



AGILITY COMMITTEE

POLICY & PROCEDURES

for NZDAC

**Agility procedure and policy not otherwise documented in NZKC Agility Regulations
or Show Regulations**

updated January 2016

Contents

Introduction	3
<i>Compliance</i>	3
NZDAC.	4
<i>Venue Selection Committee</i>	4
<i>Choosing a suitable site for NZDAC.</i>	5
<i>Responsibilities of the parties involved.</i>	6
<i>NZDAC Finals</i>	9
<i>NZDAC Team Selection Process</i>	11
<i>NZDAC Inter-Zone team member subsidy.</i>	13

Introduction

This Policy and Procedure handbook has been created to provide NZ Agility clubs ,competitors and personnel, with information related to Agility matters.

It is the intention that all matters not otherwise provided for in AGILITY Regulations or other NZKC rules/regulations be provided for in this handbook.

Compliance

These policies and procedures have been developed over the years as a result of the experience of many people and clubs, and have been determined to be the best practice available at the time. They will be improved and updated from time to time.

With this in mind, it is the intention that all clubs and individuals comply with the policies and procedures outlined.

Deviation from these policies and procedures is not advisable. If any person or group think the policy or procedure is inappropriate or needs to be changed/updated they must consult the Agility Committee first.

NZKC Agility Committee Contacts

For any further information, please don't hesitate to contact a member of the Agility Committee.

Details can be found on **www.dogagility.org.nz**

NZDAC.

NZDAC will be held over labour weekend, October.

Venue Selection Committee

Policy.

A committee will be formed to select the venue for the NZDAC . Once the venue is selected the organising committee will be formed. The organising committee will need a Chair, Treasurer and Secretary plus as many other members as are necessary. The organising committee may or may not be comprised of the same people as formed the venue selection committee.

Procedure.

1. The committee should consist of one person from each club in the zone.
2. The committee calls for venue proposals from any club or individual in the zone
3. The proposal should include a description of the venue, a layout of how it would work, probable cost and any other details that would support the proposal such as council support, the name of the person that will be the organising committee chair if it were held at this venue, accommodation such as camping and motels, etc.
4. The committee will review the proposals.
5. The committee will vote to select a venue at least 20 months prior to the event.

Choosing a suitable site for NZDAC.

Policy.

As NZDAC is our national event there is a requirement to provide a suitable venue for the various activities involved.

Procedure.

The committee will ensure the chosen venue meets the following criteria.

1. Sports fields or similar well drained, smooth running surface
2. Reasonable accommodation options including motels and camping within 30 minutes drive.
3. Size suitable to fit in a minimum of 4 rings, prizegiving area
4. Administration block
5. Sufficient facilities such as toilets, showers, rubbish disposal on site or brought on site.

Responsibilities of the parties involved.

The Agility Committee will:

- Call for the clubs in the zone to create a venue selection committee.
- Endorse the Event Manager, Treasurer and organising committee
- Endorse the venue based on evidence supplied by organising committee.
- Approve the programme
- Approve the judges.
- Provide a budget template (See next page) and approve the budget
- Organises the financial accounting to NZKC.
- Organise the Team Trials – pay the Team subsidy and travel. (approx. \$5000)
- Pay for the Team shirts. (approx. \$1000)
- Does not charge levies (\$2000-3000 depending on entries)
- Upon approving the NZDAC budget the AC will gift \$5000 to organisers for pre-event administration/travel/ expenses.
- Make the NZDAC pages on www.dogagility.org.nz available for use by the NZDAC organising committee. The website manager will provide the organisers with a username and password.

The Organising Committee will:

- Provide a list comprising Event manager and Treasurer (all bank account signees) of people who will organise the event.
- Select a venue and provide information on the suitability of the venue to AC for endorsement.
- Provide a recommended programme of events to the Agility Committee before contracting judges
- Meet the requirements to Sponsors, NZKC Executive, and Agility Committee Chair.
- Provide a draft budget before the \$5000 is paid.
- Provide updates/reports to each meeting of the Agility Committee from committee formation to final reports, including finance.
Note GST is payable on NZDAC income, less grants, less expenses (excluding prize money) and needs to be factored in to the budget and paid to the Agility Committee.
- Provide the Agility Committee with a full set of accounts with expenditure invoices for inclusion in the NZKC AC accounts by 31 Jan following the NZDAC.
- Organise and run the event.
- Pass information on for use in future years.
- Pay for all expenditure except IZT team subsidies and shirts.
- Return any surplus funds to Agility Committee
- Provide preferential treatment to the Agility Committee, and to the Agility Committee Chairperson, if competing, in the way of complimentary meal and social tickets. If not competing, the Agility Committee Chairperson should be offered travel, accommodation, meal and social tickets.
- Invite the President of the NZKC, and sponsor to attend as a guests. This may entail travel, accommodation, meal and social ticket costs.
- Use the NZDAC pages on www.dogagility.org.nz in accordance within the standards set by the website manager.
- Upload results of all standard classes to www.dogagility.org.nz at the end of each day of competition.

