

GOOD DOG AGILITY CLUB

Equipment Setup and Teardown Procedures

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Core rule

Every participant helps with setup and teardown. If a heavy or bulky item is not safe for you to handle, choose a lighter task—such as jump poles, jumps, numbered cones, or another support duty—and ask for assistance.

1. Purpose and scope

These procedures establish a consistent method for moving, setting up, adjusting, taking down, and storing club agility equipment. They apply to all classes, practices, demonstrations, and other club activities involving club equipment. The goals are to protect participants and dogs, prevent equipment damage, and ensure that hazards are reported and corrected promptly.

2. Responsibilities

- **Equipment Manager.** Coordinates equipment movement and storage; gives the equipment briefing at the start of every 16-week class session before equipment is moved; demonstrates unfamiliar or higher-risk tasks; confirms that required help is available; and stops unsafe handling. If unavailable, the club designates an experienced equipment coordinator to perform these duties.
- **Participants.** Attend the briefing, follow posted signs and these procedures, select tasks within their ability, use required assistance, keep dogs secured in crates during setup and tear down, and report unsafe conditions, damage, or incidents immediately.
- **Club officers.** Arrange repair or removal of broken equipment from service, maintain incident and briefing records, and review this procedure at least annually and after an equipment-related incident or material equipment change.

3. Class-session equipment student briefing

At the start of each 16-week class session, before initial setup, the Equipment Manager will:

- Identify the equipment by name and show where each item is stored.
- Explain that safety comes first and that no one should handle an item that exceeds their ability or comfort level; participants must select another setup or teardown task instead.
- Demonstrate the pole barrel and review which items require two people, carts, unlocked wheels, or trained/experienced handling.
- Point out the equipment-specific safety signs and explain how to report damage or unsafe conditions.
- Provide follow-up reminders during later classes whenever unsafe handling is observed or a new task is introduced.

4. Setup procedure

- 1. Secure the work area** — Keep dogs crated and away from the equipment path.
- 2. Inspect before moving** — Look for damaged wheels, loose hardware, sharp edges, unstable components, worn straps, wet or slippery surfaces, and obstructions or ruts along the route. Do not use equipment that appears unsafe.
- 3. Plan the move** — Confirm the destination and route. Clear gates, cords, bags, and other obstacles. Decide whether the item requires two people, a cart, or an experienced operator.
- 4. Choose an appropriate task** — Participants must honestly assess their ability. Anyone who should not handle a heavy or bulky item selects a lighter task or another support duty.
- 5. Move and position equipment** — Follow the equipment-specific procedure in Sections 6 and 7. Use deliberate movement, communicate before lifting or lowering, and keep hands and feet clear of pinch points.
- 6. Final safety check** — The Equipment Manager or designated equipment coordinator confirms that equipment is stable, correctly positioned, free of obvious hazards, and ready before dogs begin working.

5. Universal equipment-handling rules

- Do not move, lift, carry, adjust, or disassemble equipment unless you understand the procedure and can do the task safely.
- Ask for assistance whenever an item is too heavy, bulky, awkward, unstable, or unfamiliar. Do not attempt it alone.
- Use two people whenever required. Both people must be ready before lifting, coordinate the movement, and lower the item together.
- Use the provided utility/equipment cart or wheels when specified. Do not improvise a moving method.
- Keep the travel path clear and ensure that other people and dogs are clear of the load.
- Use a secure grip. Keep hands and feet away from pinch, crush, and drop zones.
- For lifting, keep the load close, keep the back straight and upright, and lift with the legs. Avoid twisting while carrying.
- Move at a controlled pace. Stop if the load shifts, the route becomes unsafe, or communication is lost.
- Follow the safety sign posted on or near each item. The more restrictive requirement controls.

Stop-work authority

The Equipment Manager, designated equipment coordinator, any club officer, or any participant who sees an immediate hazard may call "STOP." Everyone must stop the movement until the hazard is corrected and all movers are ready.

6. Wheeled and adjustable equipment

Use the following procedures in addition to the universal rules in Section 5.

