



AGILITY DOG ASSOCIATION OF AUSTRALIA LTD

ABN 83 070 415 404

COMPETITION CANCELLATION POLICY

Introduction:

As a general rule, once an ADAA sanctioned Competition schedule is advertised on the ADAA website, every effort should be made by the Club to ensure that the Competition is not cancelled. However it is acknowledged that there are circumstances, from time-to-time that make the holding of a Competition to not be in the best interests of members and/or their dogs or their joint welfare and/or circumstances beyond the control of the Club that preclude the holding of the Competition, as advertised.

Purpose:

The purpose of this Policy is to provide an avenue through which Clubs can determine whether or not a Competition should be cancelled and how to appropriately deal with entries received for a Competition that is subsequently postponed or cancelled..

Policy Statement:

Every effort should be made by the Club to ensure that an ADAA sanctioned Competition is not cancelled once the Competition schedule is advertised on the ADAA website. This Policy provides guidance on applying to the ADAA Board for permission to postpone or cancel a Competition.

Definitions:

Club – affiliated club, non-affiliated club, group or other entity that has obtained approved from ADAA to host a Competition

Owner – ADAA registered owner of a dog

Handler – Any person who is entered in a Competition to handle/control a dog around a course

Responsibilities:

Procedure:

1. Conditions to cancel a Competition:

- 1.1 Extreme weather conditions
 - 1.1.1 Where the safety of Competitor and dogs are placed at risk.
 - 1.1.2 Where as a result of weather, the grounds have become unsuitable for the Competition to continue and no suitable alternate venue is available.
- 1.2 Contagious disease or infection
 - 1.2.1 Where disease has caused, or is likely to cause, at least 30% of entries to be withdrawn.
 - 1.2.2 If a club or clubs have been exposed to a contagious disease and it would place an unacceptable risk on other Competitors if the event were to continue.
- 1.3 Other exceptional circumstances

In the event of any other exceptional circumstance, the Club may apply to the ADAA Board to have the Competition cancelled. The club must fully outline details of the exceptional circumstance to the Board for them to assess whether or not to cancel the Competition.

2. **Matters to be taken into consideration in determining if the Competition should be cancelled or postponed:**
 - 2.1 Whether or not the Competition can be rescheduled to another date, not to exceed six weeks from the original scheduled date. The new date must be one, which suits both the Club and the ADAA Board.
 - 2.2 If the event is to be rescheduled, is it possible to notify a majority of Competitors of the new date. (See Review / Notification of Cancellation or Rescheduling of Competition guidelines)
3. **Cancellation**

In the event that the Competition is rescheduled, all entries will be automatically carried forward to the rescheduled event. It is the responsibility of the Owner/Handler to either make application for refund or credit as per the guidelines and to notify the Competition secretary of their inability to compete in the rescheduled event prior to the new closing date for entries.
4. **Postponement**

In the event that the Competition is completely cancelled all entry fees will automatically be credited for a period of twelve months from the scheduled date of the event. The Owner/Handler still has the right to apply in writing or email for a refund, as per the guidelines.
5. **Competition Commenced**

Once a Competition has commenced then the Club will not be required to provide a refund to any Competitor. The decision to cancel the Competition once it has been commenced will be the decision of the officiating Judge.
6. **Review / Notification of Cancellation or Rescheduling of Competition**
 - 6.1 A decision to cancel/reschedule an ADAA event should be made as soon as possible prior to the scheduled start time, but at least two hours before this time, in order to allow time for the notification of Competitors.
 - 6.2 If a Club wishes to cancel/reschedule an ADAA event the following should take place.
 - 6.2.1 Immediately contact a member of the ADAA Board, to apply to have the Competition cancelled. The Board Member will make every effort to promptly adjudicate on this request; however will not take longer than 30 minute to make this decision. The Board member may offer alternative ideas or dates for the Competition to the Club.
 - 6.2.2 If the Club cannot contact a Board member the Club may make decision but must leave a message on the ADAA mobile phone.
 - 6.3 Assuming that the Competition is cancelled or rescheduled
 - 6.3.1 An email message is to be sent to ADAACHAT and a Secretary's notice is to be emailed as soon as possible, with details on the cancellation or rescheduling detail of the event.
 - 6.3.2 At least one executive committee member for each ADAA affiliated club, of entered members, should be contacted by phone by the Club and advised of the change. The Club may request other Clubs' assistance. To aid in this the Club will make every effort to provide the names of entered club members, to this responsible person.
 - 6.3.3 Attempts may be made by the Club to contact non-ADAA affiliated club members to advise of the changes.
 - 6.3.4 A member of the Club will attend the venue of the Competition at least half an hour prior to the scheduled start time and remain until 15 minutes after the start time. This is to advise persons of the cancellation/rescheduling that may not have received notification of the change.
 - 6.3.5 The ADAA website will be updated as soon as possible with the changes and an added link to the Competition Cancellation Policy.
 - 6.4 In the event that the Board Member declines a Club's application to cancel/reschedule, the Club must be given a reason for the Board Member's decision not to cancel. The Club may then request that not less than 5 members of the ADAA Board adjudicate the application to cancel/reschedule. Any decision made at this level will be final.

