

GUIDELINES FOR HOSTING A NAFA FLYBALL TOURNAMENT

What follows is an attempt to cover some of the major issues a flyball club will encounter when planning and hosting a NAFA sanctioned flyball tournament. You will probably run into concerns which I have left out or not personally experienced. Also, NAFA policies and procedures are frequently changed and improved, so please check the official NAFA Website (www.flyball.org) for the latest information. Feel free to contact me or your Regional Director if you have any additional questions. –compiled and updated by Barb Black, A.R.F.F. Flyball Coordinator on 11/15/04.

A MINIMUM OF 4 MONTHS BEFORE THE TOURNAMENT...

- Make sure you have a NAFA Rulebook. You can download one from the NAFA website (www.flyball.org) if necessary.
- Pick a date for the tournament.
 - Decide whether to run a 1 or 2 – day tournament.
- Choose a tournament committee. (See Tournament Checklist C.4 in the NAFA Rulebook).
- Locate a suitable site.
 - Ideally at least 60' x 120' for a one-ring tournament. At least 90' wide for two rings.
 - It should be affordable. For small entries (under 20 teams) anything more than \$250.00 per day will break the budget.
- Find a judge.
 - As of 11/2004, Region 13 has a number of in-region judges. If you want to bring a judge in from another area, the costs of housing, meals and transportation can run as high as \$500 per judge.
- Find motels local to the site that accept dogs and have them block off rooms under your club's name, if possible. (Before choosing your site, be sure that there are at least two suitable motels (that allow dogs) within 30 miles.
- Make up a budget. That will help you determine what to charge for entry fees.
 - If you decided to run two separate tournaments over the weekend, you will be able to charge more, but your costs will also be more (Double ribbon orders, and you have to pay NAFA \$25 per team per tournament (\$20 per team if you submit your racing results electronically)--\$50 per team (\$40 electronically) per weekend.)
 - See attached sample budget.
- Apply for NAFA Sanctioning.
 - Use form C.3 "Application for a NAFA Sanctioned Tournament" in the NAFA Rulebook. The form is also available on the NAFA website (www.flyball.org) by clicking "Sanctioning Form".
 - Most of the form is self-explanatory. If you need the EJS, pick an airport that is closest to the person who is assigned to picking up and delivering the lights. (If the site where you are holding the tournament can accept delivery, that makes life even easier!) As of this writing, the lights are being shipped through UPS in two large trunks.
 - Indicate whether you are running one two-day tournament or two one-day tournaments.
 - Choose a closing date **no later than 3 weeks** before your tournament so you'll leave yourself enough time to do all the schedules, paperwork and order ribbons, prizes, etc.
 - Send your completed form to the appropriate NAFA Rep. (As of this writing, the person is Denise Delaney, 1 Briar Chase Rd., West Grove, PA 19390 . email: Delaney@chesco.com .
 - You should receive an envelope from NAFA within 6 – 8 weeks after you apply for sanctioning. It will contain a letter stating that your tournament has been sanctioned and explaining the use of the enclosed forms. It will also contain an address label and mailing envelope for your tournament paperwork. Don't lose this envelope or its contents!

THREE MONTHS BEFORE THE TOURNAMENT:

- ❑ Design your entry form and website link (if possible) and send it out to all the flyball team captains that you think might be interested in attending your tournament. Include motel and other pertinent info. For Region 13, you can use the NAFA Region 13 eMail list... NAFA_region_13@yahoo.com. You can also send a global notification to the main flyball list: www.flyballdogs.com.
- ❑ You don't actually have to send out entry forms. There is an official NAFA form (C.1, Tournament Entry Form) that is in the NAFA rulebook and can be obtained at the NAFA website. You can simply send out notification of your tournament. However, if you want specific information from each club, you're best bet is to design one and make it easily available.
- ❑ Decide how "firm" your entry deadline is. Because it is often so difficult for captains to pin down their team members, don't expect to receive many entries before your deadline. In fact, you may still be chasing clubs up to a week before the tournament for their entry fees! (not fun.) Decide how you plan to handle this. (Firm deadlines for seed times are a "must" if you want to get your racing schedule set up and approved on time.)
- ❑ Start lining up workers (box judges, line judges, scorekeepers) NOW! Tell them you'll train them and feed them...and bribe them any other way you have to!
- ❑ Decide if you want to do a raffle and, if so, organize a committee for that purpose. Do you want to do any "fun racing" before or after the regular tournament (for example: fastest dog contests or single dog racing.)?

