

Organizing a dogdance competition

According to www.dogdance.info

First of all: welcome to the community of competition organizers! Thank you very much for your commitment to giving dogdancers the opportunity to compete and thus have a great experience with their dogs.

In this document, you will find information and checklists, which are meant to support you in the organisation of your competition. They have been compiled from experiences of several competition organisers, who have shared their knowledge in this handbook. If you yourself do have additional information and ideas, which are currently missing, please let us know, so that this may be included! Only with your feedback can we make this handbook even more useful and complete.

Liability Exclusion - Disclaimer

This handbook for organisers is a brochure of information by the association Dogdance International e.V. It is meant to support the organisation of dogdance competitions (fun and official competitions).

At no time a contract between Dogdance International e.V. and the respective competition organizer is created. Moreover, in case of cancellation of the event, withdrawal of a judge, or other problems related to the competition, Dogdance International e.V. cannot be held liable in any way.

Booking of judges and execution of a dogdance competition is on self-assumed risk of each organizer.

Regarding safety aspects, the organizer is always authorized to issue relevant directives.

If there are evident and critical safety problems, the judges are allowed to refuse judging activity.

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Considerations in Advance

Choice of the competition type

- Fun competition
- Official competition (without fun classes)
- Mixed competition (fun and official classes)
- Tip: rather start small, gather first experience and then grow when successful!

Fun Competition

- The organizer may, but is not obliged to, offer all classes, listed in the official rules
- The list of fun classes is not terminal, the organizer may offer additional or other fun classes
- All fun classes must be adequately and clearly described in the competition announcement.

Official Competition

- The organizer must offer all official classes (refer to the current rules)!
- The organizer must announce all official classes.
- Exception: HTM classes – this will only be regulated after the definitive introduction of HTM to the DDI.
- The respective class must be held, if the organizer has at least one enrolled participant, who has paid the entry fee.
- The list of official classes is terminal.

Additional Aspects

- Duration of the competition?
- Approximate number of competitors?
- If more than 20 participants enrol in an official class, this class must be divided into two groups, which are judged separately.
- Create approximate time plan in order to derive the required number of judges
- Derive the number of required judges from the overall number of competitors

Location of the competition

Training Hall (inside), Training Ground (outdoors)

- Sufficiently large competition ring
- Space for the judges table outside the ring
- Preparation ring or preparation area for the competing teams
- Enough room for audiences
- Room for food and drink provision, sales stands etc.
- Resting space for dogs during the tournament
- Change room, toilets etc.

Size of the Ring

- For official classes the size of the ring should be at least 12m x 15m – or larger
- The minimum ring size for official classes is 8m x 10m
- For fun classes, the ring may be smaller
- For national open championships the minimum ring size is 12m x 15m
- For European and World Championships the minimum ring size is 16m x 20m

Mandatory Requirements

- Preferably a dog friendly and anti-slip flooring
 - Indoors carpet, floor lining for sports etc.
 - Outdoors e.g. lawn/grass or sand
- Non-transparent boundary around the ring
- Preparation ring or preparation space for the competing teams
- Music equipment
- Microphones (ideally at least one for the speaker and one for the judges)
- Computer, Printer
- Tables for the judges
- Outdoors: protection against rain and direct sunshine for the judges and the music
- Enough helpers/volunteers (see also below the paragraph about helpers)

Budget Preparation

Expenses

- Commuting expenses for the judges (0,30 € per kilometre)
- Travel expenses for the judges (air fare, train tickets, road charges etc.)
- Accommodation expenses for the judges
- Catering / provisions for the judges
- Catering / provisions for the helpers
- Rental fee for the competition venue
- Insurance (host/organiser liability)
- Performing right fees for the music(GEMA, SUIISA etc.)
- Prices, awards (cups, certificates, ribbons etc.)
- Equipment acquisition – carpet, non-transparent ring boundary etc.
- Possibly rent for the music equipment
- Office material (copies, printer cartridge, pens, paper etc.)

Earnings

- Entry fees
- Sponsors
- Other possible sources of income
 - Sales stands
 - Provision / food and drink stands
 - Photos
 - DVDs
 - etc.

