# VOLUNTEER DUTIES

All jobs are critical to the success of the day, no matter how insignificant or unglamorous they seem. We cannot do this without you! Any help you can give is appreciated.

## Pre-Trial Volunteers

This is the setup, and the trial cannot happen until this is done. It includes building the first two courses, putting up tents and tables, and mundane tasks like putting toilet paper in the porta-potties. This can be done by anyone, even those who are running dogs. With many hands, this can take only an hour.

We need volunteers
- the evening before the first day of the trial, and
- the morning of each day of the trial

### Evening before

We need 3 to 6 people for 2 hours starting at 6:30pm to do the following jobs:
1. Course building the first course in each ring. You only need to place obstacles and (if necessary) gamble lines.
2. Take equipment from storage to fill missing components to fields.
3. Set up tents: gatekeeper, timer/scribe, scoring, others as needed.
4. Set up tables: scorekeeper, judge, volunteer and competitor check-in, prizes, merchandise.
5. Set out flags to reserve a spot for vendors.
6. Put out warm-up jumps for each ring (2 per ring).
7. Garbage detail: new bags in garbage cans, set out 1 garbage can, 1 blue bin, 1 black bin at each ring.
8. Put 12 rolls of toilet paper and package of wipes in each porta-potty.
9. Fill poop bag holders at each ring.
10. Put out parking signs and make sure handicapped parking signs are visible.
11. Set up the wading pool and add water.
12. Set up coolers for: dog cool coats, volunteer drinks.
13. Put up fabric on the back of Ring 1.

### Morning of

Each morning at 8:00, we need 3 to 6 people for 1 hour to do the following jobs:
1. Finish the course building for the first events: put out numbers, put fabric on chutes, nail in weaves, chute and tire. This can be done with the ring crew.
2. Fill spray bottles and / or water buckets and put one at each ring (for dog 'accidents').
3. Put out course measuring wheel, dog height measuring device and wickets.

4. Have ribbons and prizes ready.
5. Have available gate lists, scribe sheets, volunteer sheets, course maps from the judge.
6. Put up signs for competitor and volunteer check-in.
7. Take tools and equipment to each ring. Includes hammer, spikes, numbers, gamble lines, shims.
8. Make sure each ring has: 2 chairs for timer and scribe, 4 chairs for ring stewards.
9. For each ring, set up an easel and stool for the gatekeeper.
10. Have available items such as clipboards, pens, stopwatches, markers, tape, first aid kit, duct tape, etc.
11. Put out road signs on roadway.
12. Switch driveway sign to 'Public Welcome'.

## Check-in (Volunteer and Competitor)

This job involves checking in competitors and volunteers as they arrive and giving them any information they need. Do this with a smile to make the people feel welcome. Usually one person does this, but two people may be needed if the trial is a large one. You need to be there and sitting at the volunteer / competitor check-in table
- first thing in the morning of each day of the trial (8:00 am) and
- mid-day, when the types of the events change (Starters to Masters, for example)

### Volunteer Check-In

Your job is the following:
1. Check volunteers on the sheet provided.
2. Ask whether the volunteer is a member. If the volunteer is volunteering on behalf of a member, write down the member's name.
3. Show the volunteers where to find the drinks and snacks.
4. Introduce the volunteers to the Ring Chief or Chief Course builder if possible.
5. Give volunteers their meal vouchers, high amount if they are volunteering for 5 or more events, low amount if fewer than 5 events.
6. Make sure the volunteers know what their jobs are and where to go for their first event.
7. Answer any questions, or send the volunteer to the person who can answer the questions.

### Competitor Check-In

Your job is the following:
1. Check the competitor's name on the competitor's list.
2. If this is the competitor's first time at the club, he/she must present the AAC card for each dog they are running.
3. Make sure the competitor's information is correct: AAC number, dog's height and class, events in which the dog is entered.
4. Correct any errors on the list. If there is a problem with the events entered, send the competitor to the scorekeeper.
5. Tell the competitor where to find the course maps.
6. If the competitor is required to present an AAC card and did not bring it, he/she must provide the dog's AAC number, and the dog must be measured. This measurement applies only for the day.
7. Also, any dog under 2 years old and any dog that does not have a complete AAC card must be measured.

Your job is to assist the judge as he/she measures dogs. Ideally you will be one of the check-in people, but anyone will do.

1. Get the dog measurement form, which is on a clipboard, take the competitor's AAC card (if they have it) and place it on the clipboard.
2. Write down the information in the form. Do not show the judge any height already on the AAC card, as this can influence the judge.
3. The Judge will measure the dog and call out the height.
4. Write the height in the form. Indicate on the form whether this is the final measurement.
5. Write the height and date in the spaces on the card, unless the dog is under 2 years old. If this is the final measurement, circle the correct height on the AAC card.
6. Give the clipboard to the Judge to sign the card.
7. Return the card to the competitor.

Jump heights:
- Measurement up to and including 12 inches JUMPS 10 INCHES
- Measurement of 12.1 - 16 inches JUMPS 16 INCHES
- Measurement of 16.1 - 21 inches JUMPS 22 INCHES
- Measurement of over 21 inches JUMPS 26 INCHES
- Measurement of over 23 inches JUMPS 26 INCHES, and dog only has to be measured once, regardless of how old it is.

