogs, and inexperienced handler) for 'slack' starts or changeovers or for any other reason shall inform the Divisional Judge when entering the ring for their first race.

Should the practice persist; at the discretion of the Divisional Judge and Head Judge, the team may be disqualified. (Should the tournament Head Judge be involved in the race an alternative Head Judge, if available, or, if not a Qualified Judge will act as adjudicator). Upon disqualification the team will lose all points, any wins will convert to losses on all racing paperwork and the team will therefore lose their placing for the day. Disqualified teams will no longer be permitted to race and their fastest time will NOT be recorded for seed lists. If the electronic system fails, this rule will not apply. NOTE: This rule applies to all teams entered. Break out times are to be recorded on the time sheets.

## 12. NFC – Not for competition

If a team introduces training aids (e.g. jump wings) during the course of a heat, they shall be declared 'not for competition' – NFC. Team members may, in consultation with the Divisional Judge and having declared themselves as NFC, be allowed in the racing lane to assist with training aids or become static training aids, however the opposing racing team can object to the Divisional Judge if they consider this to be too much of a distraction. NFC team members will refrain from running or walking up and down the racing lane during a race. The NFC team will continue to run

but all their races will be recorded as lost. All earlier races for that team will be recorded as losses and wins will be recorded for their opponents. Their Time Sheet will be noted accordingly.

### **13. Withdrawal from racing**

- 13.1 Team captains have the right to withdraw their team(s) from racing for a lame dog or prevailing weather conditions not conducive to the running of a particular dog(s) in that team.
- 13.2 As regards the prevailing weather conditions the Tournament Organiser and Tournament Head Judge shall be consulted in the first instance.
- 13.3 Team captains shall also notify the Tournament Organiser and the Divisional Judge of their intention to withdraw and for what reason, either before or during the Division in which their team is seeded.
- 13.4 Once withdrawn from racing, if the team returns later in the day, all remaining races will be recorded as losses and No Time recorded on the C2 form.
- 13.5 Points, placing and times are kept up to the point of withdrawal, as long as the team has not introduced training aids or declared themselves NFC and has followed the above process.

# JUDGING AND RING PARTY

## Section B

### B.1 Ring Party

Five judges shall officiate when two teams are running.

One Line Judge shall be positioned at each team's starting line, facing each other. Two Box Judges are to be located at the box end, with a good view of the box loader, but not standing so as to interfere with, or distract the dog. A fifth judge shall act as starter, Divisional Judge and referee. All line and box judges within the ring must be 14 years of age or over, unless directly supervised by an additional adult member (i.e. not supervised by the Line Judge or Scribe). Two scribes may be used to assist the line judges.

### B.2 Head Judge

#### 1. Qualifying process

1.1 Qualified Judges desiring to be approved by the BFA as a Head Judge must apply to the BFA Judges' Board for their Log Book to be considered as a trainee Head Judge. All applicants wishing to become a Head Judge must be:

- a. an experienced Qualified Judge and have carried out a minimum of 15 divisional judging appointments as a Qualified Judge, preferably more, at sanctioned tournaments
- b. a competitor/dog handler with at least three years' experience in the BFA.
- c. in good standing with the BFA and a current member
- d. must be a Qualified Judge for at least 3 years (Log books will not be issued until applicants have been a Qualified Judge for 3 years).

1.2 The date of application will be logged and they will be sent a Training Log Book and any other necessary paperwork. This Log Book should be used to record the successful achievement of the criteria, and returned to the BFA Judges' Board when completed, with an application to be approved as a Head Judge.

1.3 To be approved as a Head Judge by the BFA, qualified judges must:

- a. Be in good standing with the BFA and a current member.
- b. Within two years of the application have judged a division, at a minimum of five separate Sanctioned Tournaments, hosted by at least three different Teams and under three different Head Judges. Each Head Judge must provide a written report on the candidate's competency on the day, completing the sheet provided for the purpose in their Training Log Book. This does not necessarily need to be the tournament Head Judge but can be any Head Judge who is willing to write a report after observing the qualified Judge during a division at a sanctioned tournament.
- c. Have completed the requirements to be a Measuring Official.
- d. On three separate occasions act as "Head Judge" by shadowing the Tournament Head Judge, and be assessed on their knowledge of the role of a Tournament Head Judge, carrying out various tasks associated with the role.
- e. Have attended a BFA Training Seminar within two years of the application, where they will take a written examination on the current Rule Book. Alternatively, this examination may be taken at a Sanctioned Tournament. Before taking the examination, prior arrangement must be made with the BFA Judges' Board who will forward the question paper to the Supervising Officer, who will return the paper when completed to the BFA Judges' Board. The Judges' Board will mark the paper and indicate a 'pass' or 'not ready' in the candidate's Training Log Book. All the above duties must be recorded in the Training Log Book and each discipline when completed, must be signed by the Tournament Head Judge, Tournament



Organiser or nominated Officer (where appropriate), who should be informed beforehand that the person concerned intends to undertake these duties. The applicant's name shall be published when they have qualified as a Head Judge. If the Judges' Board rejects the applicant, they shall be notified and advised under what conditions they can re-apply.

## **2. Duties and responsibilities**

2.1 Prior to the scheduled time for competition the Tournament Head Judge must inspect the ring. It should meet all the requirements of the regulations. Jump placement, jump heights, backstops, barriers and box location should be measured to make sure they meet these regulations. A deviation of a ¼" on the jump heights is considered minor and acceptable. Each box may be inspected by the Tournament Head Judge and shall not be allowed if, in their opinion, it has been constructed or altered in a manner that does not meet the box specifications.

2.2 The Tournament Head Judge in consultation with the Tournament Organiser shall reduce, delay or suspend racing due to inclement weather conditions (i.e. excessive heat, cold, rain, etc).

### **B.3. Divisional Judge**

#### **1. Qualifying process**

1.1 To become a Qualified Judge, individuals must:

- a. Be 18 Years of age
- b. Must be in good standing with the BFA for a minimum of 36 months.
- c. Pass a Novice Judge exam on Section 5 of the BFA Rules (Rules for Competition) Evidence of completion of the above criteria is to be recorded on the approved BFA Form.
- d. Have completed a minimum of 5 assignments as Line Judge, Box Judge and Scribe for a minimum of 12 races. Only one assignment of Box Judge, Line Judge and Scribe can be signed off by a judge from your own team. At least 2 of each assignment shall be directly supervised by a Head Judge or Judges' Board Member. If a candidate is considered "Not Ready" for "Provisional Judge" status, further ring party assignments can be requested.
- e. Completed at least 10 Division Judge Assignments as a Provisional Judge and have a report completed by a supervising judge or Head Judge, with a minimum of 5 different judges providing reports. If a candidate is considered "Not Ready" for "Qualified Judge" status, further provisional judging assignments can be requested.
- f. Be recommended by 3 Head Judges (not from own team)

1.2 Provisional Judges judging BFA sanctioned Flyball competitions shall be supervised, at all times, by a Qualified or Head Judge. Minimum age for divisional judging is 16, individuals under the age of 18 must be supervised from within the ring.

