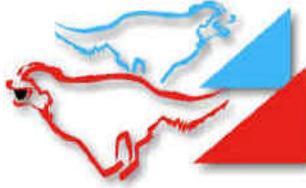


The British Flyball Association



Minutes for Committee Meeting No 3-2003/04 Held on Sunday 21st September 2003 At the Ansty Arms, Coventry Commencing at 10.15 am

Present: Alison Booth, Penny Charlton, Dianne Halsted, Dave Long, Wayne O'Rourke, Betty Potts, Peter Roberts, Doreen Smith.

The Chairman opened the meeting by welcoming Wayne O'Rourke (who had been co-opted) to the meeting.

1. MINUTES OF LAST MEETING (NO 2003/04-1)

- 1.1. Confirmed as a true record of proceedings. Proposed by Dave, seconded by Penny

2. COMMITTEE & OFFICERS

- 2.1. Betty, Dave and Alison Booth confirmed as Disciplinary Committee – but flexible according to need. Those three would be the core members unless they had to declare a 'personal interest'.
- 2.2. Publicity Officer – Wayne O'Rourke agreed to take this position. Proposed by Dianne, Seconded by Betty.
- 2.3. Awards Secretary – confirmed as Sam Bawden
- 2.4. Penny confirmed she has raised a job description for Secretary. All Officers and Committee members to raise job descriptions within the next month and circulate a copy by email, ready for discussion at next meeting.

A description of the Treasurer's job was tabled by Betty which needed some discussion and amendments made. Betty to reissue, plus check up on the assets register. £300 agreed as new ceiling for payments without prior Committee approval.

3. MATTERS ARISING

- 3.1. Flagpoles will be discussed with Lisa (Butchers) tomorrow.
- 3.2. Markfield Seminars proposed for October 25th / 26th 2003. Venue booked and details now on the web. Sunday Judges Seminar is £25 per person, £10 for existing head judges. Saturday Training and team captain's seminar is £15 per person. Food included in the price for Sunday only, Saturday lunch will be at an extra cost. Peter to issue Flyer to all team captains with copy committee members via email. Note to be kept of those who book and those who are there on the day.

The Stats Officer agreed to attend both days to give attendees training on completion of Racing Sheets and how incorrect completion affects the stats.

Hand outs to be provided for both days.

- 3.3. Cheque for lights now received by Roy Hiscock, It was noted that Roy is dealing with the supplier in the States and will also produce fault lights and switches (add ons). When the main lights arrive from the States in about a month's time. Roy will also test the lights to ensure they are working correctly.

It was agreed that Dave Long would be the contact for the lights. They will be stored in the Midlands, and a hire charge will be made for Show Organisers needing to use the lights – this charge will be roughly in line with the cost of existing lights. It is hoped that they will be ready in time for the Judges Seminar.

Dave and Alison to source suitable insurance for the lights.

- 3.4. Peter to raise a brief description of hygiene and safety measures required as a minimum provision by all Show Organisers.
- 3.5. Review of Annual Awards – new supplier is working out. Request to be made for Shields to be updated in line with sample, i.e. Breed and points adding where necessary.

Doreen advised that she had received several enquiries over the last few months from members wishing to know whether their dog was the first of its breed to reach a certain level, or how many dogs of a certain breed have been registered with the BFA, etc. It was agreed that Doreen would ask Nigel whether it would be possible for the 'Awards' section of the website to show the breed of the dog attaining the award.

- 3.6. Some committee members still have to purchase Norton Firewall & Anti Virus Software – bills will be passed to the Treasurer in due course.
- 3.7. Regional Representative Coordinator (Alison Booth) confirmed she is in the process of speaking to the regional reps to check they are still ok and to get them to advise the Show Secretary when there are training days in their area.

Alison also advised that she intends putting together a small display of photographs for Reps for display at tournaments.

- 3.8. Bobby Award (formerly Jack Russell of the Year Award) – all sorted and issued.

Show Secretary/Statistics Co-ordinator (Doreen Smith/ Dianne Halstead)

- 3.9. A new supplier close to the Stats Officer had now been sourced and the first certificates obtained.
- 3.10. It was agreed that the new Ice Blue Moon 'upwards' certificates should be similar in design to the existing Silver and Gold awards, but on cream card (parchment type if available at a reasonable cost).
- 3.11. It was also agreed that the 'below Silver' awards now look somewhat dated and, as part of the anniversary year celebrations these should be upgraded to be on a uniform cream card, with the same border as the landmark awards, a coloured BFA logo but with the remainder of the printing in black (i.e. not embossed as the landmark awards). New certificates for 'below Silver' to be introduced as of 1st January 2004.
- 3.12. 'Guide to Tournament Organisers' will be passed over to Dianne with the remainder of the Show Secretary's job – hopefully in the next couple of weeks.