If the Jump height is not the same as that on the Check-in list, mark the new height in the Check-in list and inform the scorekeeper immediately. The scorekeeper must change the running order and scribe sheets.

# Gatekeeper

If you are a multi-tasker with a loud voice, this is the job for you. You are sending dogs into the ring according to the running order, keeping track of dogs, answering questions, calling height changes, and managing changes all at the same time. To summarize, it is:
- getting dogs in and out of the ring
- making sure jump heights, jumps, A-frame, and table are changed as necessary
- handling changes and conflicts with other rings

The details:

1. Before the event, get the sheets with the running order and put them up on board.
   a. If you are feeling nice, you can bring scribe sheets, too.
2. Go through the running order with the scribe, making sure any changes are written on the running order.
   a. If a dog is scratched, cross out its name.
   b. If there is a height change, draw an arrow from the dog's name to the end of the new jump height.
   c. If a dog has been added, add the dog at the end of the jump height if there is room, or at the bottom.
3. Make sure everyone checks in.
   a. The best way is to call to the handlers while they are walking the course to remind them to check in at the end of the walk-through.

b. As the handlers tell which dog they are running, put a check mark next to the dog's name. Some people, especially at Masters level, will check themselves in.
c. If people have not checked in, assume they are not here.
4. Find out which side to enter and exit, and enforce this throughout the event
    a. Most of the time this is obvious from the course, but ask the judge if you are not sure.
5. Once the event starts, make sure there is one dog in the ring and two dogs ready to go. Call this out loudly so that the scribe and other handlers can hear. Example: For dogs X, Y, and Z in this order:
    a. 'X is in the ring'
    b. 'Y is on deck' (second)
    c. 'Z is in the hole.' (third)
    d. You can also add the next dog who is 'lurking' or the next few dogs.
6. Send each dog into the ring as quickly as possible.
    a. The judge may have told you when to send in the next dog, e.g. when the dog in the ring has performed a certain obstacle.
    b. The exception is if either dog has issues, in which case the handler will wait until the previous dog leaves the ring. The handler must let you know if their dog has issues.
    c. In some cases the dog does not go in until the previous dog is on leash, especially in Starters.
7. When a dog enters the ring, draw a line across its name in the running order, all the way across the page.
    a. Use a contrasting marker so that people can see this from a distance.
8. Call out 'last dog this height' when the last dog in that jump height enters the ring. This prepares the ring crew for the height change.
9. At the appropriate times, call out the equipment changes. Before the event, write them on the running order, so there is less pressure to remember everything.
    a. New jump height – 'Height change, X inches'
    b. Regular to Special/Vet – 'A-frame down, spreads and doubles out'
    c. New jump height goes up to 22 or 26 (in Regular, Special, and Vet) – 'Table up'
    d. Special/Vet to Regular – 'A-frame up, spreads and doubles in'
    e. New jump height goes down to 16, 10, or 6 (in Regular, Special, and Vet) – 'Table down'
10. Call out 'last dog this event' when the last dog enters the ring to alert the ring crew that the event is almost over.
11. Call out that the event is over when the last dog finishes. This informs everyone that course build can begin.

Tips

Because this job involves humans, it seldom goes smoothly. Sometimes you have to be the Gate Nazi. Here are some very important things to know:
- It is not your job to chase people. If a handler has not checked in, just be alert when it is close to their turn. They may have forgotten to check in, in which case they will show up. Do alert the following handler they may be next.
- As you call out who is running, second, and third, look around for those handlers and make eye contact. Make sure they know you know they are there. No one is here unless you see them, no matter what others will tell you. Again it is not your job to chase people.
- If a handler does not show up, send the next one into the ring. If the missing handler is late, they may go at the end of their jump height. If the handler shows up after their jump height has finished, they can run at the end of the event only at the discretion of the judge. Whatever happens, let the scribe know.

- A handler may need to run at a different time than on the running order. They could be running more than one dog and need more time in between, or there could be a conflict between two rings. Accommodate the handler as long as it won't delay the event. But they should tell both you and the scribe before the event starts. If the event has already started, use your discretion.
- Make sure a handler is requesting a change for their dog and their dog alone. Do not allow anyone to make changes for a dog that is not theirs.
- Sometimes the handlers mark changes on the running order themselves. You do not want this. If you are present during briefing and walk through you can control this.
- You are seen as the concierge of the ring. Handlers will constantly check the running order, chat, ask you to hold treats, hold a dog, even to film a run. Do not do anything that will make you lose your focus.
- Handlers may have a question, notice something wrong with the course, or want to check their score with the judge. They will come to you first. Wait until the current run finishes, then alert the judge.

## Timer

Your job is to sit beside the scribe at the side of the ring for each event and time each dog's run. It is fairly straightforward, but does require some concentration (and some events have specific requirements).

Timing can be done either with a stopwatch or whistle/horn or an Electronic Timing System (ETS). Most of the time you use an ETS, but you will also have a stopwatch and whistle/horn as a backup. Make sure you are familiar with both systems before starting to time.

Setting up the posts:
- A red post is paired with a black post. The black post sends the signal and the red post receives it. Make sure the red post does not face the sun
- When the posts are properly lined up, one will show a green light, the other red.
- If any of the lights in the posts are flashing, the post may need new batteries.

