



# British Flyball Association

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**June 2024**

The official rules and regulations of the British Flyball Association, an unincorporated association of voluntary members within the United Kingdom, Isle of Man, Channel Islands

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# CONSTITUTION

## 1. Name and Objective

- 1.1 The objective of the British Flyball Association (“BFA”) is to further the sport of flyball by promoting co-operation and good sportsmanship, as detailed in its Code of Conduct.

## 2. Committee

- 2.1 The BFA is overseen by an elected selection of members (the “Committee”), which includes The Chairperson, The Treasurer and The Secretary. These roles are appointed by the Committee’s majority vote.

The responsibilities of these three roles are outlined in Appendix 1 - Role Descriptors for BFA Committee members and Officers of the Committee

- 2.2 The Committee will be comprised 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 is comprised of less than nine Committee Members, those Committee Members may co-opt any Adult Member of good conduct on to the Committee to be a Committee Member. These co-opted members will hold office until the next AGM.
- 2.3 The Committee is responsible for the running of the Association within the existing rules, policies and procedures and the implementation of any changes following an AGM/EGM.
- 2.4 Any changes arising from rule 2.3 will take effect within a maximum of six months from the AGM/EGM. This timescale can be varied by the Committee for matters relating to dog welfare, legislative changes and health and safety.
- 2.5 The Committee will adhere to, enforce and implement the BFA’s Constitution, Code of Conduct, Rules of Racing, and all of the BFA’s published Policies/Appendices while consulting with the Membership, Working Parties or other professionals when necessary and in accordance with the Descriptors of the Committee.
- 2.6 When communicating with the membership, working parties or other professionals, the Committee will use the necessary digital media platforms to deliver their information.
- 2.7 The Committee will communicate all unrestricted minutes of meetings to the membership within a month of any meeting. In the case of an EGM all minutes should be shared within six weeks.

## 3. Committee meetings and voting

- 3.1 Committee Meetings will require not less than five Committee Members to be in attendance to be quorate. Committee Members will be given 72 hours notice of any meetings, or in the case of an emergency 24 hours notice. Attendance at any meeting can be in person or by way of a digital media platform.
- 3.2 For any vote of the Committee to be binding not less than five Committee Members must vote for the same outcome. If there are less than five votes for the same outcome, any non-attending Committee Members will be given the opportunity to vote in writing through the BFA Secretary.

## 4. Committee Members and other positions

- 4.1 Each Committee Member must:
  - a. be elected on to the Committee through a majority vote unless an election is not necessary as the number of those seeking election on to the Committee does not exceed the number of vacant posts. 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. If this vote is a tie, the Chairperson will have the casting vote.
  - b. be an active and current member of the BFA and regularly attend BFA sanctioned tournaments within the preceding 12 months of their application.
  - c. not have been found guilty of a disciplinary offence under BFA rules for a minimum of

three years preceding their election;

d. not be a Board Member/Committee Member of another UK flyball Association/League

e. be independent of every other Committee Member and 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
- be a UK, Isle of Man, Channel Islands permanent resident.

4.2 The standard term a Committee Member may serve is 36 months. Should a Committee Member wish to remain on the Committee after 36 months they can be re-elected annually at an AGM.

4.3 The Committee may with due cause terminate the appointment of any Committee Member subject to rule 3.2

4.4 The Committee will appoint volunteer officers from the membership in to the following roles. These officers report to the Committee as and when required:

- |                               |                            |
|-------------------------------|----------------------------|
| • Records and Statistics Team | • Webmaster                |
| • Membership Secretary        | • Regional Representatives |
| • Show Secretary              | • Media Team               |
| • Judges Board                | • Awards Secretary         |
| • Height Card Administrator   | • Veterinary Team          |
| • Accessibility Advisor       | • Safeguarding Leads       |
| • Young Member Coaches        | • Working Party Liaisons   |
| • Taskforces                  |                            |

The roles and responsibilities of the Officers will be outlined in Appendix 1- Role Descriptors for BFA Committee Members and Officers of the Committee.

## 5. Code of Conduct

5.1 All members of the British Flyball Association (BFA) are required to comply with our Code of Conduct.

5.2 The Code describes our expectations of your conduct and behaviour as a member of the BFA.

5.3 Any breach of Code of Conduct may result in Disciplinary proceedings as set out in the Disciplinary Policy.

5.4 The Code of Conduct can be found in Appendix 12.

## 6. Members

Membership of the BFA will be open to anyone who has a love of dogs and wants to help the Association achieve its aims and objectives by participating in the Associations activities.

6.1 Any person over the age of 18 is eligible to become an adult member of the BFA ("Adult Member").

6.2 Any person under the age of 18 is eligible to become a junior member of the BFA ("Junior Member"), but membership must be linked to an adult BFA member.

6.3 Membership of the BFA is at the discretion of the Committee and is dependent upon payment of an annual membership fee.

6.4 The BFA fees will be set and reviewed by the Committee. Any change in fees proposed by the Committee will be voted on by the membership at an AGM/EGM. The current list of BFA fees are detailed in Appendix 7.

#### 6.5 An Adult Member can:

- . attend and race in BFA sanctioned events
- . propose changes to the constitution and rules of flyball;
- . attend the Annual General Meeting and any Extraordinary General Meeting;
- . vote on BFA matters;
- . stand for election to become a Committee Member subject to rule 4.1.b.

#### 6.6 A Junior Member can:

- . attend and race in BFA sanctioned events
- . attend the Annual General Meeting and any Extraordinary General Meeting but does not have voting rights
- take part in Young Member Activities, Games, Points and Award Schemes

### 7. General Meetings

7.1 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 (physical and/or digital). Notice can be given by electronic communication or by way of an announcement on the BFA's website.

7.2 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.

7.3 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.

7.4 Any AGM agenda items proposed which the BFA Committee consider to fundamentally change the current BFA flyball rules of racing or have a financial impact on the rules will be subject to a full impact assessment and may be referred for advice to, but not limited to, the BFA Veterinary Team, Judges Board, BFA working parties prior to presentation at the AGM.

7.5 Any proposed rule change with a financial implication to the costs of the Association, Membership, Tournament hosts or teams, must be accompanied by a full breakdown of costs

7.6 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.

7.7 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. Extraordinary General Meeting (EGM)**

8.1 An Extraordinary General Meeting (EGM) is a meeting held by the Association to deliberate on urgent or serious matters that cannot be deferred until the next scheduled Annual General Meeting.

An Extraordinary General Meeting (EGM) can be called by:

- The Committee
- The Membership

The Committee, where appropriate, reserves the right to initiate either internal and/or external mediation to allow for disputes to be resolved, whilst at the same time helping to restore professional relationships. It is in the best interests of both parties and the Association as a whole, to seek resolution outside of an EGM wherever possible.

Both parties are therefore required to actively engage in mediation proceedings when initiated. Mediation processes will follow ACAS guidelines. The BFA Secretary will administer mediation processes, ensuring that any internal or external mediator appointed has relevant mediation qualifications and experience.

### **8.2 If the Committee calls an EGM**

The Committee may at any time call an EGM by giving all BFA members 30 days' written notice of the Extraordinary General Meeting but not less than 30 days prior to any AGM.

### **8.3 If the Membership calls an EGM**

For the membership to call an EGM there must be a minimum of 300 adult members in favour coming from no less than 10 primary teams. An EGM can be called at any time but not within a 30-day period of an AGM.

Those calling the EGM must provide the BFA Secretary with the purpose and Agenda for the meeting together with a list of the members' name, primary team, membership number and their signature.

To be quorate there must be at least 300 adult members in attendance. 40% of those in attendance must be from those calling the EGM.

8.4 The time, date and location will be arranged by the BFA Secretary regardless of whether the meeting is called by the Committee or the members.

The Treasurer will be responsible for the payments regardless of whether the meeting is called for by the Committee or members.

8.5 The BFA Secretary will ensure that the meeting is accessible and that all members can access it in person or by secure digital platform.

8.6 The BFA Secretary will secure an independent external moderator to chair the meeting and invite registration no less than 14 days prior to the EGM.

