



CONVENORS KIT

This VYUFDA document has been reviewed and approved by the Committee on 24 June 2018

May 2019

Table of contents

Introduction:	4
Communication:	4
Finances:	4
Affiliations:	4
Committee:	5
Date Selection:	5
Judges:	5
Sponsorship:	5
Entry Form:	6
Classes:	6
Balloting:	6
Prizes:	7
Finals:	7
Results:	8
Risk Management:	8
Introduction:	8
Venue Selection:	8
Sheep Selection:	9
Transporting Sheep:	9
Yards:	9
Spectators:	9
Animal Welfare:	9
Heat Policy:	10
Officials/ Volunteers:	10
Inspections:	10
Incident Reports:	10

Draws: 11

Option 1 - Evenly Spaced Draw:11

Option 2 - Reverse Draw:11

Course Design Guide: 11

Appendix A Entry Form 14

Appendix B Incident Form: 15

Appendix C Risk Managing Check List:..... 16

Risk Descriptions:..... 18

Introduction:

There are many components in the organisation and running of a trial. None is more important than the Convenor. The VYUFDA through its Committee and members, value Convenors and this kit is intended to offer assistance to them.

In the following pages we will advise Convenors how they may contact the people they can expect assistance from, how to structure and promote a trial as well as covering our minimum requirements. We will also delve into insurance, risk management and animal welfare which are all issues of growing importance in today's society. This guide is mainly composed of recommendations.

Communication:

The Association publishes a newsletter, has a Facebook page and runs its own website www.vyufda.com.au. Newsletters are generally published in March, June, September and December. Provided your entry form or any other relevant information is in MS Word it will be published on the website and in those newsletters. An online entry form and payment solution is available to those Convenors wishing to utilise this service

Finances:

All payments to and from the Association may now be transacted online. The Association's bank account is Bendigo Bank. BSB 633000 A/c 101277812

Affiliations:

To run a trial affiliated with the Association, it is necessary to pay the affiliation fee, which currently stands at \$30. By paying this fee, Convenors are covered by the Association's \$10 million public liability policy and, by implication, agree to observe our Constitution and Rules. If a venue owner wishes to be specifically named on our insurance policy, that is easily arranged by contacting the Secretary. Landowners are indemnified and all those associated with an affiliated trial, [volunteers, financial competitors, judges etc] are covered.

Eligibility to Participate in a Competition:

All competitors and judges must be current financial members of the Association. Anyone from interstate, including judges must either be a full member or an Interstate member. A list of current members eligible to compete in Victoria is posted on the website and is regularly updated. If there are any queries regarding the list, please contact the Treasurer.

If the membership number is not quoted on the entry form you are requested not to process the entry until a number has been provided. Convenors inviting interstate judges are ultimately responsible for paying their membership fees.

There is one exception to the above conditions. If a Convenor thinks it is a worthwhile promotional exercise to have a competition for local farmers, they may do so without requiring the "locals" to become full members. A minimum fee of \$5 must be charged and the participants' names and addresses are to be recorded in case of any subsequent insurance claim. The fee may be retained by the Convenor. The Local competition may be run in conjunction with Encourage but the participants are not entitled to be considered for that or any higher class.

Committee:

Contact details of your Zone Committee members may be accessed on the website. Committee members are willing to assist with entry forms, appointing judges, creating draws, designing and constructing courses and anything else related to running a trial. One of the primary functions of the Committee is to ensure trials are successfully and safely run.

Date Selection:

When Convenors select a date for their trial, they are requested to be mindful of avoiding clashes with other trials. Check the Event Calendar on the website and if necessary discuss any possible clashes with the Secretary before setting things in stone. Clashes with Championships should be avoided where possible as they could reduce the number of competitors likely to enter the non-championship event.

Judges:

There is a list of current judges on the website. If Convenors have difficulty arranging judges, please seek assistance from the Committee. Judges should not be appointed out of their class unless there is absolutely no option by which time the Committee should have been involved.