Timing in general:
1. The judge will meet with you and scribe before the trial starts, so they can tell you their specific habits, e.g.
   a. How they will inform you that they are ready for the dog to start.
   b. Give you the Obstacle Repetition time.
   c. When the finish line becomes 'live', i.e. after the dog performs the second-last obstacle, if it passes the last obstacle or crosses the finish line, stop the time.
2. Make sure you have a clear view of the start and finish lines. In particular, your chair should be at the start / finish line or the plane of the first and last obstacles.
3. If this event is after Gamblers or Snooker, make sure the game horns are cleared in the ETS.
4. If a maximum course time is imposed, you can set the horn in the ETS to go off at this time.
5. Before a dog runs, check that the Judge and Scribe are ready. If the ring crew are on their way back to their chairs, this is okay. Press the "GO" button on the ETS console (or blow the whistle).
6. Make sure the ETS starts the time when the dog takes the first obstacle. If the dog does not break the start beam or runs past the first obstacle, press the START button as it passes the start line. If you are using manual timing, start the stopwatch when the dog crosses the start line.
7. Make sure the ETS stops the time when the dog takes the last obstacle. If the dog does not break the finish beam or runs past the last obstacle, press the STOP button. If you are using manual timing, stop the stopwatch when the dog crosses the finish line.

8. If there is a maximum course time and you are using manual timing, blow the whistle if the dog and handler have reached this time.
9. If using ETS, you do not need to clear the time after a run. When the start beam is broken, the time starts again at 0. If you do need to clear the time, as can happen when the obstacle heights are being reset and the beams are broken, press CLEAR TIME.
10. If the Judge has signaled obstacle repetition (T signal), blow the whistle or sound the horn at the Obstacle Repetition time. This is the signal for the dog and handler to leave the ring.
11. When the run is finished, show the time to the Scribe AND tell them the time EXACTLY AS IT APPEARS ON THE timing device. They will write the time on the Scribe Sheet where it says Dog's time.
12. Alert the Judge to any timing malfunction as soon as it is discovered. If you have a problem with the time, OR aren't sure about ANYTHING you just did in a run -GO OUT INTO THE FIELD IMMEDIATELY AFTER THE DOG IS FINISHED, AND EXPLAIN THE PROBLEM TO THE JUDGE.
13. If a handler starts the dog BEFORE you are ready (i.e. BEFORE you blow the horn or whistle) -- IMMEDIATELY CALL OUT "NOT READY", AND SIGNAL TO THE JUDGE THAT YOU WERE "NOT READY". The dog will have to start again.

When using an ETS,
- the timer may appear to stop (sometimes caused by wind, leaves, shadows). Press the RESTART button and timing will resume with the correct elapsed time.
- previous times can be recovered by moving through the times using the PREV and NEXT TIME buttons.


**Special Considerations for Snooker Timing**
1. Make sure the Game Horns option in the ETS is programmed to sound the horn when the time for Snooker is up (60 seconds for Starters and Advanced, 55 seconds for Masters).
2. Because of the nature of Snooker, the light curtains (poles) cannot be used, as a dog can start or finish anywhere along the start and finish lines. However, you can still use the ETS by manually starting the time when the dog crosses the start line and stopping the time when the dog crosses the finish line.
3. Start the ETS or stopwatch when the dog crosses the start line.
4. If using a stopwatch (or you cannot program the time in the ETS), blow the whistle or sound the horn at the end of time allowed for the Snooker. Otherwise the ETS will sound the horn.
5. DO NOT STOP TIMING UNTIL THE DOG CROSSES THE FINISH LINE.
6. Give the time to the scribe as in any other run.


**Special Considerations for Gamblers Timing**
You have the option to program the ETS so that the horn sounds at 40 seconds and then at the time allowed to complete the main gamble. If you are to have all possible times (open, mini, open vet, mini vet) this can be complicated. Not only must 4 different times be programmed, but you must switch times during the run, depending on the jump height and class. Usually you program the ETS for mini vet time, and the Judge informs the competitors.

1. Because of the nature of Gamblers, only the Finish light curtains (poles) will be used at the last gamble obstacle to stop the time. The time is started manually since the dog can start anywhere along the start line.
2. Press the START button (or start the stopwatch) when the dog crosses the start line.

3. At 40 seconds sound the horn or blow the whistle.  If using the ETS, ensure the horn sounds – sound it manually if it doesn't.  Be careful not to be so interested in watching the dog that you miss this.
4. If the dog is still running at the end of the allowed gamble time, sound the horn or blow the whistle again. If using the ETS, ensure the horn sounds – sound it manually if it doesn't.  Do not stop the time.
5. When the dog does the final gamble obstacle the ETS should record the finish time. If it doesn't, or the dog, or runs past the final obstacle, press the STOP button. If manually timing, stop the stopwatch.
6. Give the time to the scribe as in any other run.

## Scribe

Your job is to record the dog's performance, any faults / points the dog gets as the judge calls them, and the time. You will be working with both the Timer and the Gatekeeper.