1.3 Once a Provisional Judge has completed their logbook and been accepted as a Qualified Judge, they shall not supervise any Provisional Judges for a minimum period of 12 months and need to have completed 10 Judging assignments.

## **2 Duties and responsibilities**

2.1 Shall be positioned between the racing lanes in an area where they have a clear view of racing to start the heat.

2.2 The Divisional Judge shall maintain a consistent sequence for electronic starting. When starting manually, the Divisional Judge shall maintain a consistent cadence of approximately 1-second

intervals throughout the tournament and they should be in a position to assist the Line Judges in determining winners of close heats.

- 2.3 During the heat the Divisional Judge should be in a position to observe the handlers for any violations.
- 2.4 If it is necessary to stop a heat, the Divisional Judge shall use a whistle.
- 2.5 Stop the heat for interference in the ring.
- 2.6 The Divisional Judge may confer with the Line Judges and the Box Judges before determining a winner.
- 2.7 If necessary a Divisional Judge shall reposition themselves in such a manner as not to distract the dogs competing
- 2.8 A loss for both teams shall be recorded in the following circumstances.
  - a. An NFC team running against a team presenting with less than 4 dogs (i.e. due to injury or other exceptional circumstances)
  - b. A team that has already broken out 3 times racing against an NFC team
  - c. A team that breaks out (single leg) racing against an NFC team.
  - d. When both teams break out
  - e. When both teams choose not to rerun a dog in order to finish the race
  - f. In circumstances a and b only three legs will be run. Circumstances c, d and e will count as one leg raced and *may* result in only three legs being run.
- 2.9 When judging with approved electrical equipment accurate to 100th of a second, ties should only be allowed when both electrical readouts are identical to 2 decimal places.
- 2.10 Judges should be friendly and courteous, even sympathetic, but above all impartial and firm. Judges must have a thorough understanding gained through personal experience. A Judge must be familiar with the regulations, rules and requirements.
- 2.11 The Divisional Judge's responsibility also extends to the exhibitors, to the host team, or organisation, to the spectators and sponsors. A Divisional Judge must be arbiter and diplomat. A Divisional Judge must leave exhibitors and spectators with the feeling that each team was given an equal opportunity and no team was given an unfair advantage. Therefore all Provisional, QJ's and HJ's have the responsibility to bring any rule anomalies to the attention of the Committee and may not use a discrepancy for gain
- 2.12 A Divisional Judge is not to engage in conversation with a disgruntled exhibitor. A judge's decision following mediation is final.
- 2.13 Any unreasonable behaviour, by any member, that is in breach of the Code of Ethics will result in that member/s being dismissed from the ring by the Divisional Judge or Head Judge and all divisions for the remainder of the day (If the offending member/s remains in the arena the team will be declared NFC. An incident report is to be submitted to the BFA Secretary within 14 days and will be kept on file.
- 2.14 Outside of the arena the Tournament Organiser or landowner may dismiss an offender from the venue
- 2.15 Judgement calls should be based on the experience, good character, and fairness of the Judge. The intelligent application of discretionary authority demands a Divisional Judge shall exercise common sense, fairness and initiative. Above all else, the safety and wellbeing of the exhibitors and their dogs should be foremost.
- 2.16 To retain their status, Head Judges and Qualified Judges must be current BFA Members and

attend at least one Head Judges' and Qualified Judges' Seminar provided by the BFA in the last two years.

#### **B.4. Ring Party**

1. The Divisional Judge is assisted by ring party as follows:

##### **1.1 Line judge (and scribe) Duties and Responsibilities**

- a. Line Judges (who may have scribes to assist them with their duties) shall:
- b. Check jump heights are correctly set for the dogs running.
- c. Using both the BFA Time Sheet (Form C.2) and the single sided master sheet that shows teams and divisional break out times, record for each heat which dogs participate, the team's time and whether they won, lost or tied.
- d. When appropriate, instead of a time, one of the following may be entered:
  - No time = NT; In the case of interference for the offending team = NT Int, for the non-offending team = Ave Int.; Where Ave is recorded (for whatever reason) the number of dogs that ran to complete should be shown (e.g. 4 dogs or 5 dogs etc.)
  - If a team breaks out, BO should be entered alongside the time. A loss for both teams may be recorded.
- e. When hand timing is used or any part of the electronic equipment fails, or non BFA approved lights are used, this must also be recorded on the Time Sheet(s) heat by heat as such times will be disregarded when calculating fastest times and therefore seeding times.
- f. Indicate with a signal for a false start.
- g. Indicate with a signal:
  - When a dog is to run again (early pass, missing a jump, crossing the start/finish line without the ball)
  - If the handler crosses the start/finish line during the heat (other than to set up a knocked down jump or retrieve a loose ball)
  - Other rule violations for which a dog must run again
- h. It is the handler's responsibility to note the signal and re-run their dog
- i. Advise the Divisional Judge if a Team that submits a time runs a 'break-out' time in a heat, (this being more than ½ second faster than that team's submitted time).
- j. The Line Judges decision shall be unanimous with respect to determining winners of close heats. If they are not in agreement, the Divisional Judge shall consult with them and either declare a winner or declare the heat to be a tie.

##### **1.2 Box judge Duties and responsibilities**

- a. Observe dogs for faults, including dropped balls, missed jumps and not triggering the box; observe the box and box-loader for infringements including incorrect placement of the box and non-verbal encouragement; observe dogs, box-loader and spectators for interference.
- b. If the box-loader claims that the box has malfunctioned, the Box Judge shall indicate this to the Line Judge and the Divisional Judge by standing up, raising both arms above the head, crossed at the wrists. Following this, the Box judge shall then observe the box and ensure that it is not interfered with until it has been inspected by the Divisional Judge.
- c. The Box Judges and Line Judges (and their assistants) shall remain stationary during each heat. If a ball goes around or bounces off a judge, it shall be deemed in play.
- d. The principle responsibility of each Box Judge and each Line Judge is to watch for violations in the racing lane to which they are assigned.