THREE TO FOUR WEEKS BEFORE THE TOURNAMENT:

- ❑ Order ribbons (if that is what you want to give for team placements) or other prizes.
 - ❑ Remember that you need *seven* ribbons per team (6 for the team members and one for the boxloader). If you are running two one-day tournaments, don't forget to double your order.
 - ❑ There are no official NAFA colors or logos that must be used. Let your imagination run wild...! There are no rules about how many placements must be given. It's up to you (and your budget.)
- ❑ Arrange for any other special prizes. Will you be giving the judge a gift?

AFTER RECEIVING ALL ENTRY FORMS...

- ❑ Set up a preliminary seeding chart. You will want to put teams with similar seed times in the same division. Sometimes the breakpoints between divisions will fall logically, but not always. You want a minimum of 4 teams in each division so each team gets enough racing. After doing this, you can send it to your Regional Director (RD) (Scott Stein is the RD for Region 13 as of this writing) and have him/her approve it.
- ❑ After having your seeding chart approved, work on your racing schedule. Decide what format you want to use (Round Robin? Double Round Robin? Double or Single Elimination?) You will be trying to assure each team a minimum of 20 heats per day and a maximum of 30. With this goal in mind, and using the racing schedule templates at the end of the NAFA rule book, you can experiment to see which racing format (3/3, 3/5, 5/5. etc.) will get you there. Each division can be different, depending upon the number of teams within it. (I represent each team with a number—rather than typing the full names every time. When the schedule is done, I use the "Find and Replace" function in Word to replace the numbers with the team names.)

Once you have come up with a racing schedule for each division that gives you the desired number of heats, it's time to put it all together your Tournament Racing Schedule.

- ❑ Take all your division schedules and "shuffle" them together. The goal of your final Tournament Schedule is to avoid having teams from the same club running in consecutive races. Many years ago, Denise Delaney gave a mini-clinic on how to do this successfully. It requires that you have lots of different colored highlighter pens and that you highlight all teams within a club with the same color. Today, many clubs use MS Excel and color each club's cells a different color. When you do this after you have prepared your preliminary schedule, it becomes visually obvious when you have "conflicts"...since you will see the same color in consecutive rows. Keep fiddling with the running order until you've eliminated all the back-to-back racing you can. Then submit your schedule to your RD for approval. (*Scott has always been helpful if you are doing the racing schedule for the first or second time. Avoiding back-to-back racing and creating a good distribution of races for each team can be difficult, but is very important to achieve. Your regional RD should be able to help you with this.*)

ONCE YOUR TOURNAMENT RACING SCHEDULE IS APPROVED...

- ❑ Make copies for posting at the tournament, and send the info out—along with the seeding chart—to all the team captains, via e-mail. If you have a website, you can send a notice to all captains to go there. At this point, you can also give them all other important tournament info that (like what time the racing starts, when measuring will take place and availability of food and other services.)
- ❑ Print up racing results labels that you will stick on the results charts that you will post at the tournament. You will need two labels for each race...one to post under each team on the chart. The first set of labels should have the team in the left lane listed first; the second set should have the team in the right lane first. I do this using Mail Merge in MS Word. I will be glad to forward the document I use. (Copy Attached).
- ❑ Fill out a NAFA Time sheet (Form C.2 in the Rulebook: 3/5 Format) for each team and each day (if you're running two separate tournaments). Fill in the tournament name, the judge, the date the team and the division. The rest of the team info should be filled out by the individual team captains. Then fill in the Heat # and Opponent info based upon your racing schedule.