- 6.5 If a Club does not adhere to the decision of the ADAA Board and cancels Competition (under no circumstances may they reschedule a Competition without ADAA approval). In this event the following shall apply:
- 6.5.1 All points in section 6.3 must be undertaken by the Club
 - 6.5.2 A written explanation by the Club to the ADAA Board must be received by ADAA's Secretary within 14 days. This must outline the Club actions/reasons for not complying with the decision of the Board and/or any mitigating circumstances, which may be relevant.
 - 6.5.3 Immediate suspension of the Club's affiliation and/or the ability to hold ADAA sanctioned events until such time as the ADAA Board conducts an investigation into the Club's actions and the matter is either dismissed or sanctions/penalties are imposed.

7. Competition Entry Fees Refund / Credits

As a general rule, once a Competitor has paid Competition Entry Fees to a Club, these fees should not be refunded. The following are exceptions in which entry fees should be refunded to a Competitor:

- 7.1 Requests made in writing by a Competitor to the Club.
 - 7.1.1 Entry fees will be refunded without question, if:
 - 7.1.1.1 The Owner/Handler notifies, in writing or email, the Competition Secretary of the Club before the advertised close of entry date of their decision to withdraw from the Competition.
 - 7.1.1.2 In the event that the Club cancels their Competition without the support of the ADAA Board.
 - 7.1.2 If the following circumstances occur, it is recommended that a request for refund in writing or by email be approved by the Club. This request must be received as soon as practicable, before close of entry date (otherwise Club discretion):
 - 7.1.2.1 In the event that the Club cancels their Competition with the support of the ADAA Board
 - 7.1.2.2 In the event that the Handler is incapacitated and unable to run their dog
 - 7.1.2.3 In the event that the dog is injured and unable to run
 - 7.1.2.4 In the event that a bitch comes into season
 - 7.1.3 Entry fees will be refunded without question, if the Owner/Handler notifies, in writing or email, the Competition Secretary of the Club that the entered dog has died prior to the Competition
 - 7.1.4 This list is not exhaustive, however if an Owner/Handler has a circumstance that does not fall within the above, they have the right to request their entry fee back from the respective club. A request must be in writing or by email and received within one calendar week of the date of the scheduled event, outlining the circumstances of their inability to compete. The respective Club Management Committee will then be required to adjudicate on a case-by-case basis as to whether a refund will be issued.

NB. In the instances of points 7.1.2.2, 7.1.2.3 and 7.1.2.4 for the Owner/Handler to be eligible for refund, they must immediately and prior to the scheduled start time advise the Competition Secretary of the Club of their inability to compete.

- 7.2 In the event that no request is made for refund within the allowed periods, it will be at the Club's discretion, on a case-by-case basis, whether refunds are paid.

8. Competition Entry Fees Refund / Credits

- 8.1 A Competitor may, in lieu of a refund, in respect of the above guidelines, request in writing or email, that credit be held against their name for the refund amount, which they would have been eligible for. Any request for credit must be made as per specified times as if the Competitor was applying for a refund.
- 8.2 Once a Competitor has requested a credit for fees paid, they forego their right for refund.
- 8.3 All credits will expire twelve months after being issued by the Club.
- 8.4 Any credits will only relate to the Club and may not be used for fees in respect of other ADAA sanctioned events.

Although the Club will be responsible for keeping records of the credits owed, it will be the Competitor's responsibility to keep their own records of their credits and use those credits prior to the expiry period.

Stakeholders to be consulted prior to policy change:

Board of Directors

Related documents:

Memorandum and Articles of Association
Agility Regulations 8th Edition – July 2006,

Date	Action (Created/Reviewed)	Created/Reviewed by	Next review due
25 August 2004	Created	Board of Directors	26 February 2006
26 February 2006	Revised	Board of Directors	9 July 2006
9 July 2006	Revised	Chair	9 September 2006
27 July 2006	Revised and approved	Board of Directors	
6 December 2009	ABN corrected	Chair	