



6 Appendix A - Course Review Process

6.1 Overview

An integral part of the course design process is a qualitative course review, which is conducted by select individuals who have been appointed to uphold the standards of competition. Course reviewers as individuals have considerable experience in the ring and like many judges, hold full time jobs outside agility. So there must be a cooperative effort between judges and course reviewers for submitting courses and ensuing communications so that the review process may occur in an effective and timely fashion. Late course submissions and late reviews diminish the value of the course review process and risk compromising the integrity of courses for competitors and the sport.

It is the responsibility of the course designer to contact the reviewer if for any reason the schedule timetable cannot be met.

6.2 Timetable for Course Submission

The following timetable outlines the course review process:

Table 5 Course Submission Timetable

Process	Time Frame	Process Deadline*
Initial Submittal	Four to six weeks	28 th day prior
Reviewer acknowledges receiving courses	Within three days after submission	25 th day prior
Course review comments** returned to judge	One to two weeks following receipt of all courses	10 th day prior
Judge resolves issues and comments with reviewer	One to five days following receipt of comments from reviewer	
Judge submits complete set of final courses to reviewer	As soon as practicable following redraft	5 th day prior
Reviewer submits final tournament courses, if any, to tournament reviewer	As soon as practicable	Prior to event

* Deadline is stated in relation to the first day of an event. (e.g., an event runs from April 15 to April 16. Counting one day prior as April 14, and so on, April 10 is the 5th day prior, April 5th is the 10th day prior, and March 18th is the 28th day prior.)

** Course reviewer should submit any tournament courses to the tournament course reviewer during this time and include their comments along with their own back to the judge for resolution and/or discussion.

6.3 Communicating With the Course Reviewer

Reviewers are assigned to a particular geographic territory which is outside of the area in which they typically compete. The USDAA web site contains a Course Reviewers' Region Map in the Administrative Forms and Documents section which includes the reviewer's name, email address, and phone number. This map should be checked before submitting course designs as it changes from time to time.

Occasionally a reviewer may know in advance they will be attending the show in question or they may be unavailable during the time period covered by the timetable. In that case, the course reviewer will identify another course reviewer that will be covering the event.

It is customary to submit course designs via e-mail, although other arrangements may be made ahead of time with an individual reviewer. If the designs are sent either as individual or bundled files, it is very helpful to the review process if the course file names are descriptive as to the class order and the name of the class. For example:

01 – SatStartersStandard.agl
02 – SatAdvancedStandard.agl and so on.

Alternately a format like date_class_description is useful.

The subject or body of the email should identify the event date and the club or city where the event is being held, as there are often multiple events on the same weekend.

The reviewer will also need to know what type of surface will be used and whether e-timing is available.

6.4 Course Identification

All submitted courses for any class should include the following information:

- Event date
- Sanctioning Club
- Judge's Name
- Class title and level (ex: Starters/PI Snooker)
- Start/Finish line and/or a notation that electronic timing (aka 'e-timing') will be used.
- General briefing notes specifying the required elements for each class where applicable, especially for non-standard classes such as gamblers, snooker and relay.

The course or briefing notes may optionally include information which is generally considered very helpful in the design/review process or competitors).

Figure 33 shows a course with both required information and optional information:

- When the next dog is to enter the ring
- Location of ring crew (Scribe, Timer, Ring Steward)
- Ring entrances and exits (as provided by the club)
- Grid marking (either standard 10' x 10' or 'baseline' grid)
- Judging path*
- Dog paths with distances shown (a feature of some course design software)*

* this information can be removed from the final copy viewed by course builders and competitors.