Equipment	Weight / people	Required procedure
Pole barrel	Approx. loaded weight: 75+ lb Experienced hand-truck operator	- Do not move unless experienced operating a hand truck with a heavy load. If unsure of your ability, ask someone else for assistance. - Ensure that others are clear of the load. - On any ramp or incline, keep the barrel downhill from the operator so the operator remains uphill of the load. - Approach an incline straight on—never at an angle, which can cause the barrel to tip.
Dog Walk	Planks: approx. 75 lb 2 people recommended to roll 2 people required for planks and height	- Unlock the wheels before moving. One person can roll it, but two are recommended because all wheels pivot and one-person steering is difficult. - Two people must lift planks on or off the base. Never move a plank alone. - Both people must be ready; coordinate the lift; keep the route clear; and lower the plank together with hands and feet clear. - Only trained, experienced people may adjust height. Use at least two people and watch all pinch points. Never change the height alone.
Teeter	Approx. weight: 75 lb 2-person carry required	- Both people must be ready before lifting; coordinate movement; keep the route clear; and lower together with hands and feet clear. - Do not adjust the height unless experienced and instructed on how to do it safely.
A-Frame	1 person may roll 2 people required for wheels/height	- The A-Frame may be rolled safely by one person. Watch for ruts or bumps that could cause the wheels to fold under. - Use the pivoting-wheel end to steer. Do not drag the fixed wheels sideways; doing so can damage them. - Always use two people to take the A-Frame on or off the wheels and to adjust the height. Never perform these tasks alone.

Before dogs use wheeled or adjustable equipment

- Confirm that transport wheels are locked, retracted, or otherwise placed in the correct operating position.
- Confirm that height settings, chains, supports, and contact surfaces are secure and stable.
- Walk around the obstacle and remove tools, straps, carts, and loose parts from the dog's path.

7. Portable and stored equipment

Use carts and two-person handling as shown below. Approximate weights are provided for planning; actual effort varies with size, grip, balance, and terrain.

Equipment	Weight / people	Required procedure
Tunnel bags	Approx. weight: 30 lb each	• Move one bag at a time and use a secure grip. Use the cart when moving multiple bags. • If a bag is too heavy to handle safely, ask someone else for assistance. • Keep the back straight and upright and lift with the legs.
Agility tunnels	Approx. weight: 30-50+ lb	• Use the utility/equipment cart when moving tunnels. • If a tunnel is too heavy to handle safely, ask someone else for assistance. • Keep hands clear of pinch points during loading and unloading, and keep the travel path clear. • During setup, secure and shape the tunnel so it will not roll, shift, or expose a dog to an unsafe opening or path.
Tire Jump	Approx. weight: 35+ lb 2 people recommended	• Unless one person is large enough and has arms long enough to reach both uprights securely, use two people. • When two people carry it, both must be ready; coordinate the movement; keep the path clear; and lower together with hands and feet clear.
Weave pole bases	Stored by hanging	• Use caution when hanging or taking down the bases. • Always hang each base with the hinged end up and attach the safety strap to prevent it from falling. • Keep people and dogs clear beneath the storage location while a base is being handled.

Lighter setup and teardown tasks

Participants who should not handle heavier equipment remain part of the setup/teardown team and can help with:

Jump poles	Jumps	Numbered cones	Other support duties
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8. Teardown and storage procedure

- 1. Pause class activity** — Confirm that dogs are crated and the course is no longer in use before teardown begins.
- 2. Organize the work** — The Equipment Manager or designated equipment coordinator identifies the storage plan and confirms that required carts, assistance, and experienced handlers are available.
- 3. Reverse the setup safely** — Follow the same equipment-specific rules used during setup. Do not rush, drag fixed wheels sideways, carry a required two-person item alone, or leave equipment where it blocks a path.
- 4. Return equipment to its designated location** — Place equipment so it is stable and accessible. Attach safety straps, lock or secure wheels as appropriate, and do not stack or lean items in a way that could shift or fall.
- 5. Inspect and close** — Check for damage, missing parts, or unsafe conditions. Remove carts and loose items from walkways. Confirm that the trailer or storage area is orderly and secured.

9. Damage, hazards, and incidents

- Stop using equipment that appears damaged, unstable, or unsafe. Keep others away and notify the Equipment Manager immediately.
- The Equipment Manager or a club officer clearly identifies unsafe equipment as out of service and separates it from available equipment when practical.
- Report near misses as well as injuries. Include the equipment involved, location, condition, and what occurred so corrective action can be taken.
- For an injury, stop activity, obtain appropriate assistance, and have a club officer document the facts promptly. Preserve relevant equipment and photographs for review; do not alter or return the item to service until authorized.
- After a hazard or incident, club officers determine whether repair, replacement, additional training, a sign change, or a procedure update is needed before the equipment is used again.

10. Briefing and review records

This procedure is reviewed at least annually and after any equipment-related incident, near miss, or material equipment change.

Class-session quick checklist

☐	Dogs and bystanders secured; travel paths checked and cleared.
☐	Equipment inspected; damaged or unsafe items withheld from use.
☐	Carts, required two-person teams, and experienced handlers identified.
☐	Setup completed using equipment-specific procedures and signs.
☐	Final stability and operating-position check completed before dogs work.
☐	Teardown completed; equipment returned securely to designated storage.
☐	Damage, hazards, near misses, or incidents documented and reported.