



Captain's Handbook

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INTRODUCTION

Welcome to the British Flyball Association's (BFA) New Captain's Guide. We trust this guide will help you in your role as captain and wish you every success.

You will need to read, if you haven't done so already, the "BFA Constitution & Rules of Flyball". This is available on the BFA website: www.flyball.org.uk under Downloads which is found under the Members heading. Any rule changes are implemented 1st June and/or 1st November and an updated version of the document posted.

BFA REGIONAL REPRESENTATIVES

Each BFA geographical region is served by a Regional Representative appointed by the Committee. A Regional Representative 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. They can offer support and guidance with: training, demonstrations, ring party training, hosting a tournament, rule amendment proposals.

If you would like to contact your representative you can email: bfaregionalreps@gmail.com

REGISTERING YOUR CLUB WITH THE BRITISH FLYBALL ASSOCIATION (BFA)

In order to enter a tournament you must first:

- Register your club and team names and pay the requisite fees
- have been issued with your Team Registration Number (TRN).

The "Team Application Form" can be found at <https://www.flyball.org.uk/downloads> (in the event you find this link broken, go to www.flyball.org.uk click on Members then click on Downloads). Please take the time to read through the whole document before completing the form as it contains useful information and guidance.

Primary team registration is renewable annually.

MEMBERSHIP

In order to compete handlers and their dogs must become members of the BFA. Please note that anyone who wishes to be in the ring at a Sanctioned Tournament must also be a member of the BFA. Membership runs 1st January to 31st December, there are price breaks for joining throughout the year.

The "New Members Application Form" which is an online form can be found at <https://www.flyball.org.uk/downloads> (in the event you find this link broken, go to www.flyball.org.uk click on Members then on Downloads)

There are four membership options:

- Single membership (Adult Member Only)
- Adult and Child members (One adult and all under 18s in the household)
- Joint Membership (Two adult Members)
- Family Membership (Two adults and all under 18s in the household)

The Membership Secretary will issue each member a card which will show their membership number and numbers for any dog(s) they registered.

Membership is renewable annually. The BFA will provide a link: Online Membership Renewal for XXXX (year), on the Home Page, click on this link which will take you through the process (make sure all your club members know their BFA membership number). When renewing their membership the Captain will need to check a box "Are you the team Captain?" this will then enable them to renew the Primary Team Registration.

It is the responsibility of the Club Captain to ensure that anyone from their club/team who is in the ring are current BFA members and all dogs racing or in the ring are registered prior to competing.

CAPTAIN'S LOGIN

As Club Captain you can apply to the Webmaster, Ali Kirk, at alikirkbfa@gmail.com for a Captain's Login. You will be provided with a login, via the BFA website, whereby you can check who in your club has current membership.

Go to <https://www.flyball.org.uk/user> enter your username and password then click on login. This will take you to the Dashboard, click on Team Members Membership which will take you to the Team Members Membership Status. From here you will be able to see each current members details: name, BFA No., type of membership, team, date renewed and date expires.

Should you have any questions on membership please contact the Membership Secretary at bfamembership@gmail.com.

DISABILITY

As Club Captain you have certain responsibilities to protect disabled people and their carers, the BFA has produced a guide for Judges and Club Captains, which can be found at <https://www.flyball.org.uk/downloads> (in the event you find this link broken, go to www.flyball.org.uk click on Members then on Downloads)

BFA YOUNG MEMBERS AWARD SCHEME

If you have members aged 6 to 18 who have BFA membership you may register them for the BFA Young Members Award Scheme. This is a scheme by which young members are rewarded with points for various duties resulting in milestone awards in the form of certificates and at the higher levels, includes a glass award.

Full details can be found at www.flyball.org.uk/downloads :

- BFA Young Members Award Scheme (details the scheme)
- BFA Young Members Award Scheme – Registration Form
- BFA Young Members Award Scheme – Points Record

REGISTERING ANOTHER DOG

If you wish to register another dog, as long as your membership is up to date, there are no further fees to pay. Please email the Membership Secretary at bfamembership@gmail.com with the following details:

- Dog's name:
- Date of Birth:
- Breed:
- Sex:
- Team:
- Primary Team Registration Number:
- Handler's Name:
- Handlers BFA Number:

The Membership Secretary will then register the dog and email the dog's BFA number.