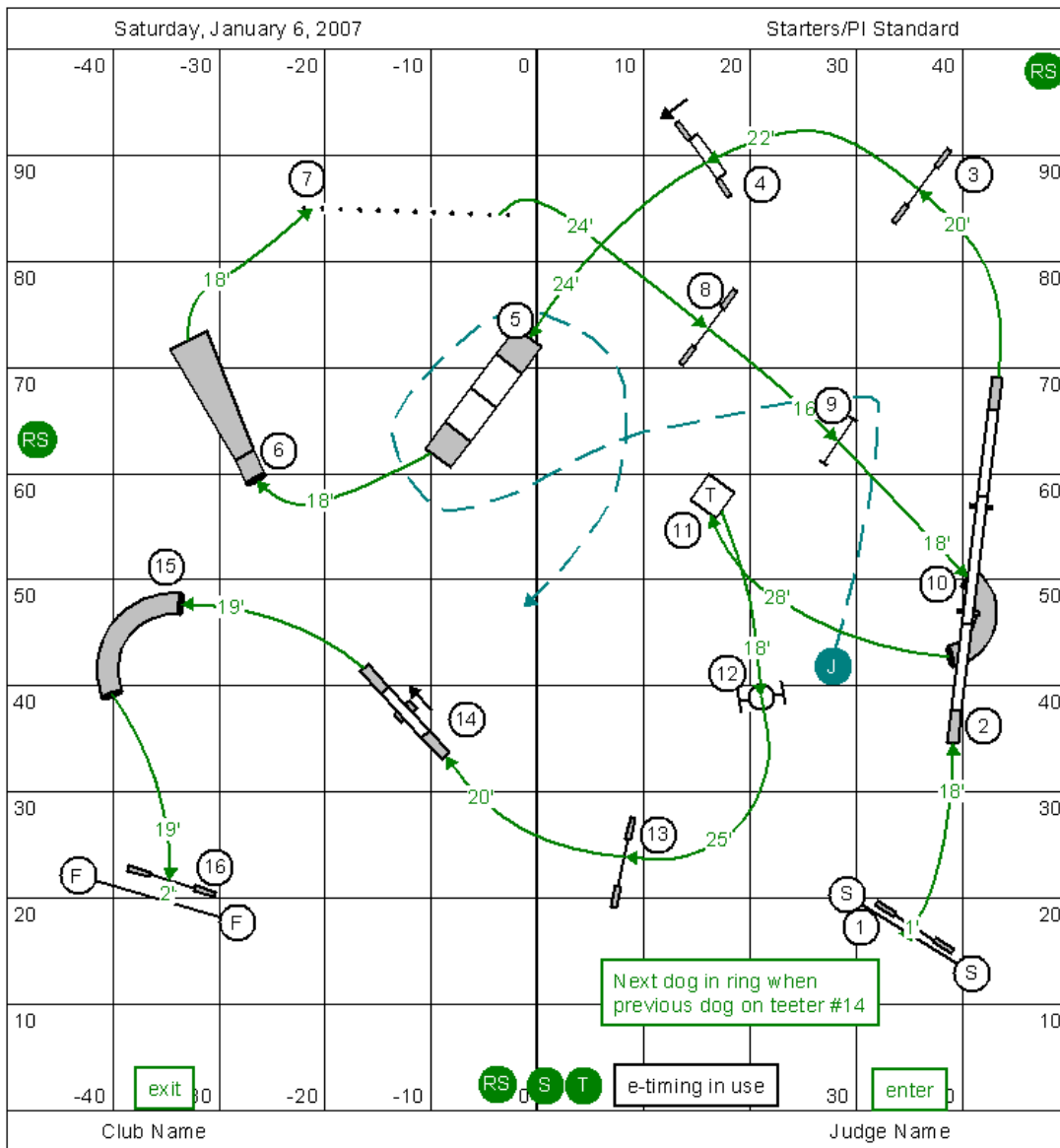
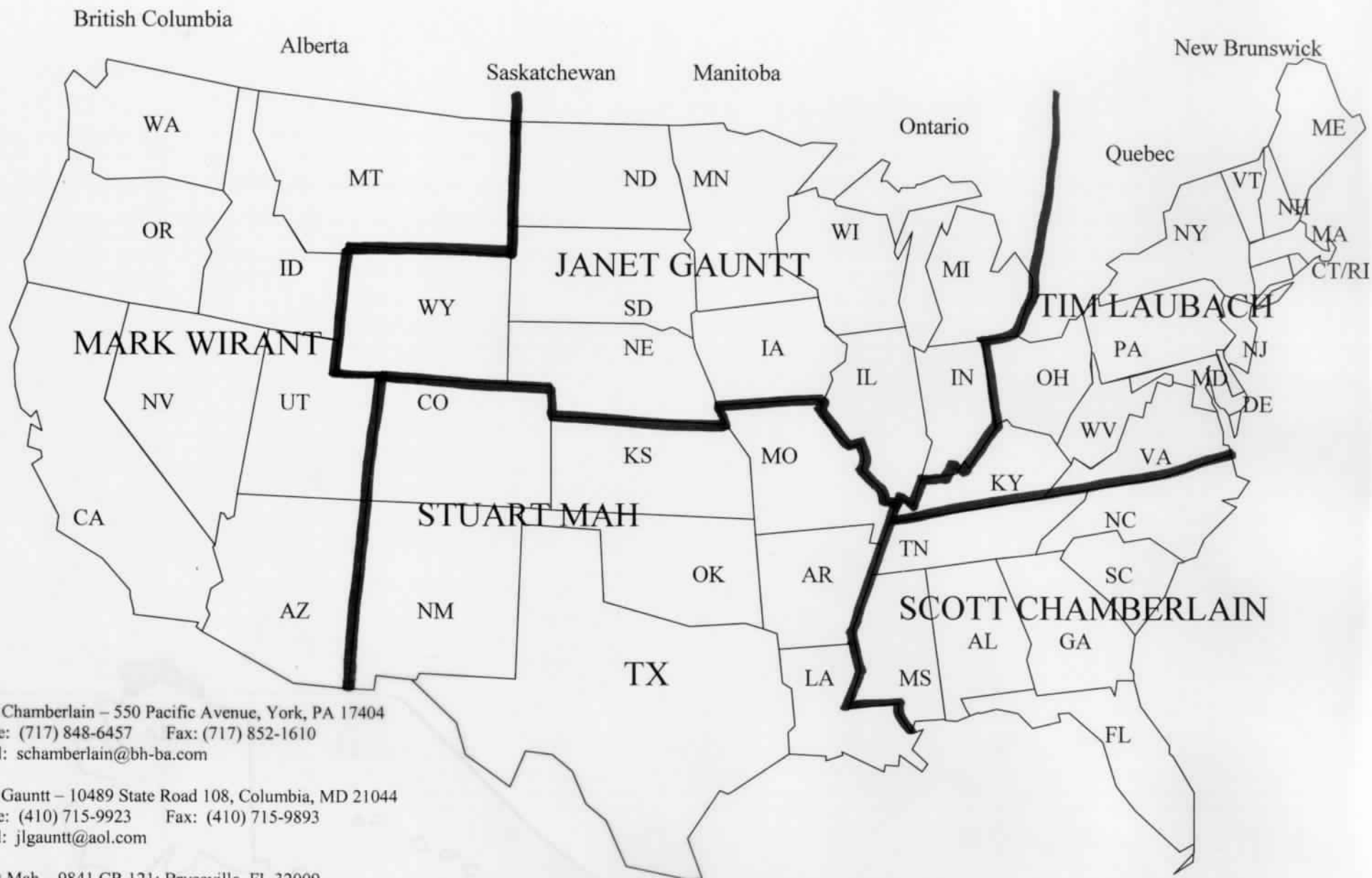


Figure 33 Example Course Design with Both Required and Optional Information

COURSE REVIEWERS' REGIONS



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