Attendees must pre-register stating whether their attendance is in person or by digital platform.

Registration will close 7 days before the EGM to allow for membership to be validated and for the BFA Secretary to confirm that the meeting is quorate (reference 8.3).

8.7 All business of the EGM will be limited to that which appeared on the agenda and purpose in the written notice calling the EGM.

8.8 All evidence to be considered during the EGM must be provided to all BFA members at least 48 hours prior to the meeting by the BFA Secretary. Evidence which has not been provided will not be considered.

8.9 An EGM can only be recorded by the BFA Secretary.

8.10 Voting at an EGM is restricted to attending registered BFA members, who were adult members on the date the BFA Secretary called the meeting.

8.11 Voting options will be provided by the party who called the EGM, however, these voting options can be amended during the EGM by the membership in attendance. The BFA Secretary will implement any amended change on the digital voting form.



8.12 If any change of the Committee is proposed because of the EGM, nominations for replacement Committee members can be taken from the floor from members in attendances who meet the criteria for Committee membership. Those nominated will be endorsed by a vote of those in attendance. The new members will join the Committee until the next AGM.

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

9.1 Any current adult BFA member may submit in writing to the BFA secretary a proposal to amend the constitution.

9.2 Proposals will then be subjected to a review and consultation with an appointed Constitution Working Party and any other relevant or professional bodies. This is to ensure the proposal is fit for purpose and does not conflict with existing rules or the ethos of the Association.

9.3 Should the proposal be agreed it will be submitted to the membership and put to a vote at the next AGM

# **RULES OF FLYBALL RACING**

## **A.1. Sanctioned Tournaments**

Tournament formats sanctioned by the BFA are open, multibreed, singles and pairs. Singles and pairs racing is an additional sanctioned format where dogs compete on an individual basis or as a pair of dogs rather than in a 4-dog team like traditional BFA open or multibreed racing - where the Rules of Racing (Section A) refer to 'teams' this includes a dog entered in singles.

### **1. Application Requirements**

- 1.1 The BFA aims to provide structure and governance to flyball activities in England, Scotland, Wales and Northern Ireland. 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 a Sanctioned Tournament must be at least 28 days before the date of the Tournament. Tournament application venues must be within 50 mile radius from the team captain's home address and in excess of 50 mile radius of any other sanctioned tournament on the same dates. Anything outside the 50 mile radius from the Team Captains home address, 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 change of venue, provided the new venue remains in excess of 50 miles 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 A dog may not be entered in more than one open sanctioned tournament on the same weekend. A dog may be entered into different sanctioned formats at the same tournament on the same weekend, but not the same day (see rule A.2.5.2).
- 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 sanctioned 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 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.
- 1.9 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.
- 1.10 The Tournament 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 the provision of any trophies, rosettes and/or prizes at their show, and for arranging an appropriate presentation on conclusion of racing. Flyball is a community as well as a sport, and all members are strongly encouraged to attend tournament presentations to show their appreciation and support for their fellow competitors and the efforts of the Tournament Organiser.
- 2.5 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.
- 2.6 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 Sanctioned Tournaments should be submitted to the BFA Show Secretary for approval, prior to distribution, no later than 7 days prior to the schedule release 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 giving the date on which the schedule will be available.
- 3.3 All entry forms must be submitted directly to the Tournament Organiser as detailed on the schedule. Entries are only valid on completion of the appropriate payment to the Tournament Organiser.
- 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 Tournament Organisers should register all entries for a period of 72 hours after the schedule release split into two parts:

### *First 24 hours*

- a. If the tournament is oversubscribed after 24 hours a draw will be done on all entries received at that point. The unsuccessful teams will be put on a reserve list.
- b. If the tournament is not oversubscribed at this time all entries received within the 24 hour period will have gained entry to the tournament.

### *Following 48 hours*

- a. If the tournament was oversubscribed after 24 hours then all entries during this time will be put on the reserve list.
- b. If the tournament was not oversubscribed after 24 hours. The Tournament Organiser will calculate the remaining availability and will do a draw of all entries received during this 48 hour period to achieve the tournament limit. Any unsuccessful teams will be put on a reserve list.

Entries should be collated at the 24 hour and 72 hour points. The Tournament Organiser has 24 hours from each point to publish the current entry list.

The Tournament Organiser has the right to ensure the show entries allow for adequate provision of the support needed for the tournament to function – including Head Judges, Judges, lights custodians and Measuring Officials.

Any teams that failed to gain entry via the entry draw for the previous tournament should gain automatic entry to the following tournament held by the same Tournament Organisers, at the same venue. This is limited to the next consecutive tournament, within three-months, and not any subsequent ones thereafter. (NB: the entry draw is done once the Tournament Organiser is oversubscribed, this may be at 24 hours or later, late entries will not automatically qualify for automatic entry at a subsequent tournament)

- 3.6 Tournament Organisers are encouraged to engage with appropriate sponsors for the provision of prizes but BFA flyball is an amateur sport and, as such, TOs are not to issue cash prizes at BFA sanctioned competitions without prior authorisation from the Committee. Flyball is a family sport and, as such, any sponsorship arrangements must comply with the BFA Code of Ethics.

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

- 4.1 Running orders and tournament information must be posted online 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 Teams are to be placed in divisions based on current seed time; teams may declare a time 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, with the exception of BFA Committee organised events where alternative division sizes may be used.
- 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 21st 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 (unless in exceptional circumstances and agreed by the Committee). If a declared time is not submitted then their entry will be void and they will not race. 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. In the event that two teams gain the same fastest time, second fastest time will be used, should this also be the same, third, fourth etc will be used. 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.
- 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 Tournament Organisers are responsible for electronically submitting BFA Form C2 (Time Sheets) including those for any Foundation racing, and BFA Form C6 (Tournament Results) to the BFA Records and Statistics Team within 48 hours of the last day of the tournament. The form C6 is also to be sent to the BFA Treasurer within 48 hours. Advance results should be emailed as soon as practicable on conclusion of racing (but no later than 48 hours) so the seed list can be updated. Copies of the Forms C2 and C6 should be retained by the Tournament Organiser until such time as the results and points from the tournament are updated and available for viewing by the membership on the BFA website. BFA Form C9 (Jump Heights) are to be sent to the BFA Height Card Co-ordinator and any other reporting (as required) sent to the BFA Secretary electronically within 48 hours of the last day of the tournament. (subsequent rules in this section have been renumbered as 4.10 was deleted as part of this rule change)
- 4.10 A tournament sanctioned by the BFA must be overseen by a BFA approved Tournament Head Judge (who should not be from the host team); if the Tournament Organiser is unable to appoint a Head Judge they are to contact the BFA Judges Board who will make appropriate arrangements.

## **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 (i.e. first team to lose 3 heats loses the race). Round Robin format can be run as block or staggered. The Tournament Head Judge reserves the right to reduce the number of heats per race as per rule B.2.2.2 and then each race shall be best 2 out of 3 format.

### **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).

5.4 Sanctioned classes are: open, multibreed, singles, pairs. Other unsanctioned classes may include: Flyball Foundations etc.

#### **Singles**

Singles racing consists of a single dog and handler, with a box loader and up to two assistants. The rules of racing shall be observed except that:

- a) Handlers may choose their desired jump height.
- b) Each dog will be given two races with three heats to set their best possible time, whenever possible dogs shall race dogs of similar speeds.
- c) Dogs will be ranked by fastest time.
- d) The fastest time for each dog will be recorded on the BFA master list which will be available to download from the BFA website.
- e) Dogs will not earn points for singles racing.

## **Pairs**

Pairs racing consists of two dogs and handlers, with a box loader and up to three assistants. The rules of racing shall be observed except that:

- a) Each pair will be given two races with three heats to set their best possible time, whenever possible pairs shall race pairs of similar speeds.
- b) Pairs will be ranked by fastest time
- c) The fastest time for each pair will be recorded on the BFA master list which will be available to download from the BFA website.
- d) Pairs will not earn points for pairs racing.