Judges Booking and Planning

Judges requirements

- For each official class 3 judges are mandatory, except for:
 - Less than 20 competitors in official classes – then 2 judges are sufficient
 - For competitions with fun classes only (one or several days) up to 40 competitors per day – then 2 judges are sufficient.
If there are more than 40 competitors per day, the head judge must be consulted in order to define the required number of judges
 - Competitions (single day) with a maximum of 20 participants in official classes and with a total maximum of 40 participants can be organised with 2 judges.
 - More judges are always appreciated.
- After 20 teams there must be either a long enough break for the judges or the judging team has to be rotated (please consult with the head judge).
- Judges from other associations can be invited if they have enough judging experience and are thoroughly briefed before the competition.
- However, at least one official judge (see list of official judges on www.dogdance.info) needs to be present.
- For titling competitions (for example German Open, European Championship, etc.) four judges are necessary. This applies to Qualifications as well as Finals.
- The choice of judges for title contests is made by the organiser and given to the person responsible for judges of Dogdance International e.V. for approval. If there is no consensus about the proposed judges, the person responsible for judges has the final say.
- The organiser of title contests pledges the judges and sets up according contracts with them. In order to guarantee a smooth schedule, the person responsible for judges supports the organiser by checking the proposals of judges in good time– meaning that answers regarding approval/disapproval of judge proposals are received within 14 days after request. Should there be no answer from the person responsible for judges, it is taken as tacit consent.

Head Judge

- Latest 8 weeks before the competition the organiser contacts all booked judges, so that they then can determine the head judge amongst them.
- Afterwards the head judge is the contact person for the organiser regarding any issues concerned with the judging team, in advance of the competition as well as during the event. The head judge also represents the judging team and communicates judging teams decisions to the outside (handlers, spectators, organisers and the like).
- The head judge allocates the work to judges during the competition.
- The head judge will make clear arrangements with the organiser regarding time schedules and allocation of work to judges at the latest 1 week before the competition.
- Requests to the organiser by aspiring judges for shadow judging are directly forwarded to the head judge. Thus, the head judge can then allocate the aspiring judges during the event and thus ensure mentoring by the judges.

Announcement

The following items should be contained in every competition announcement:

- Contact data of the organizer
- Venue of the event
- Ring size and flooring
- Judges booked
- Head judge, if already known
- Fun classes: all fun classes offered, with clear descriptions
- Official classes
- If the fun class “Lucky Dip” is offered, then it should be announced, weather or not CD players are available or if competitors have to bring their own devices.
- The announcement should be made available in the local language as well as in English, such that teams from other countries may understand the information.
- Opening time of the registration office
- Closing date for registration/inscription

Publication of the competition on www.dogdance.info

- Register as new user on our homepage www.dogdance.info
- If you already have a user name, then just login with your user name
- Click on “Turniere” and on the sign “+” – add event (for entering an new event)
- Enter the required information (see above); all information regarding the competition should also be listed on your private event homepage
- When you are done click the button labeled “Add Event”
- The announcement will be published during the next few days after verification of the provided information by the administrator / webmaster
- Please note: this publication may take a few days!
- When the event has been published on the homepage, it is possible to modify the information any time, when logged in with your personal user name

In Preparation of the Event

Venue of the Event

- Register the competition with the regulatory authorities (do this BEFORE announcing the competition!!!)
- Conclude an agreement with the landlord of the competition venue.
- Organise the fencing/non-see-through barriers around the ring
- Test the flooring (if possible with dogs) or organise appropriate flooring if required
- Check if music equipment is suited for the competition is available and the venue or if you have to organise otherwise
- Make sure on which medium (CD, USB stick or other) the music has to be provided by the competitors – or if it should be sent to the organiser
- Are there enough loud speakers?
- Are microphones included or do they have to be organised otherwise?
- Where can the dogs stay during the competition?
 - Is there a common room for the dogs?
 - Cloakroom(s)?
 - Parking in the shade? Or the like
- Attention: do not forget the dogs of the organisers, the helpers and the judges!
- Are there change rooms for the competitors?
- Where can you put a preparation/warm up area
- Check if you can provide the same flooring in the warm up area as in the competition ring
- Where is the parking for competitors, judges, spectators?
- Is there accommodation close by?
- Verify the entry requirements / legal regulations for your country as well as local regulations of the respective federal state, canton, community
- Are there possibilities for walking the dogs, for letting them pee close to the venue
- Are tables, chairs and toilets available or do you have to provide for them?