TOURNAMENTS

Please note that a team may not enter a Sanctioned Tournament competition until they have been issued with their Team Registration Number.

Look at the BFA website: www.flyball.org.uk/events and decide which tournaments you wish to enter. The diary list can be downloaded in either XLS or CSV format.

If you click on an event the details of that event will appear at the bottom of the screen which will include:

- Address
- Class
- entry fee (per team)
- entry limit (maximum number of teams)
- date(s) of event
- opening date for entries
- closing date for entries
- running surface i.e. grass or mats (basically outdoor or indoor)
- format i.e. whether block or staggered *
- map
- contact details for the event
- special notes – this may include whether camping is available or not

Plan which teams you wish to enter and if you and your team members require camping and if so, for which nights.

You will also see the schedule release date, this is the date the BFA will release the schedule which is always on a Tuesday at 9pm. The schedule gives all the relevant information for the tournament and includes the entry form, although some teams allow on-line entry.

* Round Robin Competition – each team races every other team entered in their division once. Each race may either be the “best of three” or the normal “first to three wins”. There are two formats: block or staggered. Block is where a division is split into two halves, for example for a six team division all the divisions run 3 races in the first half and 2 races in the second half, this format is more usual in outdoor tournaments. Staggered is where all the divisions are staggered throughout the whole day, this format is more usual for indoor tournaments.

C2 STICKER GENERATOR

A C2 sticker generator has been produced and can be found at <https://www.flyball.org.uk/downloads> (in the event you find this link broken, go to www.flyball.org.uk on Members then on Downloads). Here you can enter all the handler, dog and team details and produce then print labels which can be stuck to the C2 form which you will collect from the tournament organiser at the tournament. Using the C2 stickers will save time completing the form and avoid errors.

TOURNAMENT TIMELINE

6 WEEKS PRIOR TO THE TOURNAMENT – the schedule is released at 9pm on Tuesday, it will appear on the website under the event.

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. This is also the time to let the Tournament Organiser know if you or your team members haven't had ring party training. This gives them the opportunity to organise another teams members to cover before they running order is produced.

Following a period of 72 hours from the release of their schedule the Tournament Organiser will advise you of the status of your entry i.e. whether your entry has been successful or if your entry is on a reserve list as a consequence of the event being oversubscribed.

14 DAYS AT THE LATEST BEFORE THE TOURNAMENT date you will be required to submit a declared time for each of your teams if your team(s) does not have a seed time or, your teams are running at a speed $\frac{1}{4}$ second faster or slower than their seed time. The time you submit will be subject to the Team break-out rule.

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. A declared time may be submitted - it must be at least $\frac{1}{4}$ second faster or $\frac{1}{4}$ 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 Championship.

APPROXIMATELY A WEEK BEFORE the Tournament Organiser will then produce a list of divisions based on the seed and/or declared times. It is standard practice to have 6 teams in a division, however, to be fair on teams and their speed and encourage good racing, if there is a big differential in times between teams it may mean that a division may have a minimum of 5 or a maximum of 7 teams. The "running order" shows the divisions, the racing order and which lane each race is to be run in i.e. red lane or blue lane. If there is more than one ring it will also state which ring each race will be run in. The running order can, however, change on the day due to unforeseen circumstances i.e. team(s) may have to drop out of the tournament at the last minute.

PRIOR TO LEAVING FOR THE TOURNAMENT – ensure balls are marked to identify your team, a permanent marker is ideal for marking the balls. Make sure that your box is in good order and operating correctly. Take a list of all your dogs with their BFA number, their breed and jump height and handler BFA numbers and team numbers in order to complete the C2.

ON THE DAY- If you have a height dog that hasn't been issued a height card, the dog will need to be measured. The running order will state when measuring will take place. The tournament host will usually announce when measuring is open and where it will take place.