### **5.5 Duration of Racing**

The Organiser shall not plan on more than 78 races per ring in any one day without prior authorisation from the committee. 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' 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 The flyball ring should be clearly defined and identifiable, 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. There shall be a tolerance of + or - ¼ inch. The distance between the box line and the start/finish line shall be not less than 51' and not more than 51' 1 inch (").

7.2 Backboards - The host team shall provide a solid backboard (Approx. 24" high) 7', 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 24' and can be in sections for ease of carrying/transporting.

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

#### 7.4 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 30", 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 and the inside 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.

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

7.6 The maximum height for any Judges score stand to be set at 4'. This can be of any design but not exceeding 4' 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**

- 2.1 Only BFA Members are allowed in the ring during the racing of sanctioned competitions. Temporary membership may be offered to guests, following approval by the BFA Committee.
- 2.2 Alcohol is not permitted in the flyball ring during competitions. Smoking and vaping is not permitted within 15 feet of the flyball ring during competitions, or at presentation.

### **3. Minimum age**

- 3.1 Dogs are required to be over the age of 18 months to be allowed to compete at BFA sanctioned flyball events, even if running in a team that has Withdrawn From Competition (WFC).

### **4. Electronic Judging System (EJS)**

- 4.1 BFA approved timing equipment only may be used at sanctioned tournaments they will display three lights and be set at a one second sequence. Any new lights must be approved, after consultation with the Committee. EJS may be supplemented by BFA approved computerised technology, where available to aid judges with decision making.
- 4.2 The Start Gates are to be set to a minimum of 4ft and a maximum of 5.6ft from the inside edge of foot base.

### **5. Teams**

- 5.1 All Teams will appoint a 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 Flyball Foundation 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 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 1st April 2016 so it is free to race with Team B on 1st 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. Proof must be provided to the committee for consideration.
- 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.



- 5.4 At a tournament, each team entered in open or multibreed 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. Singles is an entry for a single dog, pairs is a maximum of 2 dogs (no standby).
- 5.5 Overseas Guest Teams must only include non-UK resident dogs.
- 5.6 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.
- 5.7 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. A racing team may be assisted by up to five additional members and seven members during the warm up. Teams that require more than five assistants, e.g. to facilitate a Disabled Handler or to supervise a young member under the age of 14 working towards their young members award must notify the Head Judge and Divisional 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 or warm up.
- 5.8 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.
- 5.9 Forfeiting teams may be declared WFC 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. The Tournament Head Judge may approve an amendment to the C2 timesheet after racing has begun.
- 6.2.1 TC must first point out the error on C2 to DJ and DJ must validate that the change is a minor administrative error that doesn't affect or change the racing outcome. TC may then request Tournament HJ to approve the change.
- 6.2.2 Only the Tournament HJ may physically alter or amend any information shown on the C2 and must only change the information as requested by the TC.
- 6.2.3 TC should satisfy themselves that the information has been correctly amended by the HJ as no further changes will be allowed after racing has ended.
- 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 must meet the following:
  - i. There must be no exposed sharp edges
  - ii. The landing area must be protected by a layer of padding which should be complete and in good condition. Whilst holes made by a dog's nails are to be expected, there should not be areas where the pedal is bald i.e. the plate is visible
  - iii. If the box has a fixed ball plate the gap between it and the pedal must be covered.
  - iv. The top of the box must be covered to enclose the box mechanisms. Where the design of existing boxes makes it impossible to do this the mechanism (including levers) must be covered with protective padding
  - v. There will be no addition, whether considered temporary or permanent, of any object attached to the front elevation of the box that could be considered a potential training aid or prop. This does not include a band painted on the front elevation, providing the surface is considered flat following application.
- 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. The landing area is the front elevation of the box, it includes the ball hole plate on fixed plate boxes. The landing area of the box should not exceed 20" in height and 30" in width. Landing area height is the measurement from the highest point of the landing surface at a right angle to the floor. This height includes the base of the box and any anti-slip plates used. Landing area width is measured at its widest point
- f. The depth of the box shall not exceed 30". The depth is measured from the leading edge of the landing area to the rear edge of the box. For the box loader, the base of the box can extend beyond the main body of the box.
- g. The main body of the box must not be more than ¼" higher or wider than the landing area.

### 7.2 Balls

Each club shall provide its own supply of balls, these can be of any colour or size to suit the comfort and welfare of the dog. The balls can be of any material but must bounce and roll. They must also fire the required distance from the box as stated in rule 7.1.d

The balls must not contain any noise making device, ie: squeaker or bells. and must not be covered in any kind of fur real or faux EG: rabbit". Or other than the felt added at the time of manufacturing.

## 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. Once the teams have entered the ring in a timely manner and the box/boxes are in position, the Divisional Judge will signal the start of the practice runs using a whistle. Where count down timers are available, these will be started at this point. No other training shall be allowed in or near the ring.
- 8.2 If one or more team members is late for the start of a race (after warm up time has been completed), without prior notification to the Tournament Organiser or Divisional Judge, the Divisional Judge shall start the first heat. If the opposing team arrives during this, or any subsequent heat, they shall wait outside the ring until the end of the heat. Any remaining heats will be raced as usual. Each heat a team does not race shall be declared a loss.
- 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**

Only times recorded at a BFA sanctioned tournament using BFA sanctioned EJS will be officially recognised as a record-breaking time. If a team records what could be a BFA record the Divisional Judge is to immediately cease racing, ensure nothing in the racing lane is touched, including the EJS, and call the supervising Head Judge. The supervising Head Judge is, with one other independent member (another Head Judge, Committee Member or Qualified Judge, in that order of preference) is to satisfy themselves that the record has been set in accordance with the BFA Constitution and Rules of Flyball Racing. The following checks are mandated before a Head Judge can certify that a BFA record has been set: the lane measurements and layout are correct, the jump heights of all 4 jumps are set to the correct height as indicated by the C2, the flyball box positioning and functioning is correct (ALL holes are to be checked, each one 4 times), the alignment and placing of the EJS sensors. Once happy that the lane, jumps and box are correct the Head Judge may award the record and complete a C4 (Record Time Form). Additional checks will be undertaken by the Committee before a record is officially sanctioned by the BFA (the Committee will check; dog height in accordance with C9 or master height card list; age of competing dogs; all handlers are active BFA members; dogs are registered to a BFA member).

## **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 ejs 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. This rule applies equally the pairs format but for dog welfare reasons jumps may be set at any height for dogs racing in singles format.

## **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 may be stopped for broken boards or knocked down jumps if, in the opinion of the Division Judge and ring party in the ring, 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. Any interference, including during warm up, will be noted against the offending dogs' details on the C2 form by the divisional judge, including a description of the incident. 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 squeaker, bells or whistles 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. Treats must be kept secure in the ring at all times. Dogs may be treated during warm up and racing either directly from the hand, or from a treat dispensing toy, bowl/container providing the treat is not dropped or goes directly onto the floor. If using an open topped container e.g. a bowl or bucket, treats must not be left loose/unsupervised in the receptacle so that another dog could gain access to them. If treats are dropped on the floor or left in an open container anywhere within the sanctioned ring the team shall be given a warning in the first instance and if further offences occur the team shall forfeit the next leg.

## 9. Box Loader

During the warm up, the box loader must remain on the box whilst the dogs are turning on the box. Boxloaders may use their hands to encourage the dogs in any way that they see fit. The box loader must remain in the upright position behind the box with hands behind their back during live racing of dogs (live racing is defined by the start of the light sequence until the divisional judge blows their whistle to signify the outcome of the heat), unless in the process of loading a ball into the box in between individual dog runs. The boxloader may leave the box to retrieve balls if it is safe to do so. The box loader may offer verbal encouragement only, as long as such encouragement does not distract the opposing team. At the end of the warm up and at the end of each heat, the box loader can collect any loose balls and get a fresh supply of balls to load. 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 dogs successfully complete a run wins the heat. The finish shall be when the last dog 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 2 BO's or a team going WFC, all earlier heats for that team will be recorded as losses and wins will be recorded for their opponents, where the opponent has completed the heat. If a situation arises where two secondary teams from the same primary team are drawn to race each other and declare that they are unable to do so, a loss shall be recorded for both teams for that race. Both teams must still run four dogs each, though this can be separately and for a minimum of three heats. Teams that run less than four dogs in this scenario will be considered withdrawn from racing.