It is strongly recommended immediate family members of Convenors do not judge at that particular trial. As Judges have supreme control of an event, any close relationship with the Convenor may jeopardise difficult decisions being made. In the past there have been situations where Convenors have overruled judges in relation to safety or a sporting ruling. This is unacceptable from insurance and sporting integrity perspectives.

Encourage competitions should, wherever possible, be judged by an Open judge. For State Yard and Utility Championships, the Association makes a substantial contribution towards the cost of Championship judges.

We offer the following as a guide for paying judges. Some judges may offer their services for no payment. However, Convenors are requested to offer payment and leave it to individual judges to refuse payment. Whilst all judges are willing to do their share it must be remembered that the judge is foregoing the opportunity to compete. For events conducted over more than 1 day, it is expected that accommodation and meals are provided in addition to the fee.

Fee Guide:

Option 1: \$5 per Improver/Open run, \$4 per Novice/Maiden run & \$3 per Encourage/Local run. If necessary, Convenors should increase entry fees to cover much of this cost.

Option 2: \$100 per half day.

Option 3: The equivalent of 1st prize in the class being judged.

Option 4: Reimbursement of time, fuel and accommodation.

Sponsorship:

Our partnership with CopRice has been extended and now includes all VYUFDA trials and training days. As part of this arrangement they are providing pallets of CopRice Working Dog to be distributed across the zones for use at trials and training days. The mechanics of the distribution will be coordinated by the relevant committee member within your zone.

All convenors need to understand the impact of this new partnership and the obligations of exclusivity which accompany it. It is important that we all understand the commitment CopRice have made to the Association and do not inadvertently jeopardise the arrangement by promoting a competitor of CopRice at an event in any way. CopRice has a range of products for sheep, cattle and horses in addition to dogs. ***Any product in competition with any CopRice product must not be given any exposure at any VYUFDA event.*** If you have any questions, please discuss with your committee.

Convenors may source any sponsorship provided it does not impact the CopRice sponsorship, or have the potential to bring discredit to the Association. Convenors agreeing to run a State Championship will be advised of sponsorship obligations and restrictions as a result of partnerships formed by the Association with various sponsors. Funds from Championship sponsors will flow to Championship trials.

Entry Form:

Entry forms should contain the following information:

- 1) Name and type of trial [yard, farm, utility];
- 2) Date of trial and closing date of entries;
- 3) Venue, including map references if a new venue;
- 4) Details of how and where to send entries and fees;
- 5) Judges;
- 6) Classes being offered and fees;
- 7) Balloting conditions;
- 8) Competitor details, [address, member number, phone, email];
- 9) General information, [catering, accommodation, venue conditions/regulations];
- 10) Convenor's contact details;
- 11) Disclaimers;
- 12) Date and signature of competitors.

A suggested entry form is included in this kit and may be downloaded for Convenors' convenience.

For the creation of an online entry form, please contact the Secretary.

Please see Appendix A for a copy of the recommended VYUFDA Entry form. A full editable version of the recommended Entry Form can be found on the VYUFDA website. [Please use this link to access the entry form on line.](#)

Classes:

The various classes and eligibility rules are contained within the sporting rules on the website. Convenors may run the Maiden and Novice classes and Improver and Open classes respectively in conjunction. The Maiden class is new in Victoria and is available to dogs which have not won an event other than in Encourage. One Maiden win disqualifies the dog from further participation in the Maiden class. It is important to remember, when a dog breaks status or class, the change applies immediately it occurs and not at the end of the trial.

Balloting:

Balloting is the removal of dogs from the draw due to there being more dogs entered than available time to run them.

Trialling in Victoria is currently enjoying considerable popularity amongst competitors. Whilst this is great for the sport it has placed pressure on Convenors to cope with the number of entries. Some Convenors manage the demand by running two courses. Others have had to ballot dogs out. Balloting is often controversial and if necessary the Association requests Open dogs be the last to be balloted at public trials. The paying public expect to see the best dogs and it is better for the image of the sport if those dogs are not left at home.

In this situation, an Open dog is one which has won 2 affiliated novice trials and may only compete in Improver/Open events.