OTHER THINGS TO DO BEFORE THE TOURNAMENT:

- ❑ **Finalize your worker schedule.** If possible, find two dedicated scorekeepers for each day...preferably someone who is not running a dog, because the job requires considerable attention to detail and should be done consistently throughout the tournament. You can pull in line judges and box judges as you go along, if necessary! Ideally, you should train these people prior to the tournament.
- ❑ Take care of all hospitality arrangements for the judge. Confirm hotel reservations and transportation issues. Plan for dinner on Saturday night. Find out what the judges like to eat and drink during the day.
- ❑ Take care of all hospitality arrangements for the competitors. Will you be ordering out for lunch? Where? Will there be a Saturday night banquet? Will you have coffee and donuts? ***Put someone in charge of this and give them a set budget.***
- ❑ Make sure you have sufficient matting (and at least 10 rolls of duct tape per ring if you are taping it to the floor.) Don't forget that you will need matting on both sides of the lane to provide take-off and run-back footing. (See the NAFA Rulebook for ring configuration.) In Region 13, you can usually rent all necessary matting from the New England Trailblazers, who will deliver it in their large trailer. Check with them for costs and availability.
- ❑ Prepare your racing result charts (I use large poster board) to post the racing results labels.
- ❑ Design a method to display the number of the current race so that all competitors can see it. If you are using a hockey rink, you can often make use of the electronic scoreboard for that purpose. We use individual 8 ½ x 11 sheets of paper with one large number printed on each sheet in landscape mode. Make at least as many number as you have races. Then punch three holes on the top of each horizontal sheet and put them in a three-ring binder so that you can flip the sheet as each race is completed. I also put a small number on the back of the opposite sheet that is visible to the scorekeeper so he knows which large number is displayed. I set the binder in an open position on its side and make it stand by using a long strip of duct tape. Some teams use overhead projectors and use one transparency per number. Use your imagination and have fun with this!
- ❑ Devise a method for organizing all the racing sheets. We use file folders with double holes punched in the top to attach each sheet to with ACCO fasteners. Each team has a folder. All folders in the same division are the same color. You can also use clipboards.
- ❑
- ❑ You will need 4 brightly-colored handkerchiefs (usually red) or bandanas to use as flags.
- ❑ Obtain 6 backstops—three for each lane—approx. 8' x 2' each.
- ❑ Obtain a public address system if possible.
- ❑ Make copies of NAFA form C.9, Jump Height measuring sheet. Bring this to the tournament on Saturday morning and give it to the Judge on a clipboard. Assign someone to be the “measuring secretary” and write down the results of the measuring. Post the sheet in a prominent place when measuring is over and be sure that nobody throws it away during cleanup—it must be submitted to NAFA after the tournament.
- ❑ *Ship out the EJS as soon as possible after the tournament.* If the system is being shipped by air, the NAFA contact person is Todd Morningstar (this has probably already changed so check the NAFA website).. You should receive shipping information via email around the time of your tournament. If you haven't heard anything by Wednesday afternoon prior to the tournament, e-mail or call Todd immediately!

- ❑ There are two large crates for the EJS. If you need to transport them, you will need a good sized car or van. You can either deliver the crates to the nearest UPS terminal, or call for pickup. Remember to remove all old labels from the crates before shipping them to avoid any mis-delivery.

THE NIGHT BEFORE THE TOURNAMENT...

- ❑ Set up the racing lanes, the PA system and as many tables as you'll need for the scorekeeper, food, raffle, etc. Set up the scoring table with the racing sheet folders, the racing number display, racing result stickers and ***lots*** of pens and pencils. Post racing schedules in two or three locations. Post the racing results charts in an area that will be easily accessed by the competitors. Bring lots of tape, both Duct and Scotch.
- ❑ Set up the EJS. Be sure to bring at least two long extension cords. Complete instructions are in the crate. Pray that the thing works!
- ❑ Go home and get a good night's sleep. You'll need it!

DURING THE TOURNAMENT (If you've done all of the preliminary planning, this is the easiest part!)...

- ❑ All committee members should take care of their responsibilities. Make sure that all worker positions are filled at all times and that workers receive refreshments and breaks.
- ❑ Assign someone to assist the judge in measuring dogs and writing down the jump heights.
- ❑ Be sure that all team captains fill out their racing sheets completely before racing begins.
- ❑ Hold a Captains' meeting on the morning of the first day of your tournament. You can also hold a meeting on the second day, but it's optional. Try to get racing started on time. (Saturday mornings seem to be the roughest as everyone gets the kinks worked out. Don't worry if racing seems to be going slowly. Things will speed up as teams get into the swing of things.) You might want to start racing ½ hour earlier on Sunday so everyone can get on the road at a reasonable time.
- ❑ When determining the length of your racing day, figure on 8 - 9 races per hour.
- ❑ Give out awards and prizes at the end of each tournament.
- ❑ At the conclusion of each tournament, be sure to get the judge to sign off on each racing sheet.