Details:
1. Before the event you will be given the scribe sheets on a clipboard, 1 for each dog. You should also be given at least 1 pen. There is 1 scribe sheet per dog, with a large space in which to write faults and a place to record the time. In some cases, you may also be given a sheet(s) with many dog's names on it, with space for points/faults and time.
2. Before the event go over the order with the Gatekeeper. The sheets should already be in same order as the gate list, but there could be changes to the running order, as dogs can get scratched or moved. Write DNR on sheets of dogs that have been scratched, and move any sheets to the new order if any dogs have moved.
3. The judge will meet with you and the Timer before the event starts, to run over hand signals and give you any specific requirements. Please be on time. Signals are:
    a. one open hand - MARK a "5" on the scribe sheet.
    b. two open hands - MARK a "10" on the scribe sheet.
    c. one closed fist - MARK "R" on the scribe sheet.
    d. two closed fists - MARK "20" on the scribe sheet.
    e. hands open and parallel to the ground, waiving at waist height, back and forth - MARK an "E" on the scribe sheet.
    f. hands and arms in the shape of a "T" – MARK a "T" on the scribe sheet. Notify the timer, who needs to blow the whistle at open time.
4. During the event you will sit at the side of the ring beside the Timer. As each dog runs you mark down any faults the judge signals on the scribe sheet for that dog.  You must keep your eyes on the judge and not the dog, or you will not be able to do this job properly. It takes considerable concentration to do this.
5. Though the scribe sheets start out in the correct running order, this can change during the event. Some dog may show up late or not at all, or there could be last minute changes that did not make it before the start of the event. The Gatekeeper should inform you of these as they happen. For dogs that don't show up, move the scribe sheet to the end, in case the dog shows up later.  At the end of the event write DNR on the sheet. The scorekeeper needs all of the sheets, whether the dog ran or not.
6. For dogs added at the last minute, there should be extra blank scribe sheets. Just add the dog's name and number at the top. If there are no extra sheets, use the back of one and write somewhere on the front to let the scorekeeper know.
7. It is important that the faults get put onto the CORRECT scribe sheet, so the dog at the start line must match to the scribe sheet. There are several ways this can be done. The Gatekeeper should call out the name of the dog before it runs. If this does not happen or you cannot hear, you can

ask the handler the name of the dog. The scribe sheet can help. For example, if the dog is a Border Collie and the scribe sheet says Golden Retriever, you know something is wrong. Sometimes you will already know or get to know the dogs and handlers. Agree on a method with the Gatekeeper before the trial starts.

8. Try to write the faults on the Scribe Sheet WITHOUT taking your eyes off the Judge (just glance at the Scribe Sheet VERY QUICKLY out of the corner of your eye).
9. Make sure each number is separated enough so the it is distinct, that is two 5's cannot be mistaken for 55. You can separate numbers by a comma (,) or a dash (-) or write them vertical.
10. If there are no faults, leave the sheet blank.
11. You must be able to see the judge at all times. If at any time the Judge moves BEHIND an obstacle so you see the signals, get up and move so that you can see. Inform the judge at the end of the run.
12. If you have ANY concerns that you may have missed a signal, or that you may have written a signal down wrong, wait until the dog is finished (and continue to write down the faults), then IMMEDIATELY get up and signal the judge that you need to speak with him/her. Ask your question and write down the judge's answer. You must do this right away, as the Judge CANNOT remember what fault he/she called 30 minutes earlier.
13. Never correct an error yourself. Always ask the judge. Not only the judge must approve of any changes, but he/she must know of the mistake so he/she can prevent it from happening again.
14. Write the time on the scribe sheet as given to you from the Timer. Write it exactly as given, number of seconds or minutes and seconds. Give the sheet to the scribe runner and get the next one ready as soon as possible.
15. You could be given "duplicate" scribe sheets, i.e. sheets with a second yellow one attached. The top copy goes to the scorekeeper, the duplicate goes to the handler. Be sure this sheet is right on the clipboard and not on top of other sheets, as your writing can be recorded on the lower sheets. Do not worry about separating the sheets. This is the scribe runner's job and you have enough to do.

## Special Considerations for Gamblers Scribing

The difference here is that the judge will be calling points instead of signaling faults. Sometimes the judge will use a speaker system, sometimes not.

1. Before the event test the speaker system with the judge so that it works and the volume is just enough so you can hear the judge.
2. Write down the points as the judge calls them.
3. It is especially important here that the points be distinct, as there can be double digits because of mini-gambles. Example, 14 should be distinguished from a 1 and 4. Easiest way is to circle all double digit points. You can also use any of the other methods given earlier.
4. You must be alert at the end of the opening, in case the judge calls points as the whistle blows.
5. The judge will tell you what signal means a successful gamble, usually a "thumbs up". On the sheet where indicated, make a check mark or write "yes" for a successful gamble.
6. If the gamble was not successful, write "no" so that the scorekeeper does not think you forgot a "yes".
7. Again if you could not hear a call or think there was a mistake, go to the judge at the end of the run.
8. If you cannot hear the judge, move to where you can hear him/her. Let the judge know if you cannot hear him/her.

## Special Considerations for Snooker Scribing

As in Gamblers, the judge will be calling points instead of signaling faults. Sometimes the judge will use a speaker system, sometimes not.

1. Before the event test the speaker system with the judge so that it works and the volume is just enough so you can hear the judge.
2. Your scribe sheets may be in a special format for Snooker. An example are rows labeled 1 to 7, and you put a check mark in the correct row, that is a check in row 1 for 1 point, a check in row 5 for 5 points, and so on. Make sure you are familiar with the format before the start of the event.
3. Write down the points as the judge calls them.
4. You must be alert in case the judge calls points as the whistle blows.
5. Again if you could not hear a call or think there was a mistake, go to the judge at the end of the run.
6. If you cannot hear the judge, move to where you can hear him/her. Let the judge know if you cannot hear him/her.