## 11. Break outs

With the exception of division 1, a team running more than  $\frac{1}{4}$  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  $\frac{1}{4}$  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' twice in a tournament will be ineligible for any placement in that tournament. If the EJS 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 2 break outs, all earlier heats for that team will be recorded as losses and wins will be recorded for their opponents, where that opponent has completed the heat.

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.

## **12. Withdrawal From Competition (WFC)**

Following consultation with the Divisional Judge (DJ) a team may Withdraw From Competition (WFC) at any time. This means that the team will no longer compete in open racing and will not be required to race in any remaining open heats or alternatively allow for the use of training aids for the benefit and safety of a participating dog or dogs, in any remaining heats. If the withdrawal is due to concerns regarding the prevailing weather or ring conditions the Head Judge and Tournament Organiser should be consulted in the first instance, as additional mitigation measures may be instigated (i.e. change of lanes, reduced number of heats, lane covers). A team is deemed to be WFC as soon as they notify the divisional judge, or as soon as they are unable to run 4 dogs in a race. If a dog is injured and has to be withdrawn the team will become WFC and will remain WFC for the remainder of the competition, even if the dog returns to race later. Once notified of a WFC the DJ is to inform the Tournament Organiser and inform each of the other competing Team Captains, prior to any races they have with the WFC team.

A WFC team may use any appropriate training aids whilst racing WFC, unless they interfere with, or distract, the open racing team in the other lane (DJ's discretion). Team members for a WFC team may enter or be in the racing lane whilst racing as WFC, but only with prior agreement from the DJ and opposing team.

Once a team has gone WFC, all heats and races will be recorded as losses. No points, results or times will be gained for any races run under WFC conditions. A team cannot re-enter open competition once it has declared a Withdrawal From Competition. Any points and times set from fully completed races under the rules of open racing prior to WFC will be retained other than points only awarded to the winner of a heat. As a team declaring WFC during an ongoing competition will affect the fairness of the final Divisional result, all results (W or L) from a WFC team, withdrawing at any stage during the competition, will be voided and recorded as losses (this may result in other teams being awarded wins for races previously recorded as a loss and TOs should amend any paperwork accordingly – see rule A.3.10)

# 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).

**B.3 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.**

1.2 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 and be considered safe for competitors and dogs. 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 or nominated Qualified Judges who are experienced and capable of carrying out the required checks. If, in the judge's opinion, the box has been constructed or altered in a manner that does not meet the box specifications the team will not be allowed to use the box. The Tournament Head Judges decision is final.
- 2.2 The Tournament Head Judge should be available to support a Divisional Judge in reaching a decision where their original decision made during racing has been contested by a Team Captain.
- 2.3 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 Deputy Head Judge**

#### **1.1 Qualifying Process**

The only requirement in becoming a Deputy Head Judge, is to be a Qualified Judge. However, a recently Qualified Judge (12 months/10 assignments) may not become a Deputy Head Judge until this probationary period has been completed. A Deputy Head Judge shall be chosen by the Tournament Organiser., for the upcoming tournament only. The Deputy Head Judge shall not be from the same primary team as the Head Judge.

#### **1.2 Duties and Responsibilities**

The Deputy Head Judge shall be in consultation with the Head Judge/Tournament Organiser if required. They shall act as an impartial adjudicator if/when the Head Judge is unable to do so (due to either themselves, or their team, being involved in a decision being made).

### **B.4 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 the 36 months preceding their application. The Judges Board reserves the right to waive this time limit in exceptional circumstances, such as for growth areas (eg. Scotland, Wales, IOM).
- c. Pass a Novice Judge exam on the BFA Rules of Flyball Racing. 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, or a whole division where the division consists of less than 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 (at least 3 by a 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. Experienced, qualified judges from other flyball organisations must pass the novice judges exam before qualifying. They must also be supervised once for a full division on each of the ring party duties, and twice for a full division judging whilst being supervised by a head judge. Evidence of judging experience will be required on application.

- 1.2 Provisional Judges judging BFA sanctioned Flyball competitions shall be supervised, at all times, by a Qualified or Head Judge. Supervising Judges must be within the ring and cannot be undertaking ring party duties at the same time. 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, either electronic or a referee's whistle. The Judge will also give clear hand signals by raising both arms to indicate the race has been stopped.
- 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. A team that has already broken out 2 times racing against an WFC team.
  - b. A team that breaks out (single heat) racing against an WFC team.
  - c. When both teams break out.
  - d. When both teams choose not to rerun a dog in order to finish the race.
  - e. When neither team can complete in a reasonable time frame (DJ discretion).
  - f. In circumstances a and b only three heats will be run. Circumstances c, d and e will count as one heat raced and *may* result in only three heats 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 competitors, to the host team, or organisation, to the spectators and sponsors. A Divisional Judge must be arbiter and diplomat. A Divisional Judge must leave competitors 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 The Divisional Judge should be able to explain any decision they have made during racing to the Team Captain(s); the Divisional Judge's decision though is final. Team Captains dissatisfied with the decision of a Division Judge during racing should raise the matter with the Head Judge as soon as practicable. The Head Judge's responsibility should be to support the Divisional Judge in reaching a decision.
- 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 WFC. 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 competitors 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.5 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 the BFA Time Sheet (Form C.2) record for each heat which dogs participate, the team's time and whether they won, lost or tied and if the heat was completed by 4 dogs without faults.
- 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. Should the EJS fail during racing and alternative means of timing the race are endorsed by the Head Judge, this is to be clearly marked on the C2, heat by heat, as these times will be disregarded for the purposes of fastest times and 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. Scribes are responsible for recording all required data correctly on the C2 form. During racing they should also be watching the run-back area for dog interference.
- i. It is the handler's responsibility to note the signal and re-run their dog
- j. Advise the Divisional Judge if a Team runs a 'break-out' time in a heat
- k. In the event of a close heat, the Divisional Judge shall consult with their ring party. If no clear winner is identified, then that race shall be declared a tie.
- l. Indicate to the Divisional Judge that the race should be stopped for safety reasons by standing up, raising both arms above the head, crossed at the wrists.

#### **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.6 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 the 36 months proceeding their application. The Judges Board reserves the right to waive this time limit in exceptional circumstances, such as for the growth areas (e.g. Scotland, Wales, IOM) 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
- 1.4 Where Provisional Measuring Officials have completed the requirements for Ulna measuring, submitted their qualification records and been passed by the Judges Board, they will become qualified for this expertise of measuring. They will be allowed to Ulna measure at competitions, but will not be qualified to complete the Withers measurements as a qualified measurer. Wither measures can be logged as provisional measurements but they must be overseen and signed off by two qualified wither measuring officials until such time they have completed the qualification fully.
- 1.5 Any BFA member, who is a qualified ulna or withers measuring official with another flyball organisation, can become a qualified BFA measuring official following two supervised measuring sessions. A minimum of 5 dogs should be measured at each session and three different measuring officials must be involved, one of which is a Head Judge.

# MEASURING PROCESS

## Section C

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

- 1.1 All dogs jumping less than 12" , or 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, by either Method1 or Method 2 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 may 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 A copy of the completed C9 shall be made available for viewing by the tournament participants.
- 1.7 All height dogs must be measured at each sanctioned tournament attended until such time as they hold an official height on the Dog Height Master Sheet and within the dogs first 10 sanctioned tournaments. Failure to do so shall result in loss of times and points for the dog and team on the day.
- 1.8 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.
- 1.9 The Height Card Administrator will produce an up-to-date list of all official heights for each Tournament that must be available online.

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

The dog's height may be measured by one of two methods

#### Method 1

- 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 Jump height recorded in the C.9 is the height of the dog from the ground to between its withers less 6 inches
- 2.7 Any measurement deemed borderline, the lowest measurement will be recorded for the benefit of the dog.