Judges

- Make clear arrangements with the judges booked regarding travel, arrival date and time, number of overnight stays, travel expenses and the like)
 - A kilometre allowance (30 cent / kilometre)
 - Airfare, train ticket
 - Overnight stays
 - Provision during the competition
- Create a contract for the judges containing all the specifics and have the judges sign it
- Organise accommodation for the judges / book hotel rooms
- Check if judges also wish compete with their own dogs
- Verify the time table with the head judge
- Let the head judge do the judges allocation
- Let the head judge do the shadow judges allocation

Insurance – GEMA / Performance Rights Society

- Contract a general liability insurance for event organisers
- Register the event with your local performance rights society (GEMA in Germany, SUISA in Switzerland for example) and check for relevant fees
- A word of caution: if spectators have to pay an entry fee, or if a certain amount of spectators is reached the fees for the performance rights society may increase
- Insert a liability disclaimer into the registration for competitors (upon registration the competitor acknowledges that she and her dog have liability insurance)

Registration

- Create a form for inscription /registration (see example)
- Is there a website? If so, can a registration form be created on the website? (Anna Herzog may provide HTML-code to interested organisers, contact info@jumpingdogs.de directly)
- Possibly create a separate mail account for managing the registrations
- Possibly create a separate bank account for the event
- Manage the registration office
- Define a contact person for all questions regarding the competition, registration, classes, accommodation etc.
- Upon receiving of registrations:
 - Acknowledgement of receipt
 - Control payments (if advance payment is required)
 - Acknowledgement of payment
 - Entry into running order
- Closure of registration if the maximum number of entries has been reached
- Decide if you want to keep a waiting list and inform the competitors about it
- If there are more than 20 entries for a class it must be divided into two
- Both new classes then are judged separately
- The dividing of the classes is done according to the sequence of received entries or it can be done randomly
- The music of the teams is handed in on CD, if the organiser has not made other arrangements

Required Helpers

In general, it is always better to have more support – in advance as well as onsite. It is very important, to keep helpers well-informed and to prepare them well.

We recommend to have at least one person, better two, who have an overall-overview on all tasks.

The number of the helpers and their tasks depends on the type of competition.

Sometimes one person may be allocated for several tasks, other times these tasks have to be divided among several helpers.

In the following lists the helpers marked in yellow are those mandatory.

Helper Posts in preparation

- Competition director
- Registration office
- Recruiting of helpers & allocation of helpers
- Finance
- Sponsoring
- Media communication and management
- Helpers for the competition office (printing and labelling in of judging sheets, time tables, briefing notes, information, flyer, printing etc.).

Helpers on-site

- Competition director
- Coordinator of helpers
- Ring steward
- Registration office
- Record booklet management
- Data processing office
- Speaker
- Music – Audio equipment /DJ
- Media communication and management
- Parking lot attendant
- Cleaning crew for the carpet/flooring
- Person taking care of the judges
- Springer (wherever helping hands are required)

Description of the Helper Tasks

Main Organiser / Competition Director

- Has no fixed job onsite
- Main job is to keep the overview, delegate upcoming tasks to helpers, supervise execution of these tasks and supervise the keeping of the time table
- Knows the dogdance rule set well enough to be able to react directly and quietly if required
- Know all the tasks / jobs of the helpers and controls the correct carrying out

Helper Coordinator / Main Helper

- Defines the helpers tasks in preparation of the event
- Recruits volunteers for helping and allocates them to their tasks
- Briefs helpers in advance or onsite
- Explains to each volunteer her job and controls the carrying out
- Keeps the overview on all helpers tasks and activities

Ring Steward

- Is responsible for the course of action in and around the competition ring
- Knows the current set of dogdance rules
- Should be briefed by the head judge
- Takes care for the adherence of the rules in and around the ring
- Before the team enters the ring the ring steward collects the number (if these have been distributed) and shows them to the judges and the DJ in order to support a smooth sequence of action
- Sends the teams in the ring, when the judges have given ring clearance
- In the official classes the steward controls the dog's constant staying in the ring. If the dog leaves the ring with one paw this leads to a disqualification of the team and must be reported to the judges
- The ring steward will present the jackpot / toy for the dog, if the handler wishes this
- The ring steward ensures that the dog does not re-enter the ring after leaving it at the end of the routine

Registration Office

- Collect CD, mark it clearly and sort it in the sequence of the running order
- Control the vaccination record booklet
- Collect the record booklet (official classes)
- Control the record booklet (official classes)
- Distribute numbers
- Possibly distribute briefing notes
- Collect speaker notes/info sheets

Record Booklets (official classes)