## Scribe Runner

Your job is to take the scribe sheets from the ring to the scorekeeper. You are usually assigned to one ring. Occasionally you may need to handle all rings.

1. After the Scribe records the time, he/she should give you the sheet. If not, offer to take it.
2. If the sheet is a duplicate, tear off the yellow copy and put it in a bucket given for this purpose. The handler can then retrieve the copy.
3. When you have 3 – 4 scribe sheets, take them to the Scorekeeper. Make sure the Scorekeeper knows about the sheets and put them where he/she indicates.
4. Then go back to the ring and wait for more sheets.
5. If you are handling more than 1 ring, go to each ring in turn. Wait until the current run has finished, then tell the Scribe you are here for the sheets. After visiting each ring take the sheets to the Scorekeeper.

## Leash Runner

Your job is to collect the dog's leash at the beginning of the run and take it to the exit end so that it is there when the dog finishes its run. Do not underestimate the importance of this job, as it is important to keeping the event moving.

1. As each competitor enters the ring, stand by and wait until the handler removes the leash and collar from the dog. The handler may give it to you, throw it at you, or drop it to the ground.
2. Wait until the run has started before picking up the leash. The dog does not have to be on the other side of the ring, just at the second or third obstacle. This is important especially for Starters dog.
3. Take the leash & collar, go to the exit and place them in the basket placed for that purpose.
4. Go back to the entrance to wait for the next dog.
5. You can do this inside or outside of the ring, depending on what is more comfortable and convenient for you.
6. Do not take it personally if a handler throws the leash and it hits you. The handler can be in a "zone" and unaware of anything other than his/her run.

**Special Considerations for Snooker**

There can be more than one start line and the handler can choose to start far away from the entrance. If that happens, follow the handler so that you can pick up the leash. Again wait until the dog has started before taking the leash to the exit.


**Special Considerations for Team Relay**

A leash runner is not necessary, as the handlers will keep the leashes in their boxes. In this case you are promoted to Ring Steward.


## Ring Chief

You are in charge of the ring during the event. In a nutshell, you
- make sure everything gets done
- handle any emergency that comes up
- pick up after the dog (yes, because you are usually the first one to notice)

You should have a lot of volunteering experience or at least know how to do each job in the ring. Remember that seeing that everything is done does not mean doing it yourself.

1. At check-in make sure you know who your ring crew is. You should be given a list. Introduce yourself to your crew and check that they know their jobs and how to do them.
2. You may have to show people what to do, especially the ring stewards. This can be done in an empty ring, during course build, or when the competitors are walking the course. Ring stewards need to know:
   a. The 5 jump heights (6, 10, 16, 22, 26) and how to place the bars.
   b. How to set the ascending spread and double jumps, and what to do when going from Regular to Special/Vet and vice versa.
   c. How to adjust the tunnels if they are warped when a fast dog runs through them.
   d. How to check the chute.
   e. How to change the height of the A-frame.
   f. How to change the height of the tire.
   g. The importance of changing equipment quickly. Or as quickly as they can.
3. Sometimes you do not have the time to train. In this case, pair an experienced person with an inexperienced person. Or work with that person during the event.
4. Just before the event starts gather the ring crew so that they can prepare for the event.
   a. Make sure the timer is available to start the countdown for walk-through.
   b. Make sure the gatekeeper and scribe get their sheets and check the running order with each other.
   c. Help the timer check the timer poles and program the ETS if necessary.
5. Make sure everyone knows that no food or drink is allowed in the ring, except water.
6. Make sure everyone turns off their smart phones during the event.
7. Assign the ring stewards their seats and obstacles to look after.
8. During the event be on hand to handle any emergencies. Common ones are timer issues and dogs eliminating in the ring.
9. Remember that making sure things get done is not the same as doing them yourself. Do not be shy about asking for extra help.


## Ring Steward

You have three jobs during the event:

- change the height of obstacles as the gatekeeper calls
- make the required changes to obstacles when switching between Special/Vet and Regular
- off during a run

Once you know what you are doing, this can be a relaxing job, plus you get to see all of the runs.