## Method 2

2.8 Dogs will be measured from the point of the Elbow to the Accessory Carpal Bone (Pisiform), the bony protrusion just above the stop or carpal pad, when measuring the dogs foot must be bent at a 90 degree angle not out straight. The following chart will determine the jump height:

Jump Height (inch)	Ulna Length
6	Up to 4 inches
7	Over 4 inches to 4.5 inches
8	Over 4.5 inches to 5 inches
9	Over 5 inches and up to 5.5 inches
10	Over 5.5 inches and up to 6 inches
11	Over 6 inches and up to 6.5 inches
12	Over 6.5 inches

The measuring will use only BFA authorised equipment; ulna measure device.

Both legs shall be measured and the lowest measurement recorded as the official height.

2.9 Dogs should be standing during the process of the ulna measure

2.10 Aggression during measuring will not be tolerated and Rule D.5.1 will be observed.

2.11 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/remesure

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

- 4.1 Any protest with respect to a dog's jump height must be made verbally before leaving the ring at the end of the race 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 heats 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.

Kennel Cough guidance should follow the process detailed in Appendix 11. Any queries should be directed to the BFA secretary in the first instance.

- 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 each dog racing with that team can earn points towards a flyball title (Appendix 2). Each of the 4 dogs contributing to a clean run (a run without any faults) will be awarded 20 dog points. 5 points will be awarded for each heat which is won in accordance at the time of racing, as a result of rules A.3.11 and 12. An additional 5 points will not be awarded for heats won by the opposing team breaking out or opting to go WFC.
- 1.2 Any Team voluntarily Withdrawing from Competition' (WFC) during racing and rule A3.12 will apply
- 1.3 If a time is not recorded for any reason (e.g. EJS failure, interference etc) then points will be awarded if there were no faults prior to the race being ended.
- 1.4 All personnel on the team sheet (captain, handlers and box loader) must be current members of the BFA. All dogs must be registered with the BFA and registered to an owner/handler who is a current BFA member. Failure to comply will result in the loss of all points. NOTE: Flyball Foundation and 'fun' events will not be subject to points allocation.
- 1.5 It is the responsibility of Team Captains and Members to check points allocated to their Dogs in good time. The BFA will only accept queries relating to the issuance of dog points within 30 days of the points being published on the website.

### E.2. Loss of points

- 2.1 If the Team name and TRN are missing, points, placing and seed time will be lost.
- 2.2 If the Team Captain and/or Boxloader is not a current BFA member, points, placing and seed time will be lost for that team.
- 2.3 In a four dog team, if any dog or handler is not a current BFA member, points, placing and seed time will be lost for that team. For teams containing more than 4 dogs, (and Rule 2.2 is satisfied) the fastest time excluding the elapsed/non BFA member(s) will be recorded as the seed time, and points awarded accordingly. No points shall be awarded for the heats which include the non/elapsed BFA member(s). If all times are excluded this will result in loss of placing. For validation purposes, there shall be a minimum of 4 nominated dog handlers and a nominated boxloader – 5 separate current BFA members in total.
- 2.4 If an underaged dog has competed in a 4 dog team points, placing and seed time will be lost for that team. For teams containing more than 4 dogs, the fastest time excluding the underaged dog will be recorded as the seed time and points awarded accordingly. No points shall be awarded for the heats which include the underaged dog. If all times are excluded, this will result in loss of placing.
- 2.5 In a multi breed competition. if the dog's breed does not match the breed they were registered as, points and times will be lost for each heat where the team failed to field 4 different breeds. If all times are excluded, this will result in loss of placing.
- 2.6 If the team captain's name and BFA number is missing, points, placing and seed time will be lost.
- 2.7 If the box loader's name and BFA number is missing, points, placing and seed time will be lost.
- 2.8 If the handler's name and BFA number is missing, points, placing and seed time will be lost.
- 2.9 If the dog's name and BFA number is missing, points will be lost for that dog.
- 2.10 If it cannot be determined which dogs ran in a particular heat, the points for that heat are lost.
- 2.11 Where a dog and/or BFA member has a compound name, a partial match to the database shall be accepted.

### E.3. Young Members Award Scheme

- 3.1 The Young Members Award Scheme will reward all participants with a milestone award for members aged 4 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 indepth knowledge of the sport.
- 3.3 The awards take the names from previous successful juniors who have achieved 1st 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;
  - a. judging half a division at a Sanctioned open, multibreed, singles or pairs Tournament (minimum 16 years of age) or half a division at a Starters Tournament.
  - b. Handling a dog at a Sanctioned open, multibreed, foundation, singles or pairs and foundation Tournament (for half a division or a minimum of 2 races in staggered format).
  - c. Box loading at a Sanctioned multibreed, foundation, singles or pairs and foundation Tournament (for half a division or a minimum of 2 races in staggered format).
  - d. Ring Party duties i.e. Line Judge, Scribe and Box Judge at a Sanctioned multibreed, foundation, singles or pairs and foundation Tournament (for half a division, or a minimum of 7 races in staggered format)
  - e. Ball collecting duties at a Sanctioned open, multibreed, foundation, singles or pairs and foundation Tournament (for half a division or a minimum of 2 races in staggered format). Points will be awarded for foundation, singles and pairs competitions held alongside a BFA sanctioned tournament but not for stand-alone foundation, singles and pairs competitions.
- 3.6 If a young member needs supervision from an adult to carry out these duties in the ring, the team can request an extra person under rule teams A.2.5.7 but must notify the head judge and divisional judge prior to racing.

### 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.

# COMPLAINTS PROCESS

## Section F

### F.1.

Any member may raise an issue or concern regarding BFA matters to the Committee if their own efforts to resolve the matter informally have been unsuccessful.

Any complaint to the Committee will need to be submitted in writing within 30 days of the matter being complained of occurring. Complaints regarding possible misconduct or gross misconduct were dealt with separately under Section G: Disciplinary Process.

### F.2.

In dealing with complaints submitted by BFA members about matters relating to the BFA, the committee and BFA members will endeavour to abide by the following principles of fairness and transparency:

Issues will be dealt with promptly without unreasonable delay. The Committee will act consistently in any handling of complaints.

An attempt should be made to resolve any complaint informally at the lowest level wherever practicable.

The Committee (or member(s) appointed by the Committee) shall carry out any necessary investigations to establish the facts of the complaint.

Members will engage with all reasonable requests to provide accurate and timely information in relation to any complaints.

The Committee (or member(s) appointed by the Committee) shall inform all members involved about the nature of any complaint and provide them an opportunity to provide relevant information before any decisions are made.

Should an investigation lead to a charge of, or uncover an allegation of, misconduct or gross misconduct, then Section G of the BFA rules, Disciplinary Process should be applied (Note: an administration fee for misconduct/gross misconduct investigations applies see G4.11).

Any complaint outcome shall be considered by no less than 3 members of the Committee. Members may appeal any outcome of their complaint, by providing their reasons for such an appeal, in writing within 14 days of being notified of the outcome.

Any appeal will be dealt with impartially and where practicable, by no less than 3 Committee members not involved in the original outcome.

### F.3.

Any complaint may result in a member's suspension or expulsion from the association MUST be dealt with in accordance with the procedures detailed in Section G: Disciplinary Process.

### F.4

When any confusion arises about the handling of any complaint or discipline procedure, not covered by these rules, then the ACAS Code of Practice on disciplinary and grievance procedures should be used as a guidance, as the UK arbiter of best practice in these matters.

# DISCIPLINARY PROCESS

## SECTION G

### G.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) (wherever possible) and in the strictest confidence.

### G.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.

### G.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.

### G.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. Where exceptional circumstances apply these must be specified and disclosed to all parties involved and a new deadline for resolution mutually agreed.
- 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. To be clear, the Committee can only prefer a charge of misconduct against an individual member or members within 6 months of the alleged offence happening, (and that by prefer a charge, it means informing the individual).
- 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.

## **G.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. At a point no later than 5 days after receiving an allegation of misconduct or gross misconduct the Committee shall notify all identified participants and provide regular updates on the progress of the investigation (fortnightly as a minimum).
- 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.