AFTER THE TOURNAMENT...

- ❑ Clean up the site and pack up the EJS. Go home and get some rest!
- ❑ Wait to hear where the EJS is to be shipped. Deliver them to UPS (or designated location) or have them pick up at your place.
- ❑ Send in the required paperwork to NAFA with two weeks of the tournament (there is a monetary fine after that date:
 - ❑ File electronically (see NAFA website) or use the form sent to you by NAFA.
 - ❑ Send all paperwork to NAFA in the mailing envelope you received with all your sanctioning materials. (You can usually find a drop-off box nearby by going to the website of the envelope's company (Airborne has many local boxes in office buildings.). Include the check for NAFA. (\$20 or \$25 per team per tournament depending on whether you are doing electronic scoring or not.) Also enclose a copy of the dog height measuring sheet. If you are not filing electronically, it is wise to make copies of all racing sheets before shipping them, just in case the envelope gets lost.

CONGRATULATIONS! YOU'VE JUST COMPLETED HOSTING YOUR FIRST FLYBALL TOURNAMENT!

ATTACHMENTS:

This is a sample budget for a hypothetical tournament with 25 teams. Note that the travel expenses for the judge are very low as she drove to the event. If you have to fly someone in, the cost will be much higher. You can see that the profit is quite small, and will be even smaller if a second judge is hired. Raffles are a good way to increase a club's bottom line at a tournament, but you need people who are willing to do all the work.

PROJECTED BUDGET FOR HYPOTHETICAL FLYBALL TOURNAMENT

	(ONE RING)	Projected
PROJECTED BUDGET FOR 25 TEAMS		
<u>Income</u>	(25 Teams @ \$120)	\$3000.00
<u>Expenses</u>		
	Site Rental Fee	\$1000.00
	Judge's Expenses	
	Judge's Meals	\$60.00
	Judge's Travel Expenses	\$60.00
	Judging Fees	\$175.00
	Gift for Judge	\$20.00
	Hotels	\$140.00
	Workers food	\$75.00
	Ribbons/Awards	\$350.00
	Misc.	
	Duct Tape, Stationery etc.	\$75.00
(Optional)	Mat Rental	\$120.00
	Gifts for Workers	\$30.00
	NAFA Fees (\$20/team per day – filed electronically)	\$560.00
Total Expenses:		\$2,605.00
	Profit/(Loss)	\$395.00

RACING RESULTS LABELS (This is easy to do if you know how to use the Mail Merge function of a word processing program.)

EXAMPLE OF RACING LABELS MERGE FORM

Race No. «Race» «TeamOne» vs. «TeamTwo»
Div: «Div»

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

«Next Record»Race No. «Race» «TeamOne»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

«Next Record»Race No. «Race» «TeamOne»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

«Next Record»Race No. «Race» «TeamOne»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

«Next Record»Race No. «Race» «TeamOne»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

«Next Record»Race No. «Race» «TeamOne»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

«Next Record»Race No. «Race» «Team»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ V
2. _____ W L 5. _____ V
3. _____ W L

W I

«Next Record»Race No. «Race» «Team»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ V
2. _____ W L 5. _____ V
3. _____ W L

W I

«Next Record»Race No. «Race» «Team»
vs. «TeamTwo» Div: «Div»

1. _____ W L 4. _____ V
2. _____ W L 5. _____ V
3. _____ W L

W I

EXAMPLE OF MERGED LABELS FOR LEFT LANE

Race No. 1 All Dogs Flyball vs. ARFF
Trailblazers Div: R1

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 4 Super Novas vs. ARFF Delta Force
Div: R2

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 2 Fur Fun Furocious vs. Fur Fun Fur
Blur Div: R1