Specifically
1. You will be assigned a place to sit in the ring and told which obstacles in the area for which you will be responsible.
2. Do not bring any food or drink in the ring, as the smell can distract the dog. Water is allowed.
3. If you have a smart phone, turn it off or leave it outside the ring. Do not text or check social media while the dogs are running. You need to be alert for height changes and other adjustments.
4. The gatekeeper will call out the new height when it is time for a height change. You will make adjustments for your assigned obstacles
   a. Single jumps – move the bar to the given height, either 6, 10, 16, 22, or 26 inches. There will be only 1 bar unless the judge decides otherwise.
   b. Double jump – move the top 2 bars to the given height. Put the bottom 2 bars as a vertical X, the tips of the bars in the cups directly underneath the top bars. Height are 10, 16, 22, or 26 inches.
   c. Ascending spread jump – for 10 inches, bars on the 2 bottom cups. For 16 inches, bars on the 3 bottom cups. For 22 inches, the 4 bottom cups. For 26 inches, all 5 cups.
   d. Tire – The links that give the height are marked. On either side is tape and in the link itself is a label. Put that link on the hook at the top of the tire frame. If the end of the chain dangles, put more links on the hook. The chain is never to touch the tire because it is not safe for the dogs.
   e. Table – there are only 2 heights, 10 and 22 inches. For 10 inches, stack the table (6 inches) on the yellow frame (4 inches). For 22 inches, stack 2 blue frames (6 + 6 inches) on top of the yellow frame, then the table on top of that. It goes faster if the yellow frame is always on the bottom. At jump heights 6, 10, and 16 the 10-inch table is used. At 22 and 26 inches the 22-inch table is used. It does not matter if it is Regular, Special, or Veterans. The gatekeeper should call out any changes to the table.
5. Regular to Special/Vet or vice versa. The gatekeeper will call out instructions
   a. A-frame down or up – you need 2 people. Lift up one end and move it so that the chains are loose. If the judge does not tell you which end, ask. For one A-frame, you put the hook through the correct link. The links for the 2 heights are marked with tape on either side. For the other A-frame, there are 2 large hooks. The hook for the lower height is always attached. Add the other hook to raise the A-frame, take out the hook to lower the A-frame.
   b. Spreads out – You convert the spread to a winged jump. Place the LOWEST bar on the ground to mark the spot and remove the other bars. Fold back the frames of the spread to make wings and place them at the bar on the ground. Put the bar at the correct jump height. Do not forget to move the cone. If the judge wants 2 bars, add another.
   c. Doubles out – You convert this to a winged jump. Place a bar on the ground in the middle to mark the spot and remove the other bars. Turn each frame and place the other end at the bar on the ground. Put the bar at the correct jump height. If the judge wants 2 bars, add another.
   d. Spreads in – Place the bar on the ground to mark the spot. Open the frames and place the LOWER end next to the bar on the ground. Place the bar in the cups. Add other bars to get the correct height. Remember to move the cone.
   e. Doubles in – Place the bar on the ground to mark the spot. Turn the frames around and place them so that the bar is in the middle. Get 3 other bars and set them to the correct height.

6. If a dog knocks a bar down, wait until the run is finished before putting it back on the jump. The exception is if the bar poses a danger to the dog. In this case wait until the dog is out of the way, then quickly grab the bar and take it with you. Replace the bar when the run finishes.
7. Also keep an eye on the chute and tunnels if they are in your area. If the chute is tangled straighten it. If the tunnels bulge out, kick them back into shape. You do not have to do this after every run.
8. If a dog comes to visit,
   a. Freeze. Do not move
   b. Do not make eye contact. Look up.
   c. Ignore the dog. Do not talk to it
9. It generally faster to do the table and A-frame first, then the jumps during height changes. Move as quickly as you can.
10. Look over the entire ring once you are finished with your obstacles. A fellow ring crew person may need some help.

## Chief Course Builder

Your job is to make sure that the courses are built accurately and swiftly. You will direct the members of the ring crew as to where each obstacle is to be placed.

1. Make sure you have the build copies. Ask the Judge at the beginning of the day, if necessary. The build copies may be coded to indicate which obstacles stay in place, which obstacles are removed, and which obstacles are moved. If not, you may mark the build copies yourself
2. Get one of the ring crew to pick up numbers.
3. Tell the ring crew which jumps to 'collapse', that is remove the bars from the jumps and put the jump frames together.
4. Tell the ring crew which obstacles to take out. Generally it is okay to just put them at the edge of the ring.
5. Get one of the ring crew to carry bars and follow you. Use the bars to mark the spot where obstacles go.
   a. A-frame, dog walk, teeter, ascending spread, chute, weaves – use 2 bars as a T. The top of the T is the beginning of the obstacle (down edge of teeter, chute entrance, low end of ascending spread, etc). The other line of the T is the direction of the obstacle in the course, that is where the dog is supposed to go.
   b. Table – use 2 bars to mark a corner of the table
   c. Tunnel – use 1 bar for each end of the tunnel
   d. All other obstacles – mark placement with 1 bar.
6. Start with the contacts. Once they are in place it is easy to place the other obstacles
7. Keep as close to the course map as possible, but do not obsess over it. Remember the course map is a starting point. The ring could not quite be square, or the distance markers are not exactly 10 feet apart. The contacts may end up on a hill and have to be shifted.
8. Some tips
   a. Try to place obstacles relative to the contacts. This can be quicker than using the distance markers.
   b. To get the correct angles of jumps, look at the course map and imagine a line perpendicular to the jump going from the jump to the edge of the ring. Note the nearest distance marker and have the jump face that.
   c. Look on the course map for obstacles that line up. Make sure they also line up in the ring.

9. After the first placement of the obstacles, 'walk' the course and look for angles or distances that are not 'right'. Make adjustments so that the course is as close to what seems to be the judge's intentions. Also make sure the course is safe.
10. Have one of the build crew put out numbers.
11. The final touches:
    a. Make sure that the correct number of bars are on the ground beside each jump. They are not to be placed until the judge has tweaked and measured the course.
    b. Have the tunnel bags at the tunnels but do not fasten them.
    c. Have the spikes at the weaves, tire, and chute but do not hammer them in. Lay them down near the obstacles.
12. When you are satisfied, inform the judge.
13. With two other members of the build crew, walk the course with the Judge and move any obstacles the Judge wants repositioned.
14. Once the judge has tweaked the course, make sure no one moves any obstacles
15. When the judge decides it is okay, spikes can be hammered in, and tunnels bagged
16. Jumps can be set once the judge has finished measuring. Ask the gatekeeper for the first height.

