



EVENT MANAGER'S GUIDE PERFORMANCE

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Introduction

An Event Manager is responsible for the efficient running of a fixture including but not limited to timetabling, stewarding and liaising with committee and officials.

201 All Affiliates conducting fixtures shall appoint an Event Manager who will be responsible for the conduct of the fixture. The name of the Event Manager must be advised in the schedule. If the Event Manager is unable to attend a fixture due to illness or unforeseen circumstances the Committee conducting the fixture must appoint a replacement on the day.

Prior to the Trial

Trophies/sashes

The Committee should decide on what type of trophy is to be given and on the style of sashes/ribbons. These should be ordered and available well before the fixture date by the Club Secretary or delegate.

Stewards

Ensure stewards are contracted at least 7 days prior to the fixture, either yourself or by a delegated committee member.

Steward's contracts MUST be completed signed and a copy retained by the club.

If a steward defaults on their contract you must notify Dogs Tasmania in your Event Manager Report.

245.2 The Event Manager shall notify the TCA Inc in writing setting out the circumstances within seven (7) days of the event when for some reason Regulation 245 or 245.1 has not been complied with.

Stewards

It is best to have a bag already set up for each event/class containing judging sheets, stewarding sheets, copy of the catalogue clip board and pen. Also it is a requirement at present to have hand sanitizer and wipes available at ringside for the judge and steward.

On the day of the Trial

You are the 'go to' person and should be available to ensure that:

- Classes, rings, runs & tracks are kept moving
- stewards have their paperwork/bag ready to start.

- exhibitors maintain social distancing and do not clog walkways, ring entrances and exits
- Exhibitors from the preceding event/class have left the assembly area
- judges and stewards are offered drinks/food at appropriate times
- when breaks are taken an announcement is made informing competitors of the time judging will recommence.

You will need to make sure that the following are taken to the show either by yourself or the Club Secretary:

- Copy of TCA Regulations and ANKC Rules for the particular event
- Copy of the Aggressive Dog procedure
- Judges fees (Treasurer to have a cheque ready for payment)
- Microphones (if required)
- stationery
- results sheets
- Place cards/ribbons
- Sashes and trophies
- Spare number discs
- Clip boards
- Plenty of change for canteen float and catalogue sales (if available)
- Correction fluid (or roller correction tape)
- Bulldog clips
- Raffle books
- First Aid Kit
- Sanitiser for judges/stewards
- Biro's and marking pens (some stewards prefer pencils)
- Pad paper
- Have available enough catalogues for all exhibitors

- Entry forms
- Spare stewards sheets
- Steward's contracts (in event of an extra steward being required).

Reports of incidents

You must be aware of the requirements if a you are advised of a report of dog aggression or other complaint. Also what to do if someone reports to you that their dog is incorrectly entered.

Some regulations to be aware of, but please refer to a current copy of the Dogs Tasmania Regulations.

41. Duty to Report. *It shall be the duty of any Judge, Steward, Club or Show Official officiating at any TCA Inc sanctioned fixture, or any other witness to report to the Event Manager or other person responsible for the organisation of the fixture any incident which comes to his/her attention where any exhibit displays canine aggression towards any person or any other animal to such an extent as to constitute a danger to any person or any other dog or the efficient conduct of the fixture. Such report shall be made within one hour of the alleged canine aggression taking place unless the complainant is physically unable to make the complaint. A report under this Regulation is not considered to be a complaint in accordance with Regulation 96.*

64 Official Representatives(where appointed) are appointed by the office of the TCA Inc to attend sanctioned events and report back to the Council of the TCA Inc on the conduct of the event. Official Representatives are to act as observers only and must not make decisions on the conduct of the event. They may however offer advice if required and must attend any hearing as an observer. Reporting an incident to an Official Representative does not alleviate the requirement for members and affiliates to follow the correct procedure in making complaints.

94.1 Any person witnessing an act which may endanger an animal's wellbeing, including but not limited to exhibiting a bitch thirty (30) days prior to whelping, whelping a bitch at an event or lifting an exhibit from the ground to the table by means of throat and tail, is deemed to be physical abuse and as such, is strictly prohibited. An exhibitor observed doing this should be dismissed from the ring and the matter reported to the Event Manager, who shall further report the matter to DOGS Tasmania within 7 (seven) days.

96 A complaint may be lodged against any member of the TCA Inc for breaches of these Regulations and its Code of Ethics, by members of the TCA Inc or another Controlling Body or a member of the general public as follows:- In respect of an alleged breach which occurs at a sanctioned event the complainant must either

- 1 Lodge the complaint in writing with the Event Manager on the day of the event including all details of the alleged breach, names and addresses of witnesses and any other supporting documentation.