To determine whether balloting is necessary, calculate the number of runs capable of being reasonably conducted in the available daylight hours.

To assist with balloting, we suggest the following:

- Restrict dogs to class,
- Limit dogs per competitor, not per class. For example, someone may have 5 open dogs and no dogs in another class. If the Convenor limits dogs to 2 per class, that competitor is disadvantaged compared with someone who has a few open dogs and a few novice dogs.

Note: dogs should be balloted out in the order they are entered. First listed – first out.

A guide for class entry fees:

Open	\$10 - \$20
Improver	\$10 - \$15
Novice	\$8 - \$12
Maiden	\$8 - \$10
Encourage	\$6 - \$10

Prizes:

A guide for prizes:

Championship	1 st to 9 th [10 dog final]
Open	1 st to 5 th [6 dog finals]
Improver	1 st to 3 rd [4 dog finals]
Novice	1 st to 3 rd [4 dog finals]
Maiden	1 st to 3 rd [4 dog finals]
Encourage	1 st to 3 rd [4 dog finals]

It is recommended ribbons or some other permanent memento be awarded to the above placings. Links to companies making trophies and ribbons can be found in Links on this website.

Finals:

A six (6) dog Open final must take place unless exceptional circumstances dictate otherwise. Any decision not to run a final or run an abbreviated final must be made in conjunction with the judge.

Finals are not mandatory in the other classes although it is preferable that they be held in Improver and Novice classes.

Results:

Results should be provided within two (2) weeks of the trial. The results should include Competitor Name, Dog name, Score and Time for place getters listed below:

- Encourage 1st to 4th,
- Maiden 1st to 4th
- Novice 1st to 4th
- Improver 1st to 4th
- Open 1st to 6th
- Championship 1st to 6th

As well as Judges for each class.

Trial Name & Locations - Trial Date							
Class			Judge:				
Place	Name	Dog	1st Run		2nd Run		Total
			Score	Time	Score	Time	
1 st							
2nd							
3 rd							
4 th							
5 th							
6 th							

Risk Management:

Introduction:

Awareness of risk is the responsibility of everyone involved in the conduct of an event affiliated with the VYUFDA. Risk includes, but is not limited to, injury to people [public, competitors, officials, volunteers], injury to dogs and sheep and unwelcome media attention due to the way we conduct ourselves.

Everyone in a decision-making capacity should be familiar with this document and implement its procedures.

To assist Convenors, we provide the following checklist:

Please see Appendix C

Venue Selection:

Venues must be considered for suitability in relation to:

- a) Access for trucks transporting stock. Sheep must not be walked significant distances down roads for welfare and safety reason. If it is necessary to have sheep on a road for a short distance, signage must be displayed and sufficient numbers of people assisting to avoid vehicular incidents,
- b) Sound yards,

- c) Spectator safety (fencing),
- d) Public Amenities,
- e) Car Parking (no vehicles to be driven through spectator areas).

Sheep Selection:

Sheep must be sufficiently healthy to cope with rigours of the proposed event. Weak sheep likely to be injured in transit or during the event must not be used. Sheep likely to collapse during an event must not be used.

Convenors must also satisfy themselves the sheep will not pose an extraordinary threat to spectators by being able to hurdle fences and leave the event enclosure, e.g. sappy lambs or rangy wethers which may have had little exposure to dogs.

Transporting Sheep:

Injury and death to sheep being transported is always a possibility. It is important conscientious transporters are used to avoid mistreatment, overloading and collapsing decks. Convenors are requested to delegate a responsible, experienced stock handler to assist truck drivers at both ends of the journey.

Yards:

Yards must be of sound construction, capable of containing all the sheep being used.

Sharp edges, wire ends and any hazard which potentially could injure people or animals must be eliminated. The perimeter fence must be designed to minimise the possibility of sheep leaving the course and injuring spectators.

Spectators:

Convenors must ensure spectators are quarantined from the possibility of being injured by sheep or bitten by dogs. If a secondary perimeter fence is impractical, the height of the course fence needs to compensate. Bunting should be used to keep spectators a safe distance from those parts of the course where "lost" sheep is more likely. Convenors must provide competitors with an area to exercise and empty out dogs. Convenors must ensure anyone associated with the event does not drive a vehicle through spectator areas.