Along with the above, there are special considerations for the games.

Gamblers
    1. For the gamble lines use poles on the ground to mark strategic parts of the line. Alert the ring crew to not move those poles.
    2. Make sure the builders hammer the spikes all the way to the ground and tighten the ropes. This is to make sure handlers do not trip.
    3. When tweaking the course, it may be easier to move obstacles rather than the gamble lines.
    4. If the judge's wheel is available, use that to check the distances between obstacles and gamble lines. Otherwise pace the distance and estimate what you can. The judge will measure this distance anyway.
    5. In Gamblers the judge does not wheel the course, so once the judge finishes tweaking, the builders can put the bars on the jumps.
    6. Do not forget to mark the start line.

Snooker
    1. Build the closing sequence first, then place the red jumps. The closing sequence is likely nested to some degree. Then it is easier to place the red jumps relative to the closing sequence obstacles.
    2. The judge will just check that distances between obstacles are legal and safe. There is no measuring here.
    3. Mark the Start/Finish lines.

Team
    1. Use bars to mark at least 2 corners of each of the team boxes.
    2. Make sure the spikes are hammered in all the way and the rope is tight.
    3. The team boxes do not have to be exact

You are not required to manage the ring crew after the course is built. This is the job of the Ring Chief.

It is a good idea to PLAN the build of the next course so it can be done as quickly as possible. Some suggestions that you may wish to consider when planning a build:
    • compare the next course to the current course and, using coloured markers, identify the obstacles that remain where they are with ONE colour (even if the angle has to change a bit - still mark it as "stays").

- Mark those obstacles that have to move, with another colour.
- Write the name of EACH jump you want to position so when you start the next build, you can call for "the Maple Leaf jump HERE". This will reduce the incident of your willing ring crew grabbing obstacles that DON'T have to move!

## Course Builder

Your job is to help build the courses and have all obstacles ready for the next event. You will be working with the chief course builder.

1. Know which ring you will be working in and be there when the last dog in the event has finished its run. Please be ready so that there is no delay in course building.
2. One person picks up numbers, the rest collapse jumps. Collapse means to remove the bar and put the 2 standards next to each other. The chief course builder will tell you what goes and what stays.
3. One of you will pick up and carry a lot of bars and follow the chief course builder. He/she will use the bars to mark where obstacles will go.
4. The rest of you will move obstacles to where the chief course builder has marked.
   a. You need 3 people and the A-frame mover to move the A-frame. Two people lift an end of the A-frame and the third slides the mover underneath, Without the mover, you need 4 people.
   b. You need 4 people to move the dogwalk. First unlock the wheels. A person at each end picks up the end. The other 2 people gently push the dogwalk to its place.
   c. You need 2 people to move the teeter, tire, and table.
   d. When moving the weaves, pick them up by the metal base, not the poles. Usually 2 people are need to move a set of 6 weaves.
   e. When moving the chute, one or two people pick up the barrel and another person picks up the fabric.
   f. You need at least 2 people to move tunnels. You can drag the tunnel or slide a pole through it. You can also roll the tunnel.
   g. For single jumps, place the standards at the bar on the ground.
   h. For the ascending spread, place the LOW part of the standard at the bar.
   i. For the double, place the middle of the standard at the bar.
   j. Place at least 4 pairs of tunnel bags at each tunnel. Do not fasten them.
   k. Place 1 bar in between each single jump, perpendicular to the standards. The judge needs to wheel the course. For the double, place 4 bars, for the spread, place 5 bars.
   l. Place spikes next to the tire, chute, and weaves. Do not stick any spikes in the holes of the weave pole base. The judge may need to move the weaves.
5. Two of you are to put out the numbers, one with the course map, the other with the numbers. Snooker and Gamblers may also need the cones labeled A, B, and C.
6. When you are finished, the judge will look over the course and tweak it. Two of you follow the judge to move the obstacles that are to be moved.
7. Once the judge has tweaked the course, do not move any obstacle.
8. The judge will wheel the course. When that is done, put the bars on jumps, bag the tunnels, and nail in the spikes.
9. Each single jump has 1 bar, unless the judge tells you otherwise.  The double has 4 bars, 2 on top and 2 in the cup just below. The bottom 2 bars must be in an X. Again if the judge tells you differently, do it.

Gamblers and Team
1. You will also have to put in lines. The chief course builder will indicate where the lines go.

2. The rope should be at the edge of the ring. Try to find pieces of rope that are as long as the lines. If not, you can cut a piece of rope from the roll.
3. Wrap the rope once around the spike before hammering it in, especially at corners. This helps to keep someone from pulling the rope out.
4. Hammer the spikes all the way to the ground so that people will not trip.

## Scorekeeper

The job is to
- tally up the scribe sheets
- enter the scores in the computer
- announce the results
- post a printed copy of the results

Two people do this job, one with a lot of experience and the other as a helper.

One person tallies the scribe sheets and the other enters them into the computer. This way each person acts a check for the other, and helps prevent errors. You can trade jobs throughout the day if you like.

Handle the scribe sheets as they come in. Take them directly from the scribe runner, or tell the runner where you want them placed.