- Verify if every team has submitted the record booklet at the registration office
- Verify if all teams are registered in the correct classes
- Teams without record booklets can only be offered to participate in fun classes
- Enter the results

- Let the entered results be verified and signed either by the head judge or another official judge active on the event

Data Processing Fun Classes

- Running order updates
- Distribution of running orders to
 - Judges
 - Ring Steward
 - Speaker
 - DJ
 - Post on a bulletin board for the competing teams
- Print and distribute time tables

Data Processing Official Classes

- Running order updates
- Distribution of running orders to
 - Judges
 - Ring Steward
 - Speaker
 - DJ
 - Post on a bulletin board for the competing teams
- Entering of results
- Compile the ranking list
- Distribute the ranking list to
 - Judges
 - Speaker at the award ceremony
 - After the award ceremony post on a bulletin board for the competing teams

Speaker

Among others she has the following tasks:

- Announcement of the teams
- Giving information to the course of events
- Communicating rules of conduct in and around the ring
- General information to the audience
- The announcement of the teams before their routine shall be short and neutral
- Name, name of the dog and possibly the breed are absolutely sufficient
- AFTER the routine a neutral acknowledgement of the team and then possibly:
 - Short information about the team (taken from the speaker notes/info sheet)
 - Always appreciated are general information about dogdance, rules set, judging sheets and the like
 - Information to the audience regarding conduct around the ring
 - Or simply a break
- IMPORTANT: the speaker DOES NOT judge or evaluate any routines!!!

Music

- Lengths of music are verified by the DJ or any responsible person selected by the organiser, if possible in advance. Judges are to be informed if there are undercuts of the minimal length or exceedings of the maximum length (see the official dogdance rules for the music lengths).
- Ideally the DJ tests the CDs before the start of routines in order to avoid mishaps and hold-ups during the competition and also to get an idea of the required sound volume.
- Control of the running order / number so that the correct CD is played
- CD already inserted in the CD player, so that the song can be started instantaneously and directly
- Adjust sound volume
- If required fade out the song (should be marked on the CD)

Course of Events Onsite

General Aspects

- The flooring should be cleaned before official classes and thus possibly left treats removed (indoor).
- Before the opening of the event, a briefing for the competitors should be offered, where all relevant information and the course of action is explained. This can be done by the organiser or by a judge.
- As a possible alternative to onsite briefing is the distribution of briefing notes to the participants in advance with the most relevant information., These briefing notes should also be posted on a bulletin board for the competing teams

Registration Office and Organisational Aspects

- The organiser must ensure that the registration office opens timely; allowing the judges to control the record booklets before the respective official classes.
- For the class “Senior and Handicap” the competing teams must fill in an information sheet. This provides information about the dog’s age and/or handicaps. With these sheets the judges are informed about these facts such that they can consider and incorporate this in their judgement. **The information sheet must be attached to the judging sheets**, even if a dog has no handicap.
- The music for the team’s choreography is handed in at the registration office. It is also possible to mail it to the organiser, depending on the specific preferences of the organiser. There are no specific rules about the handling of the music.
- **Dogs at the judging table are not allowed.** In agreement with the judges, exceptions are possible, if the dogs cannot be put in a separate/enclosed location or room.
- Applause and taking photographs (with or without flashes) cannot be banned in official classes.

Record Booklets

- For official classes every team must present themselves at the registration office and hand in their record booklet (this also applies to the classes Trio and Quartett).
- Participants enrolled in official classes who present themselves at the registration office without record booklet can only compete in fun classes!
- The organiser verifies if the enrolled teams are eligible for the respective classes at the registration office.
- The organiser/registration office enters the results of the competition into the record booklet and afterwards hands them over to either the head judge or another official judge active at the event for signing. For the classes Trio and Quartett the participants may abstain from an entry in the record booklet.
- In the official classes “class 3”, “Seniors and Handicap”, “Trio” and “Quartett” no moving up points are awarded. **Therefore the entry of moving up point must be omitted.**
- The filled and signed record booklets are **given back to the competitors at the award ceremony.**

Judging Sheets and Ranking Lists

- The written feedback of the fun classes is given to the participant after the competition.
- The judging sheets of the official classes are kept by the organisers and not handed to the participants.
- The judging sheets are handed over to the head judge at the end of the competition.
- The ranking lists for the official classes with the number of points are posted on a bulletin board for the competing teams or made available to them otherwise
- **New:** as of the rule changes from 01.01.2014 the communication of the median value of the number of points is **omitted**.
- The judges must appear anonymised on the ranking lists, e.g. 1, 2, 3
- Moreover, the ranking lists must be published on the club homepage www.dogdance.info - in order to do this send the ranking lists (best in PDF format) to the webmaster.