Animal Welfare:

The Association recognises that it has a duty of care in relation to the health and safety of the animals involved in our sport. It has developed Animal Welfare policy to provide guidance to convenors on the associations expectations. It can be located in the Trial Convenor's section of our website.

Respect for animals underpins the content of this policy. This respect is demonstrated by application of the following principles:

- VYUFDA has zero tolerance for any act of animal cruelty. This includes, but is not limited to, willful mistreatment and neglect of animals and acts that maliciously cause pain, injury or suffering. We expect all members to adopt and adhere to proper animal care and handling methods at all times;
- our events are to be conducted in line with our Constitution, Rules, Convenors Guide and other relevant policies and guidelines;
- adherence to relevant industry and government policies and regulations; and
- banning of the use or advocating the use of products such as electric collars on dogs.

- A zero tolerance for any mistreatment of sheep and dogs in a trial situation through neglect, over use or a failure to consider the impacts of high temperatures.
- Yards are to be designed in a manner to consider the welfare of the stock involved

All people involved in the conduct of the VYUFDA will be aware of, and comply with this policy.

Heat Policy:

In addition to the overarching Animal Welfare policy, a Heat Policy has been developed to outline the associations expectations on days of excessive heat and/or humidity. A structure similar to the CFA's fire danger ratings has been used to describe heat risk levels. The mitigation activities to be undertaken have been tailored to the risk level. ***The implication of this policy is that on particular days, events may need to be suspended.*** Convenor's are asked to make themselves familiar with the requirements of this policy. Again, it is available in the Trial Convenor's section of our website.

Officials/ Volunteers:

Convenors should provide officials and volunteers with food and refreshments at regular intervals during the event. Climatic conditions will dictate regularity and type of refreshment being offered.

Cover should be provided to scorers and volunteers occupying stationary positions (e.g. let out). It is recommended there be a list of volunteers attending the trial which should be kept in the Convenor's records.

Inspections:

Prior to the commencement of an event there must be a safety inspection of the venue. This inspection is to be made by the Convenor (or nominated representative), the Judge of the first event and the most senior Committee member present. The judge is the final arbiter of any safety issues and the event must not proceed without their approval.

Judges must not interfere in any commercial aspect of the event and restrict their involvement to animal welfare, safety and rules. If, in the rare occasion it is necessary for a Convenor to also judge an event, the final decision on safety and course approval rests with the most senior Committee member present. Competitors must be given the opportunity to inspect the course prior to the event and withdraw from the event if any genuine concerns cannot or will not be addressed. At this point the Convenor should address competitors and volunteers highlighting exits, assembly points and any hazards.

Incident Reports:

At the conclusion of each event, the Convenor must submit a report of any incident which has any possibility of resulting in an insurance claim.

Names and contact details of witnesses must be recorded and included with the report, which is to be sent to the Secretary.

Please see Appendix B.

Liability:

Should an incident occur which may lead to an insurance claim, neither the Convenor nor anyone representing the VYUFDA is to accept liability. Every effort is to be made to assist and comfort injured parties, but do not admit to fault.

Draws:

Option 1 - Evenly Spaced Draw:

1st Round	1	5 dog workers
	2	4 dog workers
	3	3 dog workers
2nd Round	4	2 dog workers
	5	5 dog workers
	6	4 dog workers
3rd Round	7	3 dog workers
	8	5 dog workers
	9	1 dog workers
4th Round	10	5 dog workers
	11	4 dog workers
	12	2 dog workers
5th Round	13	5 dog workers
	14	4 dog workers
	15	3 dog workers

Option 2 - Reverse Draw:

The competitor with the most dogs determines how many rounds there will be in a Reverse Draw. For the purposes of this explanation we will assume the most dogs entered by a competitor is 5.

- The names of all competitors should be drawn out of a hat, which will determine the order of the final or 5th round.
- Using the same order as Round 5, list those competitors with 2 or more dogs in Round 4.
- Round 3 will comprise competitors with 3 or more dogs,
- Round 2 will be competitors with 4 or more dogs and
- Round 1 will be those with 5 dogs.