## **G.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.

### **G.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.

### **G.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.
- 8.3 The BFA Committee will prepare a report of the proceedings for record purposes.
- 8.4 The findings will be posted in official BFA publications.
- 8.5 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 described 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 online 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 Team** 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 **Regional Representatives**. 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 **Show Secretary** who will: approve dates for sanctioned tournaments; ensure that tournament organisers receive all the necessary information to comply with BFA requirements; maintain all relevant data on the BFA Website; take bookings for all BFA-owned Electronic Judging Systems (EJS)

- 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 **Judges Sub-Committee** who will oversee BFA Judges and Judging Qualifications and promote high standards and consistency of judging decisions. Deal with incident reports, where deemed appropriate by the committee;
- 12 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;
- 13 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.
- 14 A **Veterinary Team**. A qualified Veterinary team who will advise the Committee on matters relating to dog welfare and health;
- 15 An **Accessibility Advisor** who will provide information to and consult with the BFA on issues relating to inclusion and accessibility; and
- 16 A **Disciplinary Sub Committee** (see the Disciplinary Policy for more details);



## **APPENDIX 2 - DOG AWARDS**

- BFA will award a certificate of achievement to any dog receiving 1,000 points.
- BFA will award a certificate of achievement to any dog receiving 3,000 points.
- BFA will award a certificate of achievement to any dog receiving 5,000 points.
- BFA will award a certificate of achievement to any dog receiving 10,000 points.
- BFA will award a certificate of achievement to any dog receiving 15,000 points
- BFA will award a Milestone certificate and award to any dog receiving 20,000 points.
- BFA will award a Milestone certificate and award to any dog receiving 30,000 points.
- BFA will award a Milestone certificate and award to any dog receiving 40,000 points.
- BFA will award a Milestone certificate and award to any dog receiving 50,000 points.
- BFA will award a valedictory certificate to any dog retiring full time from flyball regardless of points total. Certificate will identify dog and handler details, current club, first and last show, and status gained. A valedictory certificate will only be produced on request of the Club Captain and will only be produced once for each dog.

## **APPENDIX 3 - YOUNG MEMBERS' AWARD SCHEME**

- 100 points Silver Aubrey-Wilson Award (Certificate)
- 200 points Gold Merryman Award (Certificate)
- 500 points Platinum Frost Award (Certificate)
- 1,000 points Pearl Knott Award (Certificate)
- 1,500 points Jade Mills Award (Certificate)
- 2,000 points Sapphire Jennison Award (Certificate and Glass Award)
- 2,500 points Diamond Barnard Award (Certificate and Glass Award)
- 3,000 points Opal Anderson Award (Certificate and Glass Award)
- 3,500 points Topaz Novasio Award (Certificate and Glass Award)
- 4,000 points Emerald Short Award (Certificate and Glass Award)
- 5,000 points Ruby Barraclough Award (Certificate and Glass Award)
- 6,000 points Amber Reynolds Dobson Award (Certificate and Glass Award)
- 7,000 points Alexandrite Hussain-Barker (Certificate and Glass Award)
- 8,000 points Zircon Charles iii (Certificate and Glass Award)
- 9,000 points Peridot Augustine (Certificate and Glass Award)
- 10,000 points Moonstone Myriad (Certificate and Glass Award)
- 12,000 points Quartz Aquila (Certificate and Glass Award)

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

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
- C2 & Racing Paperwork Foundation Singles and Teams
- C2 Info Stickers
- C4 Record Time Form
- C6 Tournament Results
- C9 Tournament Jump Height
- Disability & Flyball - A Briefing for Judges and Club Captains
- Height Card Master List
- Ring Party training delegate book
- Singles and Pairs Results and paperwork
- Social Media Policy
- Tournament Organisers Guide to Dealing with Disability Issues
- Witness Statement Form
- Young Members Award Scheme
- Young Members Award Scheme - Points Record Form
- Young Members Award Scheme - Registration Form

### **Online forms**

- C3 Tournament Application Form
- Adding a dog to membership
- Collision Reporting Form
- Disabled Camping Request Form
- Incident Report Form
- Judges Competition Report Form
- Judges Training Application Form
- New Membership Application Form
- Pre-registration for Flyball foundations
- Return to Starters Request Form
- Team Application Form
- Team Captains change of Details 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. o 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.
  - o 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.
  - o 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).
  - o 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 who 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 all under 18's 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.

Charge (including £3 joining fee)	January 2024 to March 2024	April 2024 to June 2024	July 2024 to September 2024	October 2024 to December 2024	January 2025 to March 2025
Single	£8.00	£23.00	£18.00	£13.00	£8.00
Adult and Child	£9.25	£28.00	£21.75	£15.50	£9.25
Joint	£10.50	£33.00	£25.50	£18.00	£10.50
Family	£11.75	£38.00	£29.25	£20.50	£11.75

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

<b>New Team Application:</b>	£12 inc VAT
<b>Tournament Application:</b>	£12 inc VAT per day
<b>Tournament Results team fees:</b>	£2 per team inc VAT
<b>EJS(Lights) Hire(for BFA tournaments only):</b>	Per unit, per day: £60 inc VAT
<b>Payment to be submitted with complaint:</b>	£50 (refunded if complaint upheld)

### BFA Bank Details:

The British Flyball Association  
 Sort Code 30-93-45  
 Account Number: 00417549

## APPENDIX 8

### BFA RULES FOR FLYBALL FOUNDATION EVENTS

Flyball is a competitive dog sport which places certain demands on both the dog and handler, requiring them both to be able to meet certain standards of technical ability and knowledge of the rules in order to play the sport of flyball in a safe manner without risk of injury or damage to themselves or other canine or human competitors. Achieving the level of training required to do this is often beyond the means of a flyball club to do in club training sessions alone, and this is why the BFA provides opportunities for handlers and dogs to develop their flyball skills in preparation for open racing through a range of Flyball Foundation activities.

There are 3 pillars of BFA Flyball Foundations, these are:

**Flyball Foundation Racing** – Dogs Racing in a BFA sanctioned ring where training props are allowed (competitive racing).

**Ring-Time Training** – Dogs training in a BFA sanctioned ring in a non-competitive setting (timed sessions).

**Fun Events** – Any other flyball related activity that is not governed by the BFA Constitution and Rules of Flyball Racing (have-a-go, flyball runs without a box/chute).

Flyball Foundation Racing and Ring-Time training events are conducted under conditions sanctioned by the BFA and governed by the BFA Constitution and Rules of Flyball Racing (with specific exceptions, see below). In order to ensure dog and handler safety, to be eligible for Flyball Foundation competitions or to take part in Ring-Time training sessions, Club Captains are to ensure that dogs and handlers have met the BFA Standard for flyball.

**The BFA Standard.** The minimum standard required of dogs and handlers to be able to safely race or train under BFA sanctioned conditions is the BFA Standard which is defined as:

**Handler** – For both Flyball Foundation events and ring-time training, a handler must be able to safely release a dog into the racing lane and retrieve their dog under control.

**Dog** – To compete in a Flyball Foundation event a dog must also be able to go over 4 jumps and safely retrieve a ball from a flyball box/chute<sup>1</sup> and return back over 4 jumps to their handler.

**Safe Flyball** – The over-riding principle is that dogs and handlers can compete or train safely. Should a supervising judge have any safety concerns they are to consult with the HJ and Club Captain in the first instance. Dogs or handlers deemed unsafe may be withdrawn from racing or training. The HJ's decision is final.

### FUN EVENTS

Dogs who have not yet achieved the basic BFA Standard for safe flyball can hone their skills in other fun events. Fun events are not governed by the BFA and the BFA Constitution and Rules of Flyball Racing do not apply and can be conducted at any time or place other than in a flyball ring sanctioned by the BFA for competition or training. Rules, conditions and eligibility for fun events are at the discretion of the organiser. Fun events are to be held separately from BFA sanctioned events and they are not to interfere with the running or timings of any BFA sanctioned event.

<sup>1</sup> Any Flyball box used is to meet the specifications of the BFA Constitution and Rules of Flyball Racing; a chute is defined as an adequately padded single-piece board that can either be self-supporting or placed in front of a Flyball box (a chute needs to be safe and fit-for-purpose, the HJ's decision on what is safe and fit-for-purpose is final).