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 5 Canine Mastery vs. Fast Attack A
Div: R3

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 3 ARFF Power Play vs. Sparks
Flyin' Div: R2

1. _____ W L 4. _____ V
2. _____ W L 5. _____ V
3. _____ W L

W I

Race No. 6 Fast Attack B vs. K-9 Rhode
Runners Div: R3

1. _____ W L 4. _____ V
2. _____ W L 5. _____ V
3. _____ W L

W I

EXAMPLE OF MERGED LABELS FOR RIGHT LANE

Race No. 1 ARFF Trailblazers vs. All Dogs
Flyball Div: R1

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 4 ARFF Delta Force vs. Super Novas
Div: R2

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 2 Fur Fun Fur Blur vs. Fur Fun
Furocious Div: R1

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 5 Fast Attack A vs. Canine Mastery
Div: R3

1. _____ W L 4. _____ W L
2. _____ W L 5. _____ W L
3. _____ W L

W L

Race No. 3 Sparks 'a Flyin' vs. ARFF Pow
er Play Div: R2

1. _____ W L 4. _____ V
2. _____ W L 5. _____ V
3. _____ W L

W I

Race No. 6 K-9 Rhode Runners vs. Fast
B Div: R3

1. _____ W L 4. _____ V
2. _____ W L 5. _____ V
3. _____ W L

W I

SAMPLE RACING FORM

SAMPLE RACING SCHEDULE

RACE	LEFT LANE	RIGHT LANE	DIVISIO
			N
1	ARFF e-Racers	vs. Fur Blur	1
2	NE Trailblazers	vs. Sparks A-Flyin'	1
3	CM - Jumpmasters	vs. K-9 Rhode Runners	2
4	ARFF e-Motion	vs. NET Trail Mix	M
5	Fast Attack B	vs. Fast Attack A	2
6	Sparks A-Leapin'	vs. FF 4-Flyin'	M
7	FA Run For Fun	vs. ARFF e-Motion	M
8	F.F. Wonderdogs	vs. CM - Jumpmasters	2
9	K-9 Rhode Runners	vs. Fast Attack B	2
10	ARFF e-Racers	vs. NE Trailblazers	1
11	Fur Blur	vs. Sparks A-Flyin'	1
12	Fast Attack A	vs. F.F. Wonderdogs	2
13	NET Trail Mix	vs. Sparks A-Leapin'	M
14	FF 4-Flyin'	vs. FA Run For Fun	M
15	Sparks A-Leapin'	vs. ARFF e-Motion	M
16	Fast Attack B	vs. CM - Jumpmasters	2
17	Fur Blur	vs. NE Trailblazers	1
18	Sparks A-Flyin'	vs. ARFF e-Racers	1
19	NET Trail Mix	vs. FA Run For Fun	M
20	K-9 Rhode Runners	vs. F.F. Wonderdogs	2
21	CM - Jumpmasters	vs. Fast Attack A	2
22	ARFF e-Motion	vs. FF 4-Flyin'	M
23	F.F. Wonderdogs	vs. Fast Attack B	2
24	FA Run For Fun	vs. Sparks A-Leapin'	M
25	FF 4-Flyin'	vs. NET Trail Mix	M
26	Fast Attack A	vs. K-9 Rhode Runners	2
27	Fur Blur	vs. ARFF e-Racers	1
28	Sparks A-Flyin'	vs. NE Trailblazers	1
29	K-9 Rhode Runners	vs. CM - Jumpmasters	2
30	NET Trail Mix	vs. ARFF e-Motion	M
31	Fast Attack A	vs. Fast Attack B	2
32	FF 4-Flyin'	vs. Sparks A-Leapin'	M
33	ARFF e-Motion	vs. FA Run For Fun	M
34	CM - Jumpmasters	vs. F.F. Wonderdogs	2
35	Fast Attack B	vs. K-9 Rhode Runners	2
36	NE Trailblazers	vs. ARFF e-Racers	1
37	Sparks A-Flyin'	vs. Fur Blur	1
38	F.F. Wonderdogs	vs. Fast Attack A	2
39	Sparks A-Leapin'	vs. NET Trail Mix	M
40	FA Run For Fun	vs. FF 4-Flyin'	M