- 2 *If the complaint is lodged on the day with the Event Manager it must be accompanied by a fee of 1 penalty unit on the day and 4 penalty units must be paid to the TCA Inc Office within seven (7) days (if the complainant does not forward the 4 penalty units within seven (7) days then the 1 penalty unit will be forfeited).*
- 3 *Or if the complaint is not lodged on the day of the fixture it must be in writing and received at the TCA Inc Office within seven (7) days of the alleged breach and accompanied by a fee of 5 penalty units.*
- 4 *When a complaint is lodged by a Club Official, Judge, Steward in the course of their official duties or Non-Member of the TCA Inc or another Member Body a fee is not required.*
- 5 *In respect of an alleged breach which does not occur at a sanctioned event the complainant must:- Lodge the complaint in writing to the office of the TCA Inc within seven (7) days of the alleged breach, names and addresses of witnesses and any supporting documentation; The complaint must be accompanied by a fee of 5 penalty units.*
- 6 *On receipt of a complaint the person/s against whom the complaint has been laid will be advised in writing within fourteen (14) days by the Executive Officer that a complaint has been received at the TCA Inc Office.*
- 7 *Where a valid complaint is lodged under this Regulation, the TCA Inc shall investigate the complaint and determine the complaint in accordance with the Constitution and Regulations of the TCA Inc. A copy of the complaint will be sent to the member against who the complaint has been made to enable them to provide a response to the allegations. No complaint will be investigated unless the appropriate fee is paid.*
- 8 *The fee paid to lodge the complaint will be refunded to the complainant only if the complaint is upheld.*

160.1 *All venues must be suitable and safe for the fixture being conducted.*

Regulations pertaining to Obedience, Rally and Agility

188 *Any dog not entered in the trial on that day, and used in an official capacity, must be checked by a club official prior to entering the trial ring.*

189 *The precinct of an Obedience, Rally or Agility Trial is all trial rings and includes the area where cars are parked to unload dogs and the area between the parked cars and the trial sites provided that area is not less than 50 metres radius from the trial site, otherwise it shall be a radius 50 metres.*

190 *Where at an Obedience trial the judge considers that a person outside the ring is aiding, assisting or interfering with a dog working in a trial whether intentional or otherwise the judge may direct the person to move to a position suitable to such judge. An Affiliate may impose a penalty not exceeding 2 units (as per the current "Scale of Charges") for breaches of this regulation.*

191 At an Obedience Trial the highest-scoring qualifying dog in each class will go through to a run-off to decide the "Winner of Winners" where the affiliate undertakes to have this competition. The judge for "Winner of Winners" should be the senior judge officiating at the trial (ie Utility Judge). If this judge is ineligible to judge then the next most senior judge should officiate. This is to be determined by the Trial Secretary on the day. Where an Obedience dog qualifies for "Winner of Winners", such dog must be withdrawn if "Winner of Winners" is to be judged by a member of the competitor's immediate family or by a judge who has a proprietary interest in the dog whether solely or in partnership. The exercises for the "Winner of Winners" run-off shall be Heel Free and Recall for all dogs.

192 Obedience Trial ribbons shall be for Winner of Winners red/white/blue and for Classes: 1st - blue; 2nd - red; 3rd. – white.

193 Only wins up to and including the closing date of entries shall count but shall not prevent any exhibit from scoring for any special prize for which more than one (1) win is required except for trials where ANKC rules apply.

Regulations pertaining to Retrieving and Field Trials

194 Affiliates conducting Field or Retrieving trials may run those trials over more than one (1) day.

195 The precinct of a Field or Retrieving Trial is the area defined by the Trial Committee conducting the exhibition.

196 No visitor's dog shall be permitted to be removed from a vehicle on a trial site until a club official is available to check for bitches in oestrus.

197 At Retrieving trials, dogs retained in the hide must be tethered by a conventional collar (not choker) attached to a metal chain and to a metal tie-down peg. An Affiliate may impose a penalty not exceeding 2 units (as per the current "Scale of Charges") for breaches of the this regulation.

198 At a Retrieving Trial a competent Gun Steward shall act on behalf of a person who is not legally allowed to use a gun. A person who is incapacitated for not more than three (3) months may have a competent Gun Steward act on their behalf but it must be requested on or with their entry form.

A person who is permanently incapacitated and does not hold a gun licence must apply to the TCA Inc for an exemption, and such exemption shall be noted on the entry form and produced at check-in. A person who has officially applied to Fire Arms Tasmania for a gun licence may have a competent Gun Steward to act on their behalf until they attend an approved Firearms course. The person must apply to TCA Inc with proof of their application to Firearms Tasmania for exemption and such exemption must be noted on their entry form and produced at check-in.

199 At a Field Trial a person who does not hold an appropriate gun licence shall have a competent Gun Steward act on their behalf but it must be requested on or with their entry form.

228 Where a scheduled judge is perceived to be unable to complete his/her allocated judging because of illness or for any other reason, the Event Manager conducting the

exhibition may direct that a substitute judge be used. The Event Manager is required to report to the TCA Inc. Official Representative any instance where a breed or number of breeds are transferred to another judge in order to complete judging within the scheduled time. A report must also be submitted to the TCA Inc. Council in writing within seven (7) days of the exhibition, and must include the number of dogs transferred, the reason for the transfer, the time the decision was made and the time the actual exhibition finished.

Regulations pertaining to Herding

249 *No visitor's dog shall be permitted to be removed from a vehicle at a trial site without permission of the trial secretary.*

250 *All visitor's dogs shall be retained on lead at all times.*

Regulations pertaining to Tracking and Track and Search

251 *Affiliates conducting Tracking or Track & Search trials may run those trials over more than one (1) day.*

252.1 *The precinct of a Tracking or Track & Search Trial is the area defined by the Trial Committee conducting the exhibition.*

252.2 *No visitor's dog shall be permitted to be removed from a vehicle on a trial site at a Tracking or Track & Search Trial until a club official is available to check for bitches in oestrus.*

252.3 *All dogs at a Tracking or Track & Search shall be retained on lead at all times.*