

# Volunteer Job Descriptions

Please carefully read the following job descriptions prior to starting your volunteer shift. If you have any questions, please ask your Ring Leader or a Committee Member.

## Scribe

Summary: The scribe records the faults on each dog's scribe sheet as indicated by the judge. The scribe may also be recording numbers if scribing for Gamblers.

- Check the scribe sheet against the name of the dog as given by the gate steward or competitor to ensure that you have the correct sheet for that dog
- Before the class begins, confer with the judge to get an understanding of his/her hand signals.
- Let the timer know when you are ready, so they can let the dog on line begin its run.
- The scribe must watch the Judge at all times during the run, they must never watch the dog or handler
- When the dog finishes the run, get the time from the timer and write it down on the scribe sheet, just as the timer indicates. Repeat the time to the timer to double-check the accuracy.

## Timer

Summary: Ensures electronic timers are in working order and set at the proper height for each height class.

- Check with judge and scribe. If both are ready, let the competitor know they can begin.
- Ensure time starts as dog passes through first obstacle. If timer does not start, whistle to let the judge know a restart is required.
- If dog goes around the first obstacle, start timer manually as dog passes the plane of the first obstacle.
- If dog goes around the last obstacle, stop timer manually as dog passes the plane of the last obstacle.
- \*FOR GAMBLERS: Time will be started manually and MAY be stopped manually. Check with the judge before the class.
- At the end of the run, communicate time to scribe. Ensure scribe has the time before resetting.
- At height changes, ensure the timer is operating properly.

## Gate Steward

Summary: Make sure dogs and handlers are ready at the start line.

- Do not underestimate your need to be loud and clear! It is a very busy and noisy environment around the gate so make sure everyone can hear you.
- **Please arrive 15 minutes early to check in competitors.** At the beginning of each round, check to make sure that all dogs have checked in. If there is a dog that has not, try to find out if that dog is really absent or just hasn't checked in. Competitors should be reminded to check in during their walk through.
- Make sure that there are at least three dogs ready at the line at all times. There will be an "on deck" area and an "in the hole" area that are strictly reserved for the dog/handler teams that are next in the ring. This may need to be politely emphasized to other teams that are nearby.
- Find out from the judge at what point you can send in the next dog and make sure the dog does go in at this point. Note that some competitors may ask for more space for their dog. Be accommodating as possible
- Make sure all dogs run in catalogue order. In the case of a conflict or running out of order, make sure the scribe is aware of it. Announce to the scribe the name of the dog in the ring in a loud clear voice when the dog is on the start line.
- Inform the ring crew when it's time to change jump heights and what they're being changed to. When the last dog of a certain height goes in the ring, call out, "**Last dog at this height**". When that dog finishes running, say, "**Jumps to 16**". Make sure to give the ring crew extra warning when changing from Regular to

Special/Veteran classes as the double and spread jumps need to be changed to winged single jumps (only applies to the Jumpers ring).

- Be firm and assertive, but polite and helpful. Remember that competitors are nervous and tense. Get them in the ring as smoothly and calmly as possible.
- TTL Photography requires the completed gate lists for correlating handler and dog names with photos. Please do not discard these lists or the obliterate names (except cancelled competitors). Please mark any changes very clearly. Please hand these lists in to TTL at the end of the class.

### **Ring Crew**

Summary: Reset bars for height changes or when knocked by a dog, straighten chute, change A-frame height, exchange single jumps for spread/double jumps and adjust height on electronic timing system.

- Ring crew should move as quickly as possible when performing their functions to help keep the trial running on time. Pay close attention to the dog on course in case they knock a bar and the announcements of the Gate Steward so that you are ready for height changes.
- The Judge or Ring Leader will instruct you before each class as to where you should sit and whether the bars are to be reset during a run. IN GAMBLERS, NO BARS WILL BE RESET DURING A RUN. If the course includes a chute, you will need to straighten it after EVERY run.
- If you are unsure about how to set heights on a particular jump, ask your Ring Leader prior to the start of the round.
- Remember that the electronic timing equipment must also be changed when the height changes. If you are unsure of how to do this, DO NOT ATTEMPT TO CHANGE THE HEIGHT - ASK FOR HELP.
- If a dog runs up to you, do your best impression of a rock and ignore the dog.
- The ring crew will rotate positions at each height change or other convenient time to provide some variety over the day. If there is a ring crew job that you feel you would have difficulty doing for any reason (e.g., straightening the chute), please let your Ring Leader know so that you can skip over that position.

### **Scribe's Assistant**

Summary: Provide assistance to the Scribe in handling the scribe sheets and passing them to the score runners.

- The Scribe will need help handling the scribe sheets since the trial will move at a fast pace. Be prepared for running order changes that will require a change in the order of the scribe sheets.
- Sort the scribe sheets into available boxes to make the originals available for the Score Runner and copies available for competitors.
- There may be times when the Ring Crew could use an extra hand. Please watch for this and jump in to help wherever you can.

### **Leash Runner**

Summary: Take leashes from start line to finish line.

- The leash runner should be as invisible as possible to the handler at the start. Don't demand the leash or crowd the dog in anticipation of the removal of the leash. Be aware that some handlers may request extra space for their dog. In general, it is best to wait until dog and handler have left the start line before moving in to pick up the leash. Do not distract the dog in the ring - some handlers get very agitated about this!
- Buckets will be available in the "on deck" area and the exit pen. Please transfer goods from the entrance to the exit bucket.
- If they want to, the Leash Runner can rotate in with the Ring Crew.

## **Score Runner**

Summary: Take the scribe sheet from the rings to the scoring area.

- Wait for several (~12) score sheets to be ready to take them from the Scribe's Assistant.
- Do not attempt to take score sheets during a run. Wait to get them when the Scribe's Assistant is not busy sorting sheets.
- Take the score sheets directly and promptly to the scoring area, hand them directly to Erin or Mike and return to your ring.

## **Volunteer Support**

Summary: Provide support in many forms to the volunteers working in the rings.

- During the day, volunteers working in the rings may need refreshments or breaks. Individuals working in Volunteer Support will provide these.
- Extra equipment or repairs to equipment may also be required.
- Volunteer Support will be tasked with any "odd jobs" that come up during the trial.
- Volunteer Support will also fill in for absent volunteers.

## **Course Builder**

Summary: As a member of the course building crew, build courses to the specifications of the Judge.

- Course building may not take place at the exact time specified on your schedule since it will take place following the end of competition.
- Course building maps will be provided by the Master Course builder who will provide direction to the course builders.
- Course builders will work together to move any large equipment based on the course maps.

## **Lead Course Builder**

Summary: Track all equipment, tools and stakes used in each ring.

- Lead course builders are responsible for tracking what goes into the ground (i.e., stakes) and all equipment used in their ring.
- Lead course builders will maintain a list of all equipment used in their ring. This list will be passed on to the Ring Leader who will note any changes during the day and pass the list to the next Lead Course Builder at the end of competition. It is essential that all equipment is accounted for, most notably, stakes must always be tracked to ensure none are lost.
- The lead course builder will also inform equipment maintenance of any problems with the equipment discovered during course building.