## **B.5. Measuring Official**

### **1. Qualifying process**

- 1.1 Measuring Officials are qualified to measure dogs in accordance with the BFA Rules. To become a Measuring Official, individuals must be at least 18 years old; have been a BFA member for at least 3 years; have competently carried out dog measuring including the setting up of the measuring equipment, in the presence of two Head Judges, or Measuring Officials, on 5 separate occasions where they must measure at least 20 dogs in total, including at least 4 different breeds. Once the application form is completed this must be sent to the BFA Judges Board to be approved. Once approved, an exam is to be arranged and passed before the logbook will be issued.
- 1.2 Each applicant must have been approved by at least 3 Head Judges or Measuring Officials.
- 1.3 Evidence of completion of the above criteria is to be recorded on the approved BFA Form. Head Judges automatically qualify as Measuring Officials

# MEASURING PROCESS

## Section C

### C.1. Dog master Height List requirements

- 1.1 All dogs jumping less than 12" or measuring less than 18" from the withers must be measured at least three separate BFA Sanctioned Tournaments or at any gathering / meeting / event agreed by the Committee or at any day of a flyball tournament.
- 1.2 A dog must be 18 months old prior to its first recorded measurement and at least 24 months old at its final measurement.
- 1.3 A dog must have three measures recorded at the same height, one of which must be its final measure, before an Official height on the Dog Height Master Sheet can be recorded and a height card will be issued. One of these measures must be video recorded and then submitted to the Judges' Board, for future reference.
- 1.4 The dog's height must be agreed by two Head Judges / Measuring Officials on each occasion and by at least four different Head Judges/Measuring Officials by its required final measurement. Measures done by a member of the dog's team shall not count towards an entry on the Master Height Sheet, but shall be valid for the day's racing only.
- 1.5 Height measurements are to be recorded on BFA Form C.9 and signed by both officials who have measured the dog(s)
- 1.6 Jump height recorded on the C.9 is the height of the dog from the ground to between its withers less 6".
- 1.7 Any measurement deemed borderline, the lowest measurement will be recorded for benefit of the dog.
- 1.8 A copy of the completed C9 shall be made available for viewing by the tournament participants.
- 1.9 All height dogs must hold an official height on the Dog Height Master Sheet by 36 months of age; if the above criteria cannot be met by 36 months of age then it must be met within the dogs first 10 sanctioned tournaments. Failure to do so shall result in loss of points for the dog and team on the day.
- 1.10 Official heights cannot be contested and will normally be applicable for the life of the dog. The BFA committee, on receipt of a complaint from a member, or concerns from Head Judge/Measuring Official/Height Co-ordinator regarding measuring, reserve the right to challenge a dog's height and request further information and a re-measure, if deemed appropriate. Only one challenge per dog.
- 1.11 The Height Card Administrator will produce an up-to-date list of all official heights for each Tournament that must be displayed and attached to the relevant Jump Height Form C.9.

### C.2. Measuring set up/environment

- 2.1 All measuring shall be carried out using only BFA authorised equipment; laser device and measuring stick where the datum line is set at 24".
- 2.2 The recommended distance between dog being measured and the laser is 2m and should never be less than 1 m (manufacturer's recommended distance)
- 2.3 Only one handler per dog shall normally be allowed in the measuring area unless the Head Judges / Measuring Officials choose to allow otherwise

- 2.4 A dog will be measured from the ground to between its withers. Withers being the dip between the dogs shoulder blades.
- 2.5 Dogs should be standing square with hocks perpendicular to the ground. The head is to be in a relaxed, natural position neither too high nor too low.
- 2.6 Aggression during measuring will not be tolerated and Rule D.5.1 will be observed.
- 2.7 A dog deemed 'NOT MEASURED' by the Head Judges/Measuring Officials will jump at the height of the smallest dog in its team (running, not standing by) if that dog measured less than 18" to between withers.

### **C.3. Appeals**

- 3.1 An Owner can appeal their dog's height if they consider it to be incorrect.
- 3.2 An explanation must be sent to the Committee via the BFA Secretary and copied to the Height Card Co-ordinator in writing (Email acceptable).
- 3.3 If the Committee agree to a remeasure, arrangements will be made for two Head Judges/Measuring Officials, selected by the Committee, who have not previously measured the dog and do not belong to the applicant's own Team, to measure the dog to confirm the height, the remeasure will be videoed.
- 3.4 The result will be the dog's height; there will be no further appeal.
- 3.5 During the appeal process the dog will continue to run at the height issued on the Dog Height Master Sheet unless the dog is measured at each tournament it races at whilst awaiting a decision from the committee/remeasure

### **C.4. Contesting a height**

- 4.1 Any protest with respect to a dog's jump height must be made verbally within 30 minutes of the heat in question.
- 4.2 The Division or Tournament Head Judge may at any time request that a dog be measured.
- 4.3 Handlers can refer to the Dog Height Master Sheet or refer to the C9 form if measured at the tournament.
- 4.4 If the height cannot be proven by the above means the dog will be measured before being allowed to compete further, this will be arranged by the Tournament Head Judge (unless they are directly involved with the dog)
- 4.5 Handlers whose dogs are not showing on the dog height master sheet may have their dog's jump height contested

### **C.5. Racing at incorrect height**

- 5.1 If the Division or Tournament Head Judge determines that the team is jumping below the proper height, the team will forfeit any races won at the incorrect jump height.
- 5.2 Times recorded will not stand or count towards a seed time nor will any points be gained for legs run at the incorrect height.

# DOG WELFARE AND VETERINARY GUIDANCE

## Section D

### D.1. General dog welfare

- 1.1 Owners have a “Duty of care” to the animals they keep under the Animal Welfare Act 2006, or any subsequent legislation regarding animal welfare. This legislation means that a person has to look after their animal’s needs, as well as ensure that it does not suffer.

This includes the need:

- a. For a suitable environment (place to live)
  - b. For a suitable diet
  - c. To exhibit normal behaviour patterns
  - d. To be housed with, or apart from, other animals (as appropriate)
  - e. To be protected from pain, injury, suffering and disease
- 1.2 All members of BFA teams, whether registered or unregistered individuals, are forbidden to use electronic shock collars, electronic dummy collars or pinch/prong collars on the tournament grounds (including racing rings, around the rings, camping, parking and exercise areas) at sanctioned tournaments. The tournament grounds include racing rings, spectator, parking and camping areas. Any team/handler found to be in contravention of any of the above will be disqualified from the competition with the loss of all points and placing in that division and may be subject to further disciplinary action.

### D.2. Lamé dogs/Recovering from surgery

- 2.1 Lamé Dogs must not take part or continue to take part in a tournament. A Tournament Head Judge or Division Judge, in consultation with the Tournament Organiser, may exclude a dog that in their opinion is not in a fit state to race.
- 2.2 Dogs recovering from surgery or requiring bandages or support braces to protect an injury may not take part in a tournament. Bandages do not include coats, sweaters or stop pad protectors. Protective leg wrapping with cohesive dressing may only be used as a preventative but may not be used to protect an existing injury.

### D.3. Bitches in season

- 3.1 Bitches in Season (from start to end of the season) are not allowed within the precincts (as defined by the tournament organiser) of a sanctioned tournament, starters competition or fun event.
- 3.2 The Mating of dogs at sanctioned tournaments, starter competitions or fun events is not allowed.