Checklist for the Chronological Sequence of Action for Competition Organisation

| Done | Task | Deadline |
|------|--|---|
| | Search an event venue | |
| | Have the event approved at the relevant authorities, in Germany the regulatory authority and the veterinary office (Ordnungs- und Veterinäramt) | |
| | Develop a budget | |
| | Ask and book judges | |
| | Publish the announcement at www.dogdance.info | |
| | Publish the event date and the announcement on your own homepage, in the relevant internet communities/forums, create and circulate flyers etc. Possibly also circulate flyers at other dogdance competitions. | |
| | Open the registration office | |
| | Organise the judges trips to the event (car, train, airplane) | |
| | Organise the judges accommodation | |
| | Have the judges sign the judges contract | |
| | Recruit Sponsors (Cash, presents, etc.) | The earlier, the better |
| | Order cups | |
| | Organise ribbons, certificates etc. | |
| | Have the judges determine the head judge | 8 weeks before the competition |
| | Contract a general liability insurance for the event | 4 weeks before the competition |
| | Register the event with the relevant society for performing right fees (in Germany GEMA, in Switzerland SUISA, etc.) | 4 weeks before the competition |
| | Search for helping volunteers, allocate helpers to their respective tasks | 4 weeks before the competition Searching for helpers can start earlier |
| | Close the registration (deadline for the inscription) | Approximately 2 weeks before the event |
| | Create provisional running orders. | After closing of the registration deadline |
| | Create final time plan. | After closing of the registration deadline |
| | Create final plan for the helpers | After closing of the registration deadline |
| | Fill in the checklist for the competition, check the executed tasks, have it signed with the head judge | On the day of the competition |

Checklist for the Registration Office

Fun Classes

| Done | Task |
|------|--|
| | All CDs collected and correctly labelled |
| | Controlled vaccination record booklets |
| | Have the teams fill in the info sheets and collect them, label them (running order number!) |
| | Handed out running order numbers |
| | Handed out briefing sheets |
| | Sorted CDs in the correct running order |
| | Move the CDs to the music player |
| | Complete the list of registered teams (with missing teams and changes in the running order) |
| | Sort the speaker sheets (information for the speaker) in the correct running order |
| | For the class "Senior and Handicap": have the competing teams fill-in the separate info sheet for the judges |
| | Attach the special info sheet for Senior and Handicap to the judging sheets |

Official Classes

| Done | Task |
|------|--|
| | All CDs collected and correctly labelled |
| | Controlled vaccination record booklets |
| | Have the teams fill in the info sheets and collect them, label them (running order number!) |
| | Handed out running order numbers |
| | Handed out briefing sheets |
| | Sorted CDs in the correct running order |
| | Move the CDs to the music player |
| | Sort the record booklets in the correct running order |
| | Complete the list of registered teams (with missing teams and changes in the running order) |
| | Sort the speaker sheets (information for the speaker) in the correct running order |
| | For the class "Senior and Handicap": have the competing teams fill-in the separate info sheet for the judges |
| | Attach the special info sheet for Senior and Handicap to the judging sheets |

Checklist for Competition Director

| Nr | Control/Task | OK – Yes/No | Recommended Action |
|----|---|-------------|--|
| | Entry and exit of the ring (compliance with the dogdance rule set, enough space so that teams may pass each other without conflict) | | |
| | If the ring is not fully closed, is there a clearly visible line at the entry/exit | | Mark the line clearly with sticky tape or the like |
| | Is the boundary around the ring compliant the dogdance rule set | | |
| | Is the flooring suitable for the event, non-slip, not too hard | | |
| | Has the steward briefing been done? | | |
| | Are all stewards aware of their tasks and the aspects relevant for them? Do they know, whom to contact w.r.t. irregularities and breaches of the rules? | | |
| | Does the music player work? | | |
| | Is the number of microphones sufficient? (2 microphones including spare batteries) | | |
| | Do both microphones work? | | |
| | For official classes: have the record booklets been collected and verified? | | Participants without record booklet may only compete in fun classes! |

With their signature, both, event organiser and head judge confirm that the event can be performed in compliance with the dogdance rule set.

Competition

Date

Signature Competition Director

Signature Head Judge