Paperwork - the team captain (or their representative) will need to arrive early enough to collect, complete and return the paperwork (C2) required by the admin of the club hosting the tournament. The hosting team will announce when the paperwork is ready for collection and it will need to be completed and returned to them before racing starts. It is advisable to have another member of your team check your teams details on the paperwork (including those prepopulated on the form) as; result, position, points and all record of attendance may be disallowed if any of the details are incorrect.

Equipment – the box, box plate or stakes, box-loader's bucket, ball collection bucket, balls and any props needed for warm ups, will need to be placed in the area provided in the ring (which is behind the backboards) before the start of racing.

Prior to racing it is useful to have a team talk to decide who:

- will move the box into position/remove the box after racing
- will be at the start gates to help the person placing the box to line it up correctly
- will ensure the jumps are set at the correct height for the team (i.e. adding in or taking out slats)
- will let the scribe know which dogs are running and keep them informed should there be any substitutions and take note of the times of the dogs racing
- will be returning the balls to the box-loader once racing is completed
- will hold any dog(s) of those engaged in the above.

If you are a small team or just short of people on the day, don't be afraid to ask for help.

You will be on standby whilst the previous race is running i.e. ready to enter the ring as soon as the divisional judge indicates that race is over. Ring entry is at the box end of the ring – for outdoor tournaments either on the blue side or the red side depending on which lane your team is to race – for indoor tournaments there is usually only one entrance.

It is important to remember that you only have 2 minutes from when the previous team lifts their box to:

- place the box in position
- place the bucket of balls in position (which must be behind the backboard)
- adjust the jump heights, if necessary
- put each dog through it's warm up/practice
- let the scribe know which dogs are running in that heat
- for the team to be in a position ready to start racing.

The division judge will whistle to signify that the 2 minutes are up. Set-up and practice are now over and racing is due to begin. The Head Judge may decide to reduce the 2 minutes to 1 minute, for example, for the health and safety of the dogs if it is a very hot day, if it is a very wet day, to prolong racing if the ground in the lanes is deteriorating or racing is over-running timewise.

If you are racing in the first race of your division, you may not enter the ring until your division judge is in the ring.

Before commencing each heat, the division judge will ask each of the participants in turn if they are ready to race, starting with the box-loaders, then the box judges, scribes and line judges. The division judge will then turn to face the competing teams to ensure that they too are ready. When assent has been given by both team's start dog handler the division judge will signal to the line judge controlling the lights, who will then initiate the start light sequence. It is the responsibility of the start dog's handler to ensure that the entire team is ready BEFORE signally assent to the division judge.

The lights will count down through three ambers before reaching the green. The start dog's nose should be at the start gate at the precise instant the green light turns on. If the counter is at zero when the dog goes through, this is known as a rolling start. If the dog's nose goes through the start gate before the green light comes on then a false start has been made. One false start is allowed per team per RACE not per heat. The division judge will place a yellow peg on the side of the T Pole (equivalent to a scoreboard) adjacent to any team that has incurred a false start in that RACE. The heat is restarted following the first false start by either team. Once either team have had their one false start and then get another then the heat continues, but the false start is counted as a fault and the dog will have to run again.

The division judge will blow a whistle to stop the race if there is; a false start, interference, accidents or conditions causing a safety hazard. You must not release your dog once the division judge has blown their whistle. If a dog knocks down a jump it doesn't automatically mean the race is stopped. It is the judge's decision as to whether to race needs to stop, so everyone needs to listen out for the judge's whistle.

Each dog in the team is assigned a fault light which will be turned on should a fault occur. The most likely causes are; two false starts, running outside a jump or the start line, not triggering the box or dropping the ball before coming out of the start gate, or if for some reason there are two balls at the box or in the lane the dog doesn't return with the ball it triggered from the box. The lights are typically red for dog 1, blue for dog 2, yellow for dog 3 and green for dog 4. Your team members will let you know if you have incurred a fault (remember, you are not looking back!) and you will need to prepare your dog to run again. A tall order for dog number 4, if the sole miscreant. NB: 1) additional runs have to be run in the same order as the heat order, 2) although the team will not be awarded points for incomplete heats, it may not be in your best interests to tire a dog unnecessarily

if the heat has already been lost (unless it is to correct a problem with the dog) 3) once a dog has completed a clear run, it's fault light will be turned off.