### D.4. Pregnant bitches and puppies

- 4.1 A Bitch that is or maybe Pregnant (whether the pregnancy has been confirmed or not) is not allowed to compete at sanctioned tournaments, starters competitions or fun events and for at least 10 weeks after giving birth.
- 4.2 Bitches due to whelp within 7 days of a competition are not allowed at a sanctioned tournament, starters competition or fun event.
- 4.3 Litters of puppies may not be purchased or sold at a BFA tournament.

4.4 BFA members selling puppies are permitted to display photographic advertisements. Puppies that have previously been sold may be collected at a show provided the BFA Committee and TO have been given prior notification.

#### **D.5. Aggressive Dogs**

5.1 If a dog shows undue aggression towards another dog or handler at any time during the competition, the Division Judge may exclude the dog from competing and a standby dog can be used. The Division Judge is to determine the degree of aggression that warrants substitution. Any dog excluded from competition must be reported to the BFA Show Secretary. A second such report and the dog will be barred from future competitions. An application for reinstatement may be submitted to the BFA Committee after a period of one year.

#### **D.6. Infectious and contagious diseases**

6.1 BFA members must not bring to a tournament any dog which has been diagnosed or exposed to any infectious or contagious disease either by direct contact (dog to dog) or by indirect contact (spending time in the same environment as an infected animal, sharing water bowls etc). Symptoms could include but are not exclusive to, coughing, sneezing, ocular or nasal discharge, vomiting, diarrhoea, pruritis (itching) and alopecia (hair loss). If you are in any doubt, seek your Veterinary Surgeons advice.

This includes dogs who have received their Kennel Cough vaccine in the last 14 days or dogs who have been in contact with a dog who has received their Kennel Cough vaccine in the last 14 days.

A BFA member who has a dog with an infectious or contagious disease is strongly advised not to train with other dogs until 21 days after symptoms have ceased or, where appropriate negative results have been received and must have the approval of the Veterinary Surgeon who has treated the illness.

A BFA member's dog that has been exposed to but is without symptoms must not attend a tournament and it is strongly advised not to train with other dogs for 14 days after their last exposure.

6.2 The BFA Committee, also upon consultation with a Veterinary Surgeon, reserve the right to exclude dog/dogs from a tournament if it is deemed to present an increased risk of spreading infection throughout the association.



# POINTS AND AWARDS

## Section E

### E.1. Dog points and awards

1.1 Each time a team races in a BFA sanctioned flyball tournament with a recorded time, each dog that contributed to the time will earn points towards a flyball title (Appendix 2). This is provided that a BFA Head Judge or Officer is present. The teams must actually compete. The amount of points awarded will depend on the time gained, as follows:

- Under 18 seconds = 30 points
- Under 21 seconds = 25 points
- Under 24 seconds = 20 points
- Under 27 seconds = 15 points
- Under 30 seconds = 10 points

All four dogs on the team must, in the opinion of the BFA representative, successfully complete a run in a reasonable length of time. The BFA representative shall determine what is reasonable. All team handlers and box loaders must be current members of the BFA. All dogs must be BFA registered, and registered to an owner/handler who is a current BFA member. Failure to comply will result in the loss of all points.

NOTE: 'Fun' Events will not be subject to point allocation.

1.2 Any Team voluntarily going 'Not for Competition' (NFC) during racing will forfeit ALL points and placing's. If a Team is forced to withdraw, dogs in the Team will retain any points and placings gained up to the time of withdrawal, provided a representative of the team present themselves at the Ring for subsequent races.

1.3 If an average time is awarded, the time will be calculated based on the average time of that combination of dogs and points will be awarded accordingly. If it is the only instance in which that combination of dogs has run, then a no time (NT) will be awarded and no points will be gained.

1.4 All team captains, handlers (and registered owners if this is different to handler) and box loaders must be current members of the BFA (see also A.2.1).

1.5 It is the responsibility of Team Captains and Members to check points allocated to their Dogs in good time and they will therefore have SIX months from the date of any Sanctioned Tournament to lodge queries concerning these points with the Records and Statistics Coordinator. After this period enquiries will only be considered at the Committee's discretion. In such cases an administration fee of £10.00 must accompany the enquiry.

### E.2 Loss of points

2.1 If the team name and/or team number (TRN) are missing, incorrect, or do not match, points, placing and seed time will be lost.

2.2 If the team captain's name and/or BFA number are missing; incorrect; do not match; or the team captain is not a current BFA member, points, placing and seed time will be lost.

2.3 If the box loader's name and/or BFA number are missing, incorrect, do not match, or the box loader is not a current BFA member, points, placing and seed time will be lost.

2.4 If the handler's name and/or BFA number are missing, incorrect, or do not match, points will be lost for that dog.

- If the handler and/or registered owner is not a current BFA member points, placing and seed time will be lost for that team.
- If all handler numbers are missing, incorrect, or do not match, then points, placing and seed time will be lost for that team

2.5 If the dog's name and/or BFA number are missing, incorrect, or do not match, points will be lost for that dog.

2.6 If the dog's breed does not match the breed it was registered as, points will be lost for that dog.

2.7 If a dog has competed and is underage, points, result and seed time will be lost for that team.

2.8 If the dogs are not circled, the points for that leg are lost.

### E.3. Junior Members Award Scheme

3.1 The Young Members Award Scheme will reward all participants with a milestone award for members aged 6 to 18.

3.2 Points are earned in all aspects of Flyball including contribution to team, ring party duties and racing; these young people may become the qualified judges of the future with an all-round in-depth knowledge of the sport.

3.3 The awards take the names from previous successful juniors who have achieved 1<sup>st</sup> place in the original annual competition along with a precious metal or gemstone. No two awards will have the same surname. (Appendix 3 – list of awards)

3.4 From 7000 points onwards, the Milestone awards will take the surname of the person reaching the required points first adding a precious gem of their choice (if the same person reaches a subsequent award first then a gem and name will be allocated by the Award Secretary).

3.5 Points are awarded for;

- judging half a division at a Sanctioned Tournament (minimum 16 years of age) or half a division at a Starters Tournament.
- Handling a dog at a Sanctioned and Starters Tournament (for half a division or a minimum of 2 races in staggered format).
- Box loading at a Sanctioned and Starters Tournament (for half a division or a minimum of 2 races in staggered format).
- Ring Party duties i.e. Line Judge, Scribe and Box Judge at a Sanctioned and Starters Tournament (for half a division, or a minimum of 7 races in staggered format)
- Ball collecting duties

Points will be awarded for starter competitions held alongside a BFA sanctioned tournament but not for stand-alone starter competitions.