### Person 1 - Tallying scribe sheets

For all events except Gamblers and Snooker

Course faults
1. Add up the faults and write the total on the scribe sheet. The number of faults associated with what is on the scribe sheet is as follows:
   a. 5 – 5 faults
   b. R – 5 faults (refusal)
   c. 10 – 10 faults
   d. 20– 20 faults (non-completion)
   e. E and T – elimination. Dog is not eligible for awards.
2. This is here for reference. The computer will handle this, but you should double check.
   a. For Starters, 3 non-completions is an elimination.
   b. For Advanced, 2 non-completions is an elimination.
   c. For Masters, 1 non-completion is an elimination.
   d. For Advanced and Masters, 3 refusals is an elimination.

Time faults
1. Most of the time electronic timers are used which means the time is already in seconds.
2. If a stopwatch is used, time written on the scribe sheet is MINUTES:SECONDS:HUNDREDTHS. Convert to seconds and write it on the scribe sheet.

Initial the scribe sheet and hand it to Person 2

### Person 2 – Entering scores

1. Check the dog's details on the scribe sheet and make sure you are entering the scores for the correct dog.
2. Enter the course faults exactly as written on the scribe sheet. Compare the total on the computer with the total given by Person 1.
3. If a stopwatch was used, convert the time to seconds and compare your result with that of Person 1.
4. If the computer and Person 1 have different results, double check. You could have entered something wrong on the computer, or Person 1 miscalculated.
5. Once the computer and Person 1 agree, initial the scribe sheet

If there is a problem with the scribe sheet, one of you goes to the ring and check with the scribe. If the scribe is making mistakes, gently let him/her know the correct procedure.

After all the scores are entered for an event,
1. Print out the results.
2. Divide the entries into groups according to class and jump heights. The groups should be similar in size, and depend on the number of dogs entered in each height class. Example: There may be few Regular dogs, so all are in 1 group. There may be a lot of Veterans, so you could have Mini Vet and Open Vet. Or even 1 group for each height.
3. Assign 1st, 2nd, 3rd, and 4th places for each group, if there are that many. Dogs that are eliminated do not get a place. 1st place will have the HIGHEST number of points, 2nd place the second HIGHEST number of points, etc. if more than one dog has the same number of points, then use the "Dog's Time" to see who comes first - the lowest time wins (NOTE: the Dog's Time is ONLY used to break a tie -- it is NOT used the determine placement).
4. Choose the prizes for best runs.
5. During a lull in the trial, announce the results, pass ribbons and cookies, and hand out the prizes for best runs.


## Post Trial Volunteers
Your job is to stay after the trial has finished and help with tear-down. This is the job no one wants to do, but it is so necessary. We double appreciate you if you volunteer for this. This can be done by people running dogs.

If there are 3-6 people, this can be done in an hour.

1. Change driveway sign back to 'members only'.
2. Pick up and put away the road signs.
3. Take down the signs for volunteers, check-in, parking, etc.
4. Tear down rings, specifically,
    a. Pull out spikes and put them back in the toolbox.
    b. Pick up numbers and place in corner of the ring with the other numbers. Put them in order.
    c. Gather chairs and place them just outside the ring.
    d. Remove the tunnel bags and place them just outside the ring.
    e. Put the ends of the tunnels on the ground. Tunnel will look like a slinky.
    f. Pull up any ropes, roll them up, and place in the designated box.
5. Take down the scribe and gatekeeper tents.
6. Leave everything just outside the ring so that the tractor can pick them up.
7. Pack up electronic timing system and power supplies.
8. Take down all tents and tables at the main area, and put them away.

9. Consolidate garbage and recyclables.
10. Replenish toilet paper if needed.
11. Dump wading pools and cooler.
12. Put away all supplies used in the trial: gatekeeper kits, pens, clipboards, paper towels, etc.

## Handler Etiquette

We at Paws 4 Fun are committed to giving you a great trial experience. But this cannot be done without our volunteers. So we ask for your contribution to making this trial a success.
1. As soon as you arrive, go to the check-in area and check in.
2. Pick up after your dog. There are garbage cans at the rings and the check-in area.
3. Pick up your own garbage. If you see garbage in the ring or on the field, it would be nice if you picked it up. Our lawn mower does not like garbage.
4. Keep your dog on leash when not at warm-up jumps or running an event.
5. Respect any dog that needs "space". If your dog needs "space" politely ask other handlers to respect it.
6. Remember to check in with the gatekeeper before each event. The check-in at the main area does not cover this. Do this either before briefing or immediately after. Check in only for yourself and no one else. If you do not check in, the gatekeeper will assume you are not here.
7. If you need to change the running order for any reason, do not do it yourself. Have the gatekeeper do it. He/She needs to mark the running order in a way they understand. Again do this only for yourself. Also tell the scribe. Do this before the event starts.
8. As event progresses, keep track of who is running. Be at the gate well before your turn and let the gatekeeper know you are there.
9. If you have a question or need to speak to the judge, go to the gatekeeper. He/She will wait until the run is finished and alert the judge.
10. Respect the volunteer's job, especially the timer, scribe, and gatekeeper. Refrain from speaking to them as this can distract them from their job. If you need someone to hold your dog or treats, or film a run, ask another handler.
11. Be pleasant to the volunteers. They are giving up their time for this.
12. Gatekeeper terminology:
    a. In ring/field - the dog is running
    b. On deck - the next dog (second)
    c. In the hole - the dog after that (third)