The guide should also contain a clause that Tournament organisers should advise members that – starter dogs must be fit and able to do flyball, be at least 12 months old or over and a reasonable age for their breed. In addition Starter Dogs should not race in a sanctioned tournament on the same day, usually have attained less than 200 points **OR** not run in sanctioned for at least 6 months.

- 3.13. Diary dates up to date on the web - schedules to follow in due course. It was agreed that Dianne would ask the Webmaster whether it would be possible to amend the website so that the line which

says 'press here for schedule' should only be shown in those cases where a schedule has actually been downloaded. It was noted that many Show Organisers this year have supplied their schedules in a format not suitable for conversion to go on the website. It was therefore agreed that Dianne should advise Show Organisers that only Schedules passed to her in Microsoft Word format would be eligible to be put on the website.

- 3.14. Dianne advised that the 'Show Secretary's Guide' issued to her by Doreen had been very helpful. It is a step by step guide which can be added to as and when required to ensure that when the job is handed over it will, can be used by the next Officer.
- 3.15. In future all applications for Tournaments should go direct to Dianne rather than via the PO Box.
- 3.16. Doreen handed over to Penny a CD copy of BFA Database for security purposes. It was also noted that the database is regularly backed up and a copy kept off site, again for security purposes.

4. SECRETARY'S CORRESPONDENCE

- 4.1. Applications were passed from John Verity (Wakefield Tykes), Pamela Harrison (Nuneaton Flyers) to become Head Judges.

It was decided that the criteria for the appointment of Head Judge should be increased to 5 tournaments under at least 3 different organisers. In addition a clause should be added to the effect that a Head Judge should be an experienced flyball competitor/dog handler. Penny to raise an amendment and issue. Rule 5.5 (g) (i)

In order to let show organisers know who are approved Head Judges it was agreed that Dianne would send out the list to tournament organisers.

- 4.2. Letter from Marguerite Fleming re starters in the middle of the day. Penny to write to Marguerite and Roy that extensive discussions were held and Show Organisers will be advised that they should try and limit number of non sanctioned competitions in the middle of the day.
- 4.3. Correspondence from J Bass was noted.
- 4.4. Penny to advise Graham that tournament money will go straight to Dianne.

5. FINANCES

- 5.1. Reports on current status. Betty presented an income and expenditure sheet. Betty to investigate possibility of opening deposit account and transferring the bulk of BFA funds to that account.

6. AGM 2004

- 6.1. Date for the AGM was agreed as 28th March 2004. Penny to contact Wolf Pack to ask whether the same venue as last year (Boeley) would be available again.

7. SUMMER CHAMPIONSHIP 2004

- 7.1. No decision reached as to format but should be over more than 1 show. Finals 4/5th September 2004 in Midlands. All committee members to consider the various formats presented and circulate their suggestions in the next month or so.

8. BUTCHER'S SPONSORSHIP

- 8.1. Peter to see Lisa tomorrow morning and report back to the Committee via email.

9. MATTERS ARISING SINCE THE LAST MEETING

- 9.1. Ted's ice blue moon achievement – Wayne & Alison to send proposal for discussion
- 9.2. Preparation for the 10th Anniversary of the BFA due next year. Penny to put something in the Flyball Record requesting suggestions for celebrations.
- 9.3. Rules that don't exist. The committee agreed that show organisers shouldn't make up rules or make requests sound like demands, but can express their views with polite notices asking members to apply with their wishes on the day. The Committee agreed that it does not reflect well on our sport for alcohol to be taken into the ring. A Rule will therefore be introduced banning alcohol in the ring. Rule to read: 5.4a Alcohol is not permitted in the flyball ring during competitions.
- 9.4. Seed list closing date of shows. Rule 4.5 Declared time to be changed from 10 days to 14. Penny to change. In future the seeding list will be supplied from the latest available on the 14 days before the tournament date.
- 9.5. Declared times – letters to be sent firstly to show organiser and then handed over to the show secretary in future to keep on behalf of the committee, we would like to clamp down on the same teams declaring times for no real reason other than to their own advantage. – Doreen to be advised which teams have declared for each show.
- 9.6. Closing dates of shows – After many e-mails on the discussion page on this subject it was still felt that the present system still gives the best racing.
- 9.7. Running dogs twice at one competition. A letter of apology had been received.

10. ANY OTHER BUSINESS

- 10.1. Winter Shows – 6 events booked so far for the winter shows. Peter to discuss possible sponsorship with Butchers.
- 10.2. First Contact leaflet updated. Doreen to investigate updating and possibility of having them professionally printed.
- 10.3. Length of outside arena should be increased to a minimum of 120 x 40 where the size of ground permits – Dianne to advise all Show Organisers, possibly via the Organisers Guide and Penny to change rule 4.4 and 5.14(b).

11. DATE OF FUTURE MEETING

Sunday 18th January 2004 – venue to be arranged by Alison