### E.4. Annual awards

4.1 **Flyball Open Team of the Year** - Awarded to the Team, that with 4 dogs has run the fastest time from 1st January to 31st December exclusively in Sanctioned Open or Limited Open competitions. This will be awarded up to third place.

4.2 **Flyball Multibreed Team of the Year** - Awarded to the Team that with 4 dogs, has run the fastest time from 1st January to 31st December exclusively in Sanctioned Multi-breed or Limited Multi-breed competitions. This will be awarded to first place only.

**4.3 Claire Gristwood Award** - Awarded to the Jack Russell Terrier or Parson Russell Terrier that has accumulated the most Flyball points from 1st January to 31st December exclusively in Sanctioned Open and Limited Open competitions.

# DISCIPLINARY PROCESS

## Section F

### F.1. Objective

- 1.1 The objective shall be for all members of the Association to be aware of the Association's Rules and Policies and to observe its Code of Ethics.
- 1.2 It is the Team Captain's responsibility to ensure that all team members are aware of and adhere at all times to the BFA Code of Ethics, in order not to bring the sport of Flyball into disrepute.
- 1.3 It is the Committee's responsibility to ensure that the Disciplinary process is conducted fairly, impartially, within the given timescale(s) (whenever possible) and in the strictest confidence.

### F.2. Misconduct

Misconduct shall include, but not be limited to behaviour in opposition to the BFA Code of Ethics, abusive or foul language, demonstration of dissatisfaction with a judge's decision, demonstration of poor sportsmanship, wilful violation of the BFA rules, wilful intent to gain unfair advantage, or any behaviour that would leave a spectator, competitor, host or sponsor with an unfavourable opinion of Flyball.

### F.3. Gross Misconduct

Gross Misconduct shall include, but are not limited to inhumane treatment of a dog, theft, fraud, disorderly and indecent conduct, physical assault or threatening physical violence on any person, drunk and disorderly conduct, the use of illegal drugs, deliberate damage to BFA property or that of any other BFA member or any other person. All the above will apply at BFA Sanctioned Shows, including outside racing times, and at any other time when gross misconduct is deemed to have been committed by a BFA member.

### F.4. Misconduct/Gross Misconduct Charge

- 4.1 Any current BFA member may report another member or group of members for misconduct/gross misconduct. Misconduct/Gross Misconduct charges should be forwarded to the BFA Secretary in writing in the first instance, within 14 days of the alleged incident. The BFA Secretary will pass the matter to the committee.
- 4.2 Every effort will be made to resolve the complaint within 3 months from the date the complaint was first accepted; however, in exceptional circumstances this may not be possible.
- 4.3 The Committee reserve the right to reject a complaint by a member(s) if it is believed to be broadly or substantively the same as a previous complaint or they believe the complaint to be vexatious or malicious.
- 4.4 Complainants should be aware that during any investigation, whilst evidence gathering is taking place, facts may arise that could affect the final outcome of the investigation.
- 4.5 Complaints of a similar nature will only be considered on production of good, reasonable new or additional evidence.
- 4.6 The BFA Committee may prefer charges against any member or group of members within 6 months of any alleged incident of misconduct/gross misconduct. In this instance, any

administration fee will be waived.

- 4.7 In a case of Gross Misconduct the BFA Committee reserves the right to immediately suspend the membership of person(s) suspected of being responsible for a complaint deemed to be of this nature, pending further enquiries by an appointed impartial investigating officer wherever possible.
- 4.8 All complaints should be dealt with in confidence unless agreed with the individual raising the complaint. Information supplied by other parties involved in the complaints procedure will also be dealt with sensitively and only disclosed on a need to know basis. Any unjustified disclosure regarding a complaint may be subject to investigation.
- 4.9 The investigating Officer shall inform all parties at the outset of the procedure and that the need may arise to disclose information to certain people, such information shall only be disclosed by the Investigating Officer, in strictest confidence.
- 4.10 The appointed Investigating Officer will look to settle a dispute by means of Mediation or Arbitration or Discipline procedures.
- 4.11 An administration fee of £50.00 should accompany each misconduct/gross misconduct charge. This fee will be forfeited if the misconduct/gross misconduct charge is not upheld or the fee returned if the charge could not be proceeded with due to the criteria not being fulfilled.

#### **F.5. Disciplinary Procedure**

- 5.1 Once the BFA Committee has received a complaint of misconduct/gross misconduct they shall carry out a preliminary investigation by appointing an impartial investigating officer wherever possible, who should make initial enquiries and report back to the BFA Committee within 5 days. The Committee reserves the right to establish and clarify the nature of the complaint being lodged before appointing an Investigating Officer.
- 5.2 The Investigating Officer will gather evidence and initial statements in writing from the complainants, defendant members and all witnesses to the alleged incident. The defendant member(s) will be given the opportunity to make oral representation(s) if they so wish and a written statement produced.
- 5.3 The Investigating Officers initial report should contain a recommendation for the Committee to consider whether more time is required to investigate further or to pursue mediation or whether the complaint should be dismissed.
- 5.4 The investigating officer within 6 weeks of their appointment having gathered all relevant information and mediation outcome if appropriate, will then report back to the BFA Committee.
- 5.5 The Committee will consider if a DSC is required or whether further mediation or arbitration can settle the dispute or if the matter has satisfactorily been resolved.
- 5.6 Once set up the DSC will then consider the misconduct/gross misconduct charge(s) and consider various sanction options available and where appropriate the DSC shall be empowered to suspend from membership any member or member(s) found guilty of misconduct/gross misconduct for an appropriate length of time. In considering the length of suspension, the DSC shall have regard to the member's record and in particular any previous findings of misconduct/gross misconduct. The terms of the suspension shall be determined by the DSC, judged on the merits of each individual case.
- 5.7 The complainant(s) and defendant member(s) shall be informed within 14 days of the DSC arriving at a decision.

5.8 Whilst the investigation should remain confidential, the complainant should be kept informed of the process in order to demonstrate that the rules are being followed

5.9 A report will be sent to the BFA Secretary detailing the DSC findings and recommendations.

#### **F.6. Disciplinary Sub Committee (DSC)**

In the event of a charge of misconduct/gross misconduct the committee will appoint a Disciplinary Sub Committee (DSC) to deliberate on the evidence relating to the matter. The DSC shall comprise of at least three current BFA members, who may or may not be committee members, excluding the Chairperson and the Secretary.

#### **F.7. Appeal**

7.1 The defendant member(s) may appeal against the DSC's decision. The appeal should be in writing and sent to the BFA Secretary within 21 days of the date of the notification of the DSC's decision. Either the complainant or the defendant member(s) may appeal.

7.2 The complainant member(s) may appeal against the Investigating Officer's outcome when a complaint has not been upheld. The appeal should be in writing and sent to the BFA Secretary within 21 days of the date of the notification of the outcome.