## FLYBALL FOUNDATION COMPETITIONS & RING-TIME TRAINING

Flyball Foundation activities are essential to the development of good flyball dogs and handlers that can conduct themselves in a flyball ring in a safe manner. Flyball Foundation competitions and ring-time training are to only take place in a BFA sanctioned ring, and they are to be supervised by a BFA Qualified Judge (or HJ). The BFA Constitution and Rules of Flyball Racing apply to all Flyball Foundation competitions and ring-time training with the following exceptions:

**Flyball Foundation Racing.** This is competitive racing with the use of props allowed:

- a. Dogs must be 12 months or older at the time of competition.
- b. Jumps are to be set at a minimum height of 6 inches and a maximum height of 10. If all competing dogs are over the age of 18 months and this is verified in advance of the competition, use of higher jumps may be approved by the QJ.
- c. Standard flyball props are allowed; including the use of striders, a chute instead of a flyball box, wings, jump boards (all props need to be safe and fit-for-purpose). Any unusual or novel props need to be approved by the QJ prior to use.
- d. The flyball box does not need to trigger but the dog is required to take a recognisable ball from a flyball box or a chute (not rolled or picked from the floor). The dog should be attempting to turn in a safe manner, not "stealing" the ball from the box or chute with its mouth.
- e. Team members are allowed in the racing lane (such as a runner, or to place/remove striders) but only with the prior approval of the other competing team and the QJ.
- f. Centre-netting (or suitable barrier) is to be run down the centre of the racing lanes and in the run-back area to limit unintentional interference and/or distractions (loose balls). Jumps are not to be netted, although wings are allowed.
- g. Dogs and handlers are to be able to meet the BFA standard. Failure to do so will result in their removal from the competition by the QJ.
- h. False starts – Not required in Foundation racing. Start light sequence should be used to start the race but racing continues if one or both sides false starts. If the dog runs clean this is not recorded as a fault.
- i. Dogs and handlers competing in the same Flyball Foundation team do not need to be from the same primary club. A foundation racing team can be 1-4 dogs, a team does not need to be 4 dogs to compete.
- j. Flyball Foundation teams shall race no more than 4 times in any competition (most dogs in Flyball Foundations will be too young or too old for open, returning from injury or requiring retraining).
- k. Flyball Foundation races are 3 heats, run all 3; the winner of a Flyball Foundation competition is determined by the team that has achieved the highest percentage of clean runs (no faults) available to each team during the event. Clean runs are recorded per dog (2 dogs running clean and 1 dog faulting equals 2 clean runs for that team for that race). Foundation Flyball is focused on dog and handler achieving the BFA standard safely, not about speed.
- l. TOs are encouraged to supply all competitors with a suitable token of achievement.



**Ring-Time Training.** An allocated period of time in a BFA sanctioned ring setting to individually or team train dogs in the foundation level aspects of flyball. The BFA Rules of Flyball Racing do not apply as it is non-competitive, but ring-time training is to be supervised by a BFA QJ (or HJ). The following rules apply:

- a. Standard flyball props are allowed; including the use of striders, a chute instead of a flyball box, wings, jump boards (all props need to be safe and fit-for-purpose). Any unusual or novel props need to be approved by the QJ prior to use.
- b. If jumps are to be used they are to be set at a maximum height of 10 inches or the height of the smallest dog training, whichever is the lower; if all training dogs are over the age of 18 months and this is verified in advance, use of higher jumps may be approved by the QJ.
- c. Team members are allowed in the racing lane (such as a runner, or to place/remove striders), but the QJ retains the right to pause any activity that is distracting to any other team in the ring at the time.
- d. Set time limits are to be determined by the TO prior to the event and training slots are to be annotated on the racing schedule. Timings are to be strictly adhered to and enforced by the QJ and TO so as not to interfere with sanctioned racing.
- e. Teams are not to bring any single dog out for more than 4 training sessions in one day.
- f. A single ring-time training slot will be no longer than a standard race (8 minutes, timed by the supervising judge, starting from box lift on conclusion of the previous race).

**Dogs Returning to Flyball Foundation Activities After Competing in Open.** There may be occasions when a dog has transitioned from Flyball Foundations to open competition but needs to take a step back, either through injury or for re-training (other reasons may apply). This could be at the discretion of the handler or Club Captain, or at the direction of the BFA Committee. Returning a dog to Flyball Foundation activity is often a sensible approach and for the long-term benefit of the dog concerned. A dog returning to Flyball Foundations is to be notified to the BFA Committee (if the return is not Committee directed).

The handler requires written permission though from the BFA Committee for a dog to be eligible to compete in open again following a return to Flyball Foundation activities. This is so the BFA can be assured that the reason for the return to Flyball Foundation (i.e injury or training issue) is no longer valid. A returning dog may require assessment by a BFA HJ, Vet or BFA Committee member before final approval is given. Retired dogs can do Fun Events and be used for ring-time training but should not be returned to Flyball Foundation competition for welfare reasons as the physical demands placed on the dog are the same as open competition.

### **Event/Tournament Organisers Guide to Costs and Timings**

TOs should not plan on any racing day being longer than 10 hours (i.e 0830-1830), to allow adequate safe travelling time for competitors. 10 hours will provide sufficient time for the maximum 78 races permitted for each ring per day. Any racing capacity not required for open racing can be filled at the TOs discretion, after all open entries have been received, by Foundation Flyball divisions or ring-time training, depending on the time available and demand from competitors. It is reasonable that TOs should aim to cover all costs and expenditures related to hosting a sanctioned event and charges for Foundation Flyball and ring-time training should be set appropriately by the individual TO.

Flyball Foundation competitions and ring-time training should be scheduled with or alongside sanctioned racing where practicable so handlers get the benefit of seeing how open racing runs.

**Participants.** All people entering a BFA sanctioned ring need to be BFA members, or for the purposes of Foundation Flyball competitions or ring-time training, if not members, must be pre-registered with the BFA.

## **APPENDIX 9**

### **DISABILITY DISCRIMINATION POLICY**

The purpose of this policy is to outline the principles of the Equality Act 2010 and to ensure all members of the BFA are aware of their obligations to not unlawfully discriminate against people with disabilities.

The Equalities Act 2010 protects disabled people and their carers from unlawful discrimination in all aspects of life including voluntary memberships of clubs and associations. The Act is therefore fully applicable to the BFA, its membership and our activities.

BFA flyball provides a unique level of access for people of all abilities to actively participate in competitive sport. We are proud to include in our membership people from all backgrounds and abilities but we must also understand the positive action that may need to be taken to ensure everyone has an equal opportunity to enjoy the same level of access to flyball.

#### **The Equalities Act 2010**

The Act means it is against the law to discriminate against anyone because of a protected characteristic; age, gender reassignment, being married or in a civil partnership, being pregnant, disability, race, religion or belief, sex, or sexual orientation. BFA members are to abide by the Equalities Act 2010 in all respects, but this policy focuses specifically on the protected characteristic of 'disability' as it is often the most difficult to recognise and the most misunderstood.

The Act defines a disability as any 'physical or mental impairment that has a substantial and long-term negative effect on a person's ability to do normal daily activities.' This may often not be visible to other people and includes many mental health conditions such as dementia, depression, bipolar disorder, or obsessive-compulsive disorder. The Mind website at [www.mind.org.uk](http://www.mind.org.uk) is a useful resource for finding out more about mental health issues.

The Act places obligations on Officials, Members and Tournament Organisers to avoid as far as possible by reasonable means the disadvantage which a disabled flyballer might experience because of their disability (and this may involve a degree of anticipatory thought and planning). The duty requires Members to take positive steps, wherever reasonable, to ensure that disabled people can fully participate in the racing, camping, associated flyball events and any benefits of membership or attendance at a tournament, training event or seminar that is provided for everyone else.

#### **BFA Disability Discrimination Policy Statement**

The BFA Committee, the Officials and the Membership recognise their obligations under the Equality Act 2010 to not discriminate unlawfully against people with disabilities in the application of the BFA Constitution, Rules of Racing and all associated policies, and are committed to making reasonable adjustments which facilitate the inclusion of all members of the flyball community regardless of ability or health. This also covers the people who care for them (e.g. family members) who could be discriminated against by association with the disabled person.