It is important to use the same order in each round of the draw.

When the list of Competitors in each of the 5 rounds has been completed, refer to the entry forms and write the dogs against the Competitors' names in the order they have been entered.

Course Design Guide:

Course design is completely at the discretion of the Convenor. Judges and Committee members will only become involved in course design/construction if they identify a safety or animal welfare issue.

Courses should be designed in order that they are achievable by a majority of competitors.

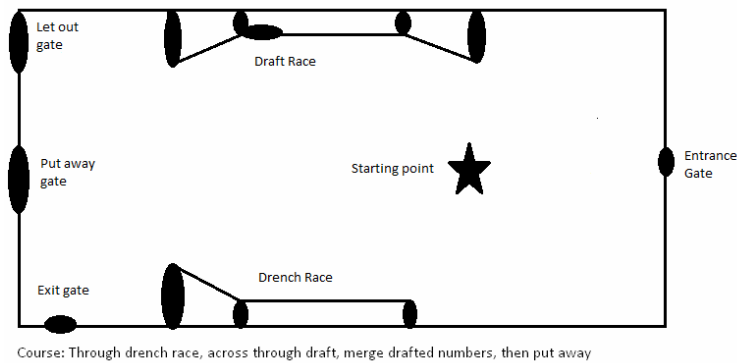
Yard Trials:

The course may include a drench race, draft, loading ramp, trailer or platform and gap. It will start with a cast and finish with the put away. Remember to consider the trial class when

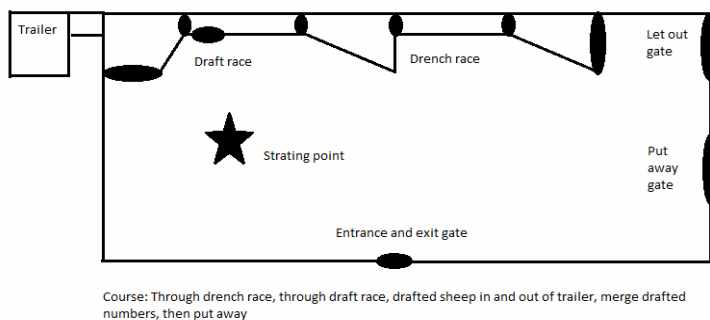
designing the course. Encourage and Novice dogs are less experienced, the design layout is often less complicated for these classes.

Yards must have no sharp objects or safety hazards for people, sheep and dogs. Ideally, all gates should swing, with easy to operate latches.

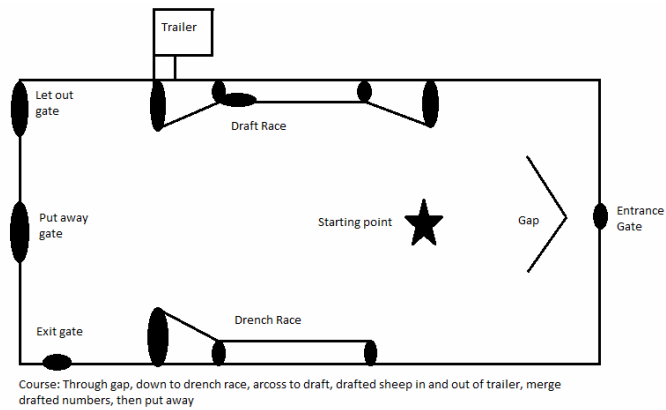
Layout 1: Encourage or Novice



Layout 2: 15m x 30m



Layout 3: Open 18m x 30m



Farm Trials:

Farm trials are similar to yard trials with the addition of one obstacle in what is usually a larger paddock [arena] than most Yard trials.

Utility Trials:

Utility courses require 3 obstacles in the arena and the emphasis is more on outside work than yard work.

For more detail on course rules, please refer to the Competition rules which are posted on the website.