7.3 The BFA Committee will consider the appeal.

#### **F.8. Appeal Hearing**

8.1 The committee shall review the DSC's investigations, reports and deliberations together with the appeal submission. After deliberation and by majority vote the Committee shall determine from the evidence available whether to ratify or over-rule the DSC's decision, or amend the length/increase the length of suspension.

8.2 The committee shall review the Investigating Officer's investigations, reports and deliberations together with the appeal submission. After deliberation and by majority vote the Committee shall determine from the evidence available whether to ratify or overrule the outcome

8.3 The BFA Secretary shall immediately notify the appellant(s) of the Committee's decision.

8.4 The BFA Committee will prepare a report of the proceedings for record purposes.

8.5 The findings will be posted in official BFA publications.

8.6 A complaint or DSC findings will only be reviewed once and there will be no further appeal or review after this.

# APPENDIX 1 - ROLE DESCRIPTORS FOR BFA COMMITTEE MEMBERS AND OFFICERS OF THE COMMITTEE

The following role descriptors outline the primary duties of the elected and appointed members of the BFA Committee as description in the Constitution.

The role descriptors are not an exhaustive list of duties of the role holders but where additional items are identified as requirements of the role, they shall be introduced to the role descriptor by mutual agreement between the elected members of the Committee and the appointed members.

Primary members:

1. A **Chairperson** appointed by a majority vote of the Committee who will: oversee and facilitate the activities of the Committee; lead Committee discussions and all General Meetings; determine the outcome of any vote by the Committee and, if the vote is tied, use a further vote of their own so that the Committee's vote provides a conclusive outcome; and sign all minutes of Committee meetings if they are satisfied that they are accurate;
2. A **Treasurer** appointed by a majority vote of the Committee who will: collect and deposit funds; examine and certify expenditures; provide audited accounts and prepare an annual financial report for the Annual General Meeting; report on the current financial standing of the BFA at each meeting of the Committee; keep a register of all assets of the BFA over the value of £50; maintain the BFA's insurance policies; and administer fiscal penalties for late race returns; and
3. A **Secretary** appointed by a majority vote of the Committee who will be responsible for the administrative duties of the BFA including but not limited to: legal counsel; minutes and meetings; mailing and correspondence; the keeping of relevant records of all the BFA's dealings; and maintaining a record of all approved BFA Officials, e.g. Head Judges.
4. **Committee Members** will work effectively as a team with the other 8 members of the elected Committee. Deal with all Committee correspondence impartially, fairly and in a timely manner. Will declare any conflicts of interest when they become apparent, be available to attend face to face and or Skype meetings. Attend every AGM whilst serving as a Committee member. Act as mediator or an Investigating Officer on behalf of the BFA Committee for incidents, complaints or dog welfare issues. Attend, support and assist with planning for BFA Championships and BFA training events.

Officers:

5. A **Records and Statistics Coordinator** who will: maintain, in respect of BFA-sanctioned competitions, all sanctioned tournament records and the BFA's statistics, issue tournament results, prepare seeding lists and ratify times and records; make the same available to BFA-sanctioned tournament organisers in order that the organiser can comply with BFA requirements; and keep the same up to date on the BFA's website;

6. A **Webmaster** who will be responsible for the administration and technical maintenance of the BFA Website, including both web and mail servers; on request, advise the Committee on all aspects of the BFA Website; and liaise with the Membership Secretary and Tournament Secretary, Records and Statistics Coordinator and the Secretary to ensure the smooth running of their respective areas;
7. A **Membership Secretary** who will: keep, maintain and update all Club and Team registrations, membership names, addresses, telephone numbers and subscription details; allocate membership, team and dog numbers; provide the appropriate details to the Records and Statistics Coordinator and to the Treasurer as and when required; and maintain all relevant data on the BFA Website;
8. A **Regional Representative Coordinator** and **Regional Representatives**. The Regional Representative Coordinator is the liaison between the Regional Representatives and the Committee and so must communicate regularly with the Regional Representatives regarding the sharing of best practice. Each BFA geographical region will be served by a Regional Representative appointed by the Committee who can be approached by prospective new members, new teams and existing members and teams for help and advice in respect of the BFA and flyball in general. Regional Representatives will also assist any member with any new rule or rule amendment proposal they wish to or have submitted for consideration at an Annual General Meeting;
9. A **Tournament Secretary** who will approve dates for sanctioned tournaments and ensure that tournament organisers receive all the necessary information to comply with BFA requirements and who will also maintain all relevant data on the BFA Website;
10. A **Media Team** which will be responsible for or will provide advice to the Committee in respect of electronic/online/web communications and public and press relations;
11. A **Lights Coordinator** who will be responsible for taking bookings for and the maintenance of all BFA-owned electronic timing equipment;
12. A **Judges Sub-Committee** who will oversee BFA Judges and Judging Qualifications and promote high standards and consistency of judging decisions;
13. An **Awards Secretary** who will ensure that certificates are printed and glass awards ordered in a timely manner and that they are delivered to tournament organisers in good time for them to be presented;
14. A **Height Card Administrator** who will collate the information received on the C9 form into the Height Card database, ensure that the data is made available to tournament organisers prior to their events (either by e-mail or online), maintain and update the Dog Heights Master List once the criteria are met and answer any queries from members regarding the status of a dog's official height.
15. A **Veterinary Advisor** who, as a qualified Veterinary Surgeon, will be consulted by the Committee with regards to dog welfare issues or other similar areas;



16. An **Accessibility Advisor** who will provide information to and consult with the BFA on issues relating to inclusion and accessibility; and
17. A **Disciplinary Sub Committee** (see the Disciplinary Policy for more details);

## APPENDIX 2 - DOG AWARDS

- BFA will award a certificate of achievement and the title Flyball Dog (FD) to any dog receiving 200 points.
- BFA will award a certificate of achievement and the title Flyball Dog Intermediate (FDI) to any dog receiving 1000 points.
- BFA will award a certificate of achievement and the title Flyball Dog Graduate (FDG) to any dog receiving 3000 points.
- BFA will award a certificate of achievement and the title Flyball Dog Advanced (FDA) to any dog receiving 5000 points.
- BFA will award a Silver Milestone certificate to any dog receiving 10,000 points.
- BFA will award a Gold Milestone certificate to any dog receiving 15,000 points.
- BFA will award an 'Ice Blue Moon' Milestone certificate to any dog receiving 20,000 points.
- BFA will award a Platinum Milestone certificate to any dog receiving 25,000 points.
- BFA will award a Pearl Milestone certificate to any dog receiving 30,000 points.
- BFA will award a Jade Milestone certificate to any dog receiving 35,000 points.
- BFA will award a 'Chica Chicana' Milestone certificate to any dog receiving 40,000 points.
- BFA will award a Sapphire Milestone certificate to any dog receiving 50,000 points.
- BFA will award a Diamond Milestone certificate to any dog receiving 60,000 points.
- BFA will award an Opal Milestone certificate to any dog receiving 70, 000 points.
- BFA will award a Topaz Milestone certificate to any dog receiving 80,000 points.
- BFA will award a 'Belle Star' Milestone certificate to any dog receiving 90,000 points
- BFA will award an Emerald Milestone certificate to any dog receiving 100,000 points.