NZDAC Draft Budget			
Event Entry			Expenses
Agility events (split into classes)			Judges Expenses
Jumpers events (split into classes)			Accommodation
AD/ADXA			Travel
COC/JCOC			Meals
Games entries			Flygility Judges
Interclub			Judges gifts
YKC			Judges rosettes
Flygility			
Catalogue			RIBBONS - depends on entry numbers
			Event ribbons
Other Income			Finals & Specials Ribbons
registration			Zone sashes and winners, Zone leads
Merchandise			Flygility
Function 1			Prizes
Function 2			Event Prizes 25% of std class entry income
Ring Side Tent Sites			Flygility prizes
Overnight Camping			
Raffle/VIP			Other Expenditure
Food Stalls			Entry Levies
Venue refund			helpers - meals, vouchers, expenses
AC Seeding money			entertainment expenses
Supporters - finals			Venue Hire, marquee hire
Supporters - std classes			Agility Equipment hire
Supporters - other			Sound System
GST			Rubbish and bins
			Portashowers, porta loos
	\$	-	Catalogue
			Clear round certificates, scribe sheets
			Photography
			Signage
			Trailer Hire, mileage costs
			Merchandise
			Function 1 costs
			Friday nibbles
			Function 2 costs
			Other - Podium costs, timer batteries, toilets, stationery,
			VIP tent
			REFUNDS
			GST
			Total Expenditure

NZDAC Finals

Policy.

The same method of qualifying for finals is to be used every year. This ensures the system is understood by competitors and is consistent from year to year. Finals provide a point of difference for NZDAC that is exciting to watch, when compared to club competitions. Finals determine the National Champion at each level for the year. Qualifying for a final should be considered an achievement in itself. The qualification system should maintain an interest during the running of the heats to add to the atmosphere at NZDAC.

Procedure.

Determining the number of Dogs in the Finals

There will be a maximum of 25 dogs in each final. These are allocated to the height groups in each class in the following manner:

- $25 \times (\text{number of dogs in height group} / \text{number of dogs in the class})$ rounded DOWN.
- A minimum of 3 dogs in each height group.

Examples: 300 dogs in Intermediate (3 heats)

Height	Nbr of Dogs	Calculation	Nbr of Dogs
Micro	21	$25 \times 21 / 300 = 1.8$	3
Mini	54	$25 \times 54 / 300 = 4.5$	4
Midi	128	$25 \times 128 / 300 = 10.7$	10
Maxi	97	$25 \times 97 / 300 = 8.1$	8
Total			25

122 dogs in Starters (3 heats)

Height	Nbr of Dogs	Calculation	Nbr of Dogs
Small	25	$25 \times 25 / 122 = 5.1$	5
Midi	63	$25 \times 63 / 122 = 12.9$	12
Maxi	34	$25 \times 34 / 122 = 6.9$	6
Total			23

The Qualification procedure for finals

- The standard agility and jumpers classes are the “Heats’
- 1st place from each heat in each height automatically qualify for that final (18 points).
- Place getters receive points :- 2nd -> 9 points, 3rd -> 5 point, 4th -> 3 points, 5th -> 1 point.
- For each height,
 - Allocate places for the heat winners
 - Calculate the number of places available for each height in the class
= the number of places in the final for each height minus the number of winners
 - Allocate those places to the dogs with the most points.
 - If a tie on points means the number of dogs in the final for a height would exceed the number available, then the dogs on the tied points do NOT proceed to the final

Example: Starters Small, 3 Heats, 5 places available

- 3 winners in finals
- 2 more places available for other dogs

Dog	Points
MACK, JOE & BILLY	18 (winners of a heat)
JED	12
CEE	9
SALLY	9

- 3 winners in finals
- MACK, JOE and BILLY are winners so are removed from the points table
- JED qualifies for the final
- CEE & SALLY do NOT qualify for the final as adding them would mean the final would have 6 dogs in it.
- FOUR dogs run in the final3. Running order for the final. Determine the height running order first. Within each height, allocate a running order based on bottom qualifier goes first and top qualifier goes last.
 - Awards go to height winners (sashes) and overall winner also receives the trophy.