To assist Officials, Members and Tournament Organisers in understanding their responsibilities and obligations under the Equalities Act 2010 the BFA have appointed an Accessibility Officer who can be contacted for advice on any of the above issues. [accessibility@bfa.email](mailto:accessibility@bfa.email)

The following additional resources which provide far greater detail on the application of the Equalities Act 2010 in the BFA are available for download from the BFA website:

Tournament Organisers Guide to Dealing with Disability Issues.

BFA Judges Guide to Dealing with Disability Issues.

## Appendix 10

### BFA Safeguarding Policy

British Flyball Association flyball provides a unique level of access for people of all abilities to actively participate in competitive sport. We are proud to include in our membership people and children from all backgrounds and ability but we must also understand the positive action that may need to be taken to ensure everyone has an equal opportunity to enjoy the same level of access to flyball and that they are safe when doing so.

The purpose of this policy statement is to protect children, young people and vulnerable adults who engage in flyball as part of racing or activities sanctioned by the BFA, including the dependants of BFA members and to provide BFA members and officials with the overarching principles that guide our approach to safeguarding. All BFA members have a duty of care to protect the welfare of children, young people and vulnerable adults. This policy has been drawn up on the basis of UK legislation; a summary of the key legislation and guidance is available from [www.nspcc.org.uk/childprotection](http://www.nspcc.org.uk/childprotection) **The British Flyball Association believe that:**

- Children, young people and vulnerable adults should never experience abuse of any kind.
- BFA members have a responsibility to promote the welfare of all children, young people and vulnerable adults, to keep them safe and to practise flyball in a way that protects them.

#### **The British Flyball Association recognise that:**

- The welfare of the child or vulnerable person is paramount.
- All people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting the welfare of young people and vulnerable adults.

#### **The British Flyball Association will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them.
- Nominating a lead committee member for safeguarding.
- Creating and maintaining an anti-bullying environment and ensuring that we have rules and policy to help us deal effectively with any bullying that does arise.
- Using our safeguarding procedures, detailed below, to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately:
  - Sharing information about child protection and safeguarding best practice with BFA members and officials.
  - Ensuring all necessary checks are made on BFA officials where appropriate.
  - Providing effective management of BFA officials and enforcing a code of conduct (see BFA Constitution).
  - Using our procedures to manage any allegations against BFA members or officials appropriately (see BFA Rules of Racing Section F – Disciplinary Procedures)
  - Ensuring that we have effective complaints and whistleblowing measures in place (see BFA Rules of Racing Section F – Disciplinary Procedures).
  - Ensuring that we provide a safe physical environment for our children, young people, vulnerable adults and officials, by applying health and safety measures in accordance with the law and regulatory guidance.
  - Recording and storing information professionally and securely.

This policy statement should be read alongside The BFA Constitution and Rules of Racing.

Any general concerns or questions regarding the wellbeing of children, young adults or vulnerable adults should be reported to the BFA's Safeguarding lead or the BFA Secretary. Any serious concerns or concerns that a crime may have been committed should be immediately reported to the police.

Contacts:

NSPCC Helpline 0808 800 5000

British Flyball Association Safeguarding lead (through the Secretary):

British Flyball Association Secretary: [secretary@bfa.email](mailto:secretary@bfa.email)

# Appendix 11

## Kennel Cough Guidance

As Kennel Cough is highly contagious, the BFA committee are always looking to limit the exposure and ensure that the rules on infectious diseases are adhered to. The incubation period for kennel cough is 7 to 10 days which means that teams may have inadvertently attended a competition prior to their dog showing any symptoms. Due to this we rely on prompt and honest reporting to ensure that any spread is minimised and urge any further cases to be reported immediately to the BFA committee via the BFA secretary.

The BFA Committee has been working in conjunction with the BFA veterinary team and will continue to implement the plan that was first introduced in 2018. This was successful in containing the spread of kennel cough following a number of confirmed cases in dogs attending flyball comps. We are taking this step to try to minimise the risk to all our members' dogs.

### Risk template:

- **Infected:** those dogs with confirmed KC cannot compete or train for a minimum of 21 days from the last cough/symptom.
- **High Risk:** dogs from the same primary team - these dogs are not to race or train for 14 days, if no signs/symptoms then they can return to training/racing. Any dogs from other teams spending prolonged periods of time with infected dogs will also fall under high risk.
- **Moderate risk:** dogs racing in the same division - these teams should take the following precautions to minimise the risk of infection: 1. Wash balls (see advice below), 2. No communal water bowls (take your own bowls for your own dogs), 3. Reduce time by ringside to a minimum and return to camp/parking area and isolate your dogs.
- **Low risk:** dogs present at a competition, but not in the same division(s), as the infected dogs - to take the same precautions as above.

All teams attending tournaments should be vigilant and also follow the above advice to ensure risk is reduced for all in attendance.

### Ball washing advice

The Bordetella bacteria which can be part of KC can survive for 2 weeks in the environment, especially if the environment is damp. So used tennis balls, thrown into a sealed plastic tub or bucket at the end of a training session or days competition is a lovely environment for the bacteria to survive. It's killed by bleach (5% sodium hypochlorite) diluted at 1:32, or by potassium peroxymonosulfate (Virkon® or Trifectant®). The parainfluenza virus doesn't survive long in the environment.

Kennel cough is always a risk for groups of dogs and we rely on each dog owner taking responsibility and all team captains taking the necessary precautions if they believe there is a potential risk of passing on. Any teams with infected dogs must contact the BFA Committee prior to attending a competition to ensure that all dogs have been clear for the necessary time scales.

### Process if KC is suspected-

1. Contact BFA Secretary via email
2. Assess dogs in contact- direct and indirect (Dog to dog), (spending time in the same environment as an infected animal, sharing water bowls etc)
3. Withdraw from any competition, can cancel all training events
4. Isolate for 14 days from date of last symptom.

## Appendix 12 – Code of Conduct

### British Flyball Association Code of Conduct

As a member of the British Flyball Association (BFA) you are required to comply with our **Code of Conduct**. This relates to the nature of your role and your responsibilities as a member of the organisation.

#### What is the Code of Conduct?

It is a set of requirements that you are expected to meet during your period of membership with the BFA. The Code describes our expectations of your conduct and behaviour, reflecting the standards of behaviour and conduct thought to be reasonable and appropriate for a member of an association such as the BFA. Knowledge of and adherence to these expectations are a requirement of membership and it is your responsibility, by accepting a membership of the BFA, to ensure that you will uphold these standards.

#### What sits behind the Code of Conduct?

As a member of the BFA, you will be expected to adhere to both national government legislation and statutory guidance, and the policies of the BFA. These frameworks inform the Code of Conduct. Of particular importance are the policies and legislations that respect and safeguard individuals, challenge stereotypes and prejudice, and promote equal opportunity regardless of age, class, disability, ethnicity, sex, gender identity, marital status, race, religion, and sexual orientation. Particularly relevant are:

- legislation relating to safeguarding (e.g. that of the Independent Safeguarding Authority); and,
- legislation relating to equality and diversity (e.g. the Equality Act, 2010; the Disability Discrimination Act 1995)

#### Conduct Requirements

The following provides you with general guidance for your conduct as a member of the BFA:

##### As a member you must

- i. Always conduct yourself in an appropriate manner in flyball contexts. For example (not an exhaustive list), when at flyball events such as competitions, demonstrations, and training sessions, in flyball related events such as AGMs and EGMs and also when using social media and other forms of communication. This always includes respectful communications verbally, electronically and in any written communication.
- ii. Always exhibit appropriate behaviour towards others (both children and adults).
- iii. Follow the BFA Constitution and Rules of Racing and interpret them in the spirit of promoting and supporting the flyball community and the sport.
- iv. Follow **all BFA policies and procedures published on the BFA website**. You are expected to familiarise yourself with them and comply with those policies. (Social Media, Data Protection, Disability Discrimination, Safeguarding).