Each award above 20,000 points will, where possible, be named after the first dog to achieve that particular level unless a previous award already bears his or her name.

## APPENDIX 3 - JUNIOR MEMBERS' AWARD SCHEME

- 100 points Silver Aubrey-Wilson Award (Certificate)
- 200 points Gold Merryman Award (Certificate)
- 500 points Platinum Frost Award (Certificate)
- 1000 points Pearl Knott Award (Certificate)
- 1500 points Jade Mills Award (Certificate)
- 2000 points Sapphire Jennison Award (Certificate and small Glass Award)
- 2500 points Diamond Barnard Award (Certificate and small Glass Award)
- 3000 points Opal Anderson Award (Certificate and small Glass Award)
- 3500 points Topaz Novasio Award (Certificate and small Glass Award)
- 4000 points Emerald Short Award (Certificate and small Glass Award)
- 5000 points Ruby Barraclough Award (Certificate and medium Glass Award)
- 6000 points Amber Reynolds Dobson Award (Certificate and medium Glass Award)
- 7000 points (Certificate and medium Glass Award)
- 8000 points (Certificate and medium Glass Award)
- 9000 points (Certificate and medium Glass Award)
- 10000 points (Certificate and large Glass Award)

## **APPENDIX 4 – LIST OF BFA FORMS THAT CAN BE DOWNLOADED FROM THE WEBSITE**

All forms can be found on the BFA website at the following link:

<http://www.flyball.org.uk/downloads>

- C2 Time Sheet
- C2 & Racing Paperwork - 5 Team Div
- C2 & Racing Paperwork - 6 Team Div
- C2 & Racing Paperwork - 7 Team Div
- C3 Tournament Application Form
- C4 Record Time Form
- C6 Tournament Results
- C9 Tournament Jump Height
- C12 Incident Report Form
- Height Card Master List
- Judges Training Application Form
- Membership Renewal Form
- New Membership Application Form
- Social Media Policy
- Team Application Form
- Witness Statement Form
- Young Members Award Scheme
- Young Members Award Scheme - Points Record Form
- Young Members Award Scheme - Registration Form

# APPENDIX 5 – SOCIAL MEDIA POLICY

## Purpose and Scope of the Policy

The British Flyball Association (“the Association”) recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media. Therefore, the Association does not wish to discourage its members (“the Membership”) from accessing and using such media, nonetheless it expects that certain standards of conduct are observed to protect its reputation and the Membership from the dangers of inappropriate use.

## Who is covered by this policy?

The policy covers the entire membership, including ordinary members, Committee members, office bearers, and any other officials or judges. Third parties who post to any public facing Association social media accounts or pages must also comply with the policy.

## Procedure

- The BFA expects its members to keep confidential information secure.
  - This means members must not post information on a social networking site which is confidential to the BFA, or its Membership.
- The BFA expects its members to comply with data protection requirements.
  - This means members must not breach any data protection obligations, for example disclosing personal information about another member online.
- The BFA expects its members to act with integrity and comply with ethical standards and all applicable laws.
  - This means members must not breach any other laws (in addition to Data Protection) or ethical standards (for example, to use social media in a false or misleading way).
  - Members must not post entries on a social networking site which are derogatory, defamatory, discriminatory or offensive in any way or which could bring the Association into disrepute.
- Members should be aware that documents can be created on social networking sites which Courts can order to be disclosed for use in litigation. Consequently, the Membership will be assumed to have written any contentious items attributed to them unless they can prove definitively that they have not done so.
- The BFA monitors its IT systems and Social Networking accounts/groups/pages as is deemed necessary in order to prevent inappropriate usage. Hard copy of any blog entries/social media posts will be used in any disciplinary proceedings.
- Members should report any instances they feel may breach this policy to a BFA Committee member with accompanying screenshots/links/evidence wherever possible.

## Disciplinary Action

Members whose conduct breaches this policy will be subject to disciplinary action in accordance with the Association’s disciplinary policy as outlined in Section 3 of the BFA Rules. This can be up to and including, dismissal and barring from the Association.

## Acceptance

By applying to be allowed to access any Social Media site operated by or in the name of the Association and continuing to use the site by either reading or posting comments, you indicate your acceptance of this policy and you agree to be bound by the conditions of use.

# APPENDIX 6

## DATA PROTECTION POLICY

### Purpose and Scope of the Policy

The purpose of this policy is to outline the principles of Data Protection and ensure all members of the British Flyball Association (BFA) are aware of their obligations in accordance with the Data Protection Act 2018 (DPA18).

This policy covers all members of the BFA, all BFA officials and any individual handling or processing data on behalf of the BFA or a BFA sanctioned activity.

### The Data Protection Act

DPA18 is the UK legislation implemented as a result of the European General Data Protection Regulation (GDPR), which states that 'the protection of natural persons in relation to the processing of personal data is a fundamental right.' It confers rights and responsibilities on both individuals and organisations. Therefore, to protect the BFA and its membership, any individual handling or processing personal data should be aware of what personal data is, what processing means, and what their duties and responsibilities are so that they act in accordance with the law.

**Personal Data** means data which relates to a living individual who can be identified from that data. This includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

**Processing** means collecting, storing, retrieving, holding, using structuring, filing and destroying personal data as well as the requirement to ensure correct processing of personal data.

### The Data Protection Principles

DPA18 gives people the right to access their personal data, the right to require the rectification or destruction of inaccurate data and the right to have their data treated in accordance with the 6 Data Protection Principles:

**Principle 1.** Personal data must be fairly and lawfully processed. You must be transparent, clear and open about the reason for collecting personal data; it is unlawful to collect personal data without a legitimate reason. Be sure you know why you need it before you ask for it.

**Principle 2.** Personal data must be obtained for one or more specified and lawful purposes and must not be further processed in any manner incompatible with that original purpose. The data can only be used for the purpose it was collected; it cannot be used again for a different purpose.

**Principle 3.** Personal data must be adequate, relevant and not excessive. Request and hold only sufficient data to achieve the stated purpose. Don't ask for personal data you don't need.

**Principle 4.** Personal data must be accurate and, where necessary, kept up to date. You should not knowingly hold or process inaccurate data.

**Principle 5.** Personal data must be kept no longer than necessary. Data should only be retained for as long as it is required. If you don't need it anymore, delete it.