NZDAC Team Selection Process

Policy.

Each Zone shall run a team selection process in order to select team members for competition in the Inter-Zone Teams Event at the NZ Dog Agility Championship. A complete team consists of four dogs and four handlers. Each dog/handler will compete in a separate class in the Inter-Zone Teams event at NZDAC. Jumpers dogs may also be added to the team, depending on the format used.

Procedure

ZONE CO-ORDINATOR

- Each Zone will require a person willing to co-ordinate the Teams Selection process in that Zone. The Agility committee will assist if required in locating an individual who is willing to take on this role.
- The Zone Co-ordinator will be responsible for all matters pertaining to the running of the Agility team selection process including setting the entry fee, distributing entry forms, collecting payment and selecting the venue and the judges. (see “Selection of judges” below). They may delegate some of these duties.
- The Zone Co-ordinator will ensure that the name and contact details of the Agility Team Manager for their Zone is notified to the NZDAC management by **15 September**.

FORMAT

- There is a set format as per the regulations
- The dates for the trials will be in the calendar and are usually in August.
- Any problems should be raised with the NZKC Agility Committee.

ENTRY

- Date of close of nominations for Teams Selection shall be up to each Zone.
- A nomination fee should be charged per dog. This is to cover all trials, and is non-refundable, regardless of number of trials attended. It is to cover the costs associated with the trial not covered by any Agility Committee subsidy.
- All entrants must be financial members of the NZKC.

- All entrants must be intending to attend NZDAC
- There are other conditions of entry contained within the regulations such as membership of clubs within a Zone.

TEAM MEMBER REQUIREMENTS.

- Team members are required to travel to the NZDAC and enter the Teams event.
- Team members are required to wear the Zone uniform, some of which will be supplied by the NZKC Agility Committee. the rest may need to be supplied by the individual Team member eg. trousers.
- A Team manager will be selected by the team. Their role is to act as liaison between the team and NZDAC organizers.

BITCHES IN SEASON.

- As (under Dog Training regulation 6.2.1) NZDAC Team Trials are a recognised and approved “fixture”, Dog Training regulation 5.4.2 must apply and Bitches in season will not be allowed to attend.

SELECTION OF JUDGES FOR TRIALS.

- Zone co-ordinators are free to select such judges as they wish for the running of any specific Team trial, provided that usual eligibility rules apply.
- It is recommended that the judges for team trials are from the Senior panel.

ANNOUNCEMENT OF TEAMS

The Agility team will be announced at the conclusion of the final trial. The team must be entered by **15 September**.

NZDAC Inter-Zone team member subsidy.

Policy.

The NZKC Agility committee will provide a subsidy to the teams for the NZDAC Inter-Zone event.

The aims of the subsidy are:

- to ensure national participation at our national event
- to apportion the budget allocated fairly to eligible people
- to assist with teams trials

The subsidy will be issued to assist with travel and uniform expenses, and also to assist with the running of the trials. It is expected that this will cost \$25,000 over 5 years, some years costing more and others less.

The individual subsidy will vary depending on the area that is being travelled to. The Agility Committee will determine the amount to be paid each year to each member of each Zone Team.

Procedure.

Team members will submit a form that has their home address on it. The total distance from Home to the venue will be calculated. The subsidy will be

*the return price of a regular small car ferry crossing (not including the driver)
plus 10 cents per kilometre (less first 200km)*

The subsidy is paid to each team member as soon as practicable after receipt by the Agility Committee of the team members' details.

Any team member who becomes unable to attend the NZDAC prior to travelling to the NZDAC must repay the subsidy in full.

Any team member who becomes unable to compete in the Zone Teams Event after travelling to the NZDAC must provide a current doctor's certificate or vet's certificate that specifically excludes that team member, or their dog, from competing on the day. They need not refund any travel subsidy they have received.

Reserve dogs and/or handlers who are brought into the team during the NZDAC will not receive any subsidy.

