

ORGANISING AN NZKC RALLY-O EVENT CHECKLIST

- 1) Approval for date sought and received from Obedience Committee Region Representative.
- 2) Format of event decided.
 - Type of event – Championship (qualifying) or Ribbon (non-qualifying)
 - Classes to be held
- 3) Approval of format of Championship event sought and received from NZKC Rally-O Subcommittee.
- 4) Decisions made on structure of event – judging order, start times, judges' breaks, prizegivings etc.
- 5) Decisions made regarding prizes, ribbons, certificates and sponsorship.
 - Ribbons must be given to third in Novice classes, and to first in Advanced and Excellent classes.
 - Prizes are optional at Championship events but cannot be given at Ribbon events.
 - Certificates of Achievement may be awarded for scores of 80 or more at Ribbon events.
 - Qualifying Certificates must be presented at Championship events to those gaining scores of 90 or more in Novice and Advanced, and 100 in Excellent. (No Qualifying Certificates at Ribbon events).
 - The total value of ribbons and prizes, excluding sponsorship, must equal at least 20% of the gross entry fees received, less levies.
- 6) Closing date for entries decided.
 - Entries for Championship events cannot be accepted later than seven days before the event.
 - Entries for Ribbon events are taken on the day, but may be accepted beforehand.
- 7) Judges contracted.
 - Judges for Championship events must be on the appropriate NZKC Rally-O Judges Panel. Anyone can judge a Ribbon event (unless disqualified under NZKC rules).
 - Judges can only judge a maximum of 60 dogs per day or for a maximum of eight hours per day.
 - Judges are sent two copies of the official contract – judge will return one copy upon accepting the appointment. On receiving this copy, confirm within fourteen days that you have received it.
 - On the contract, include any information the judge will need to know, particularly with regard to course design, eg ring size, ring shape if not square (eg 13m x 19m), nested courses required, entry and exit points required in specific places, limited cones available etc.
- 8) Schedule for Championship event sent in to NZKC for publication in the Dog World magazine. Ribbon events do not need to be scheduled.
- 9) Accommodation for judges organised where required. Judges informed of arrangements as soon as possible.
- 10) Checked with judges with regard to:
 - do they prefer to provide their own signs or are they happy to use yours?
 - do they prefer to provide offset figure eight distractions, or do you need to provide these?
 - are they happy to use pre-printed judging sheets if you are providing them? If not, do they want you to provide blank sheets or will they provide their own?
 - how many cones are required for their courses?
 - can they provide courses prior to the event for organisational purposes?

- 11) Ribbons ordered and prizes, if given, organised.
- 12) A good supply of NZKC Qualifying Certificates have been ordered for Championship events, and a good supply of Certificates of Achievement, if these are to be presented, have been arranged for Ribbon events. Clubs must use the official NZKC Qualifying Certificates but may design their own Certificates of Achievement (generic designs are available if required).
- 13) Catering for show organised – for competitors this can be anything from byo to full canteen and this should be advertised so that people can come prepared. Judges however must be provided with morning and afternoon teas and with a good lunch, as well as hot and cold drinks.
- 14) Helpers organised (jobs can be combined to some extent if helper numbers are short.)
 - for each class:
 - time steward
 - call steward
 - results steward – preferably with good knowledge of computers and spreadsheets
 - certificate writer – more than one if possible
 - judge's scribe - if possible and if required by judge
 - for the event:
 - entry taker (at least two people) if entries are being taken on the day
 - show manager
 - judges' caterer to provide morning and afternoon teas and lunch for judges
- 15) Gifts for judges and cheques for their expenses organised.
- 16) Running order completed (where entries are received beforehand). For Advanced and Excellent the running order must be organised by dogs' jump heights, to minimise jump bar adjustments.
- 17) Competitor information sheets produced and notified (where entries are received beforehand).
 - Running order – this can be provided to handlers in a variety of ways (mail-out, email, online). Handlers appreciate, and generally expect, this information to be provided before the event.
 - Call steward sheets – one for each class. This should include, in running order, dog's number, name (pet name is easier for identification purposes) and handler's name. It can also be useful to have the dog's breed on there. If made large enough, this sheet can be taped onto the ringside board and used as a ringside running order. It can also be helpful to have a large copy posted nearby for competitors to look at without having to crowd around the ring.
 - Catalogue – it is not compulsory to produce a catalogue, but it is useful for filling in certificates. It should include dog's number, name, breed, NZKC number, owner's name and NZKC number and handler's name and NZKC number if the handler is not the owner. Other information from the entry forms may be included, but not addresses, phone numbers or email addresses.
- 18) Judges have been advised of the number of dogs they will be judging in each class.
- 19) All equipment is organised – see below for detailed list.
- 20) Levies are paid to NZKC and to the local Region Representative.

NB: After the event, a full list of results must be forwarded to the local Obedience Committee Region Representative within 14 days. Entry forms and all results must be retained for 12 months

Equipment Required

- Ring ropes and standards – rings must be between 13m x 13m and 19m x 19m or a combination of any sizes within this range.
- One set of official Rally-O signs for each ring – note that two copies of certain signs are required.
- At least 22 sign holders for each ring (Novice classes only require 17). If event is outside, make sure signs are securely attached and waterproof, and that sign holders will not move in the wind.
- Numbers of appropriate size from 1 to 20 for each ring (Novice classes only require 1 – 15).
- Sufficient cones or posts for each ring for cone exercises.
- One regulation jump for each Advanced ring, two regulation jumps for each Excellent ring (judge may use one jump twice) – ensure jumps can be adjusted right down almost to the ground and to appropriate heights.
- Two toy distractions and/or two covered food distractions for each Advanced/Excellent ring – the judge may have a preference here and may provide these, so check what is required.
- Two metre long lead for use in Excellent stay exercise. Chalk and tape measure for marking area.
- Course plans – helpful to have a copy in advance so that courses can be set up without waiting for the judge and to ensure that all required signs and equipment are available on the day.
- Stopwatch and timer's sheet for each ring and for the Excellent stay steward/s – backup watches should be available.
- Whiteboard and marker pens for each ring displaying running order and any other notices.
- Table for ringside for various equipment.
- Chairs and tables for results and certificate processing (preferably away from ringside).
- Set of up-to-date NZKC Obedience Regulations for reference, preferably one set per ring.
- Catalogue or competitor summary – one for each ring and one for results/certificate writer.
- Computer with spreadsheet and printer for results. Otherwise a paper based system can be used.
- Entry forms for Ribbon events for entries taken on the day.
- A copy of the course plan is required to be on display ringside during the class – make copies if you have the course plans in advance, otherwise check with the judge.
- Pre-printed judging sheets if available and if judge is happy with this. If using blank sheets check if judge provides their own or whether you need to provide these. One sheet per dog plus spares.
- Official NZKC Qualifying Certificates.
- Certificates of Achievement, if these are to be presented.
- Stationary:
 - several pens
 - stapler and spare staples
 - paper clips (to clip judging sheet to qualifying certificates)
 - cellotape
 - safety pins (for competitors to pin numbers on)
 - writing pad and scrap paper
 - calculator with good batteries
 - good supply of printer paper and spare ink cartridge, if printer being used.