Appendix A Entry Form

Event Name Yard/ Utility Trial YYYY

DATE of MONTH, YEAR

LOCATION/ ADDRESS

Entries CLOSING: DATE of MONTH, YEAR

Affiliated with VYUFDA - All competitors must be members of the VYUFDA.

Judges: Open: NAME Novice: NAME Enc: NAME

Judges talk: **07:30am**

Please enter dogs according to class - Balloting will take place if required

Dogs Name Including Prefix	Open \$15	Novice \$10	Encourage \$10	TOTAL
Total Enclosed				

Entry:

Cheques Payable To:

Bank deposit to: (please use membership# as reference)

Disclaimer: I enter entirely at my own risk and undertake not to make a claim against the VYUFDA members or **EVENT NAME**, for any damage or injury arising at, out of, or in connection with this trial. I accept full responsibility for any damage or injury caused to a member of the public by myself or my dog/s.

Name: _____ Phone: _____

Address: _____

Membership No. _____ Email: _____

Mobile: _____ Signature: _____

Show ground entry fees to be paid at the gate - Basic camping available.

Sponsored by:

- SPONSOR
- SPONSOR

Further enquiries: NAME, PHONE AND EMAIL

***All handlers please note; due to the public profile of this event, it is imperative that all handlers display an adequate standard of stockmanship to maintain a positive public perception of our sport. ***

Appendix B Incident Form:

VYUFDA Incident Report Form:

Name and role of person completing this form:			
Signature of person completing this form:			
Date:			
Incident Details:			
Date of incident:		Time of incident:	
Event:		Venue:	
Judges:			
Name/s of person/s involved in the incident:			
Description of incident:			
Witnesses 1 (include contact details):			
Witnesses 2 (include contact details):			
Witnesses 3 (include contact details):			
Witnesses 4 (include contact details):			
Reporting of the incident to association:			
Incident Reported to:		Date:	
How (this form, in person, email, phone):			
Follow Up Action:			
Description of actions to be taken:			

Appendix C Risk Managing Check List:

VYUFDA Risk Assessment Sheet:

Trial location:	
Name of person conducting assessment:	
Signature:	
Date:	

Spot the Hazard		Risk	Assess the Risk	Fix the Problem	
Identify the work task or activity?	What are the hazards associated with each activity?	Is there a risk?	Is the risk associated with the hazard low, moderate, significant or high?	If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom?
Venue:					
	Are yards secure?				
	Have yard hazards been eliminated? E.g dropper caps, sharp edges, loose wire.				
	Has Spectator safety been reviewed? <ul style="list-style-type: none"> • Have spectators been separated from high risk areas • Are fences of appropriate height to prevent animal and spectator mixing. 				

	Can you observe crowd movement in close proximity to traffic?				
	Is there any protection for scorers/let out staff to following environmental risks; sun, cold, lightning?				
	There is appropriate venue perimeter fencing? • Prevent stock from entering public areas e.g. roads				
	There are First Aid station or first aid kits available?				
	Adequate parking areas to cater for the expected vehicle numbers attending the event?				
	Adequate provision of: • toilets / hand washing; • food preparation / clean-up; • drinking water; • shelter / shade.				
	Seating requirements: Is it fit for purpose?				
Livestock:					
	Are sheep sound and fit for purpose?				
	Water and feed (where appropriate) available for sheep?				
	Shade and Shelter available for sheep?				
	Hospital pen for sick/injured sheep?				
General:					
	Discussion with judges re importance of animal welfare.				

	Briefing of everyone involved re exit points and assembly areas:				
	Briefing of competitors and walk through yards:				
	Course inspection conducted by Judge?				
	Refreshments for volunteers and officials?				

Risk Descriptions:

Risk Assessment level	Description of Risk	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with existing controls in place
Moderate	If an incident were to occur there would be some chance that an injury requiring first aid would result	Additional controls may be required
Significant	If an incident were to occur there would be likely that an injury requiring medical treatment would result	Controls need to be put in place before conducting the activity.
High	If an incident were to occur it would be likely that a permanent, debilitating injury or death would result.	Consider alternative to the activity. Significant control measures need to be implemented to ensure safety.