The division judge will indicate after each heat to confirm the winner by extending their arm in the direction of the winning team and place a peg (blue or red depending on which lane won) on the T Pole.

When the deciding heat has been won the division judge will normally blow 3 short bursts on their whistle whilst extending both arms towards the team who won the race.

It is polite practice to clap your hands to your opponents and say either "well done" if they have won, or "thank you" if you have won.

Once the race is over you should exit the ring as quickly as possible (with your dog on its lead) from the runback exit for the lane you have been racing in. Except for the person who has been designated to return the balls collected in the runback area to the box-loader, or the person who is to help the box-loader remove the box after racing.

The **team captain** should sign their teams C2 Time Sheet after their final race, the form will be held in the admin tent.

Once the day's racing has finished, the host team will announce the time presentations will be held. Rosettes are normally awarded to the 1st, 2nd and 3rd placed teams within each division. Within these teams; each handler with their dog receives a rosette, as does the box-loader. If it is the last day of the tournament the host team usually request help removing all the equipment from the ring, prior to presentations being held. All help is appreciated as this means presentations can be held earlier.

Presentations – people usually take their own seats. The format usually follows that any BFA flyball awards are made first followed by the reading of the results for each division and rosettes presented to those due them.

Rosettes are normally awarded to the 1st, 2nd and 3rd placed teams within each division. Within these teams; each handler with their dog receives a rosette, as does the box-loader.

RING PARTY

There are different requirements for tournaments being run under the block (usually outdoor) or staggered (usually indoor) formats.

Block format tournaments – you usually only need 3 of your team members for the following roles: box judge, scribe and line judge. They will report to the Divisional Judge for one lane. If, however, the team responsible for the opposite lane are short of people, you may be asked if you have additional members available to cover. The team captain who is unable to supply enough members to cover their ring party allocation should notify the tournament organiser immediately. Divisional Judges and ring party are usually allocated to a specific division.

Staggered format tournaments - the box-loader from the previous race takes on the role of box judge for the race immediately following theirs. It is usual for members of one team to supply the line judge and scribe for both lanes, therefore, you will need 4 team members to cover these roles. It is always good practice to remind your box-loader of their box judging responsibility on the day, although, it doesn't necessarily have to be the box-loader, you may allocate another member of your team. Divisional Judges and

the scribe and line judge are allocated to a block of races which covers multiple divisions.

You should only allocate members who have completed the ring party training. If it is your members first time in the ring as part of the ring party team inform the Divisional Judge or the tournament host (or a regional representative if one is present), they can then arrange for an experienced member to sit with them. You can also ask if you may shadow another ring party team for experience.

WEBSITE

Have a good look on/click through the website, not only is there information you need to compete, there is a lot of interesting information both current and historical.

Home Page:

- Blog
- Forum

Events:

- Results
- Seedings – Open and Multibreed
- Events

Members:

- Dogs – Registered Dogs, Overall Breed Standings and Annual Breed Standings
- Teams
- BFA Officials
- Judges – Head Judges, Qualified Judges and Measuring Officials
- Downloads

New to Flyball:

- About the BFA
- What is Flyball?
- Find A Club

At the bottom of the page: BFA Archive, Contact BFA, Contact Regional Reps

FACEBOOK

BFA Members XXXX – where XXXX is the current year i.e. BFA Members 2021 - a private group – all BFA members should apply to join.

British Flyball Association – a community organisation – public site.

There are also 4 Regional Representative private groups – all BFA members should apply to join the appropriate group:

- BFA Southern Region
- BFA Midland Region
- BFA Northern Region
- BFA Scotland & NI Region