**Principle 6.** Personal data is to be protected by appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss or damage. You must take

reasonable steps to ensure the data collected is secure and not accessible by someone isn't authorised to use it.

Any members or officials processing data on behalf of the BFA are to act in accordance with DPA18 and the principles of data protection. In the context of the BFA, personal data may relate to membership details, personal details required for tournament entries, contact details (including those held by Club Captains for the club members). The DPA specifically relates only to people and does not relate to information about dogs. The DPA also applies to personal data processed on social media applications – see Appendix 5 Social Media Policy.

**What to do if you think the BFA holds inaccurate or out of date personal data.** You should contact the holder of that data in the first instance. State what you think they hold and why it is inaccurate or out of date and what your request is (correction or deletion). If you consider that your request has not been adequately dealt with, please contact the BFA Data Protection Advisor (details on the BFA website). Please note that photographic proof of identification (e.g copy of passport/photo driving licence) will be required.

**How to access your personal data held by the BFA.** All requests for copies of personal data held as a record by the BFA should be sent in writing to the BFA Data Protection Advisor. Requests should detail precisely what information you require and where you think it is held. You will be required to provide photographic proof of identification. There is an administration charge of £10 for each request.

**Where to get further advice on the Data Protection matters.** Search data protection on the government website [www.gov.uk](http://www.gov.uk). Alternatively, contact the BFA Data Protection Advisor (details on the BFA website).

## APPENDIX 7 – LIST OF BFA FEES

### New Membership

Single Membership	One adult member
Adult and Child membership	One adult member and one under 18 in one household
Joint Membership	Two adult members in one household
Family Membership	Two adults and all under 18's in one household

For each new member application there is a £3.00 joining fee, it will apply in addition to the sliding scale membership fee.

	January - March	April - June	July - September	October - December
<b>Single</b>	£20.00	£15.00	£10.00	£5.00
<b>Joining Fee</b>	£3.00	£3.00	£3.00	£3.00
<b>Total</b>	£23.00	£18.00	£13.00	£8.00

<b>Adult and Child</b>	£25.00	£18.75	£12.50	£6.25
<b>Joining Fee</b>	£3.00	£3.00	£3.00	£3.00
<b>Total</b>	£28.00	£21.75	£15.50	£9.25

<b>Joint</b>	£30.00	£22.50	£15.00	£7.50
<b>Joining Fee</b>	£3.00	£3.00	£3.00	£3.00
<b>Total</b>	£33.00	£25.50	£18.00	£10.50

<b>Family</b>	£35.00	£26.25	£17.50	£8.75
<b>Joining Fee</b>	£3.00	£3.00	£3.00	£3.00
<b>Total</b>	£38.00	£29.25	£20.50	£11.75

Renewals made from 1<sup>st</sup> January onward incur a £10 late renewal fee.

**New Team Application:** £12 inc VAT

**Tournament Application:** £24 inc VAT

**Tournament Results team fees:** £2 per team inc VAT

**EJS(Lights) Hire(for BFA tournaments only):** Per single Day inc bank holidays: £60 inc VAT

Per (2 days) weekend:

24 teams or less £60 inc VAT

25 – 36 teams £90 inc VAT

37 teams and above £120 inc VAT

**Payment to be submitted with complaint:** £50 (refunded if complaint upheld)



# APPENDIX 8

## BFA Guidelines for Starters Flyball events

### *Description of Starters*

Starters events are essentially training sessions – the only difference is that the training session is in the context of a tournament. This can give novice dogs the opportunity to become accustomed to running in this environment, with the associated noise and excitement, which is so very different from the team training environment.

The elements of a starters event, which make it different from Sanctioned racing are:

1. A younger minimum age requirement - which allows dogs to be entered up to 6 months younger at 12 months.
2. The jump heights are set according to discretion, rather than according to the height of the smallest dog (often this is at the discretion of the Tournament Organizer, and commonly this would be at the minimum height).
3. Training aids are permitted – such as jump-boards at the box, jump wings, lane netting, trainers at the box, trainers or handlers running alongside the lane, the use of a training chute instead of a box and anything else. Tournament Organizers often provide netting along the full length of the racing lanes, and also centre netting for some or all of the run-back area – and possibly also between the racing lanes.
4. Teams competing often comprise dogs from different Primary Teams.
5. Certain rules of racing may be relaxed at the Tournament Organiser's discretion – for example that the dog must trigger the box when collecting the ball, and that the dogs must be re-run in the original order.

Overall, the objective of the event is to provide a tournament-like environment for training, and to allow as far as possible for it to be a positive experience for the dog – setting the dogs up for Success.

The dogs that are entered for Starters tend to fall into 5 categories:

1. Novice dogs that are not yet sufficiently familiar with tournaments to be exposed to Sanctioned racing
2. Young dogs that are progressing well in training, but are not yet old enough to run in Sanctioned racing
3. Dogs returning to Flyball after an extended break – perhaps after having recovered from surgery
4. Dogs that need additional attention – perhaps having lost confidence after a collision
5. Older dogs that have been retired from Sanctioned racing, but still need the mental stimulation that Flyball provides.

For categories 3, 4 and 5 above, handlers are requested to inform the Committee and the Tournament Organiser before entering dogs in Starters.

It is generally not considered good sportsmanship to run an experienced Flyball dog in a Starters team – especially where this will then lead to a significant advantage.

Starters events are generally hosted alongside Sanctioned tournaments; at separate Starters tournaments (for example at Ring-Party training events) and also arranged informally between neighbouring teams.

Where the Starters event is alongside a Sanctioned Tournament, any individual dog is not allowed to compete in both events on the same day. Furthermore Sanctioned racing must be given precedence over Starters racing.

### ***Governance***

The BFA has very few rules that govern Starters and other Fun events and has extremely limited jurisdiction at events that occur outside Sanctioned Tournaments.

The only rules (as mentioned above) govern the minimum age of dogs, the running of dogs on the same day as Sanctioned racing and that Sanctioned Racing must take precedence over Starters.

This puts the onus of governing the Starters event onto the Tournament Organiser, who in addition to the usual requirements of a Tournament Organiser must also determine other aspects of how the event is run including:

- Which dogs are eligible for entry
- How the height of the jumps will be set
- What training aids are permitted, including the netting of the ring
- How many heats will be run in each race
- Which of the normal rules of racing will be relaxed
- How disputes will be resolved

It is common practice, but in no way a requirement, that a Tournament Organiser will only accept dogs with fewer than 200 points unless there was a specific reason for the benefit of the dog in question.

Some Tournament Organisers also offer “Intermediate” Starters, where the jump heights are set to the teams’ discretion and the racing lanes are not fully netted. Where this is offered, the organiser may decide to allow entry to dogs with fewer than 1000 points.