

## Job Descriptions

### CCA 2008

***First of all, Thank you for your offer of help. This trial would not happen if it were not for each of you.***

**Chief Course Builder:** You are responsible for getting the courses from the scoretable for each ring – they will be in an envelope marked “Course building copies.” Direct the course builders to get the course set in the quickest way.

**Course builders:** When the call for course builders goes out, please get to the ring announced to help set courses. You will take direction from the chief course builder.

**Leash Runner:** Your job is to take the leash from the handler at the start of their run. Some will hand it to you immediately. Others will drop it as they start to run. Make sure that the dog/handler team is well on their way (so you don't distract dog), grab their leash and put it at the end of the course. There will be a designated area or bucket for those leashes. Please don't hold onto the leash to hand it to the exhibitor as the dog in its excitement may jump for it. I

**Score Sheet Runner:** Take score sheets from the transcriber and deliver them to the table. Please deliver sheets every 3-4 dogs.

**Bar Setter/Chute Setter:** Responsible for resetting knocked bars, moving bars to the next jump height, and straightening the chute after each run. You will need to get your instructions from the judge as to when they would like you to reset jumps based on the course. If you are unsure, ASK THE JUDGE. Some jump setting will not happen until the dog has finished the course. The point is to get to the jumps, get them set and quickly get off the course so the next dog can start. You play a very important part in keeping the trial flowing. Those of you who are experienced, please check with the other bar setters around you to make sure they are sure of their duties.

**Floater:** Check in with the table to see if they need help and if you are in a position to help.

**Gate Steward:** Responsible for getting the gate sheet from the score table, posting it ringside and checking exhibitors in. It is your responsibility to work with the asst gate steward (aka transcriber) in making sure that the correct dog is identified to run next.

Exhibitors may move multiple dogs that are in the same class as follows:

- Dog listed first in running order may move up
- Dog listed second in running order may move down
- They cannot pick and choose which dog to run in which order. If they give you grief, please advise the judge.

The running order should be communicated between you and the asst gate steward **NOT THE SCRIBE.**

**Assistant Gate (aka Transcriber):** You are responsible for getting the score sheets from the table at the start of the class. They will have them ready after they have received the judge's course times. You will be working with the gate steward to make sure you have the scribe sheets in the correct order as communicated by the gate steward. You will have the scribe sheet on a clipboard and put it where the scribe can pick it up. The timer will write the time down and hand back the empty clipboard for you to put the next sheet on. If you know for sure that a dog has pulled or is absent, please mark the score sheet accordingly and send with the sheet runner.

**IT IS YOUR JOB TO HOLD ONTO ALL OF THE SCRIBE SHEETS – NOT THE SCRIBE. You should NOT plant yourself in the chair, but be active in checking for conflicts or dogs running out of order with the gate steward.**

**Scribe:** Your job is to watch the judge and mark the score sheets according to the judge's calls. If you have questions, please address them with the judge. You will also need to mark the start and end times of the class on the sheet that is included with the scribe sheets. Make sure you and the judge are comfortable with signals and judge location. The asst gate steward will ready the next scribe sheet. All communication on running order should take place between the asst gate steward and the gate steward. You should be working with the judge. I know this is hard for some of you, but past experience has shown that this makes the trial move quicker and allows for the least amount of error.

**Timer:** We are using electronic timers. Each ring will have an electronic timer, a display and horn. Timers should acquaint themselves with the system. I would advise getting to your assignment a little early, just to make sure you are comfortable. The system is very easy. There are just a few things to know:

- Before the class starts, you will need to put the Standard Course Time into the timer console.
  - For Standard and JWW classes:
    - Push SETUP, then NEXT CHOICE until it says "Press Enter for Std Course Time."
    - Press ENTER and use the keypad to put in the 16" Preferred SCT for the class, then press ENTER and SETUP to clear back to timing mode.
  - For FAST classes:
    - Press SETUP, then NEXT CHOICE until it says "FAST class" and press ENTER.
    - Press NEXT CHOICE until you get to the jump height you are running, and then ENTER to choose it.
    - Press SETUP again to get back to the main screen.
- When the judge is ready, press the **GO** button on the timer console to let the handler know they can go. Be sure that there are no adjustments to the course being made, and that the judge is ready, before you hit that button.
- At each jump height change, you will need to move the timing sensors. The jump heights are marked. Just move the top of the Velcro to the jump height mark.
- If a handler leaves the course (before the end of the run) via personal request or whistled by the judge, you need to hit the **STOP/START** button to stop the timer before the next dog crosses the start line.
- If during the running of the course the dog goes off course and that off course includes jumping over the last jump (where the timer is set) just hit the **RESTART** button and the time will continue.
- If the timer does not start when the dog goes over the first jump, hit the **HORN** button to stop the handler. Do this before the third obstacle. If you don't notice it until after the third obstacle, let them finish and tell the judge about the problem.

After a dog has run, the time will post on the display. You will record the time from the timer display and then either hand the scribesheet to the sheet runner or stack up for the runner to grab. Once the next dog starts, it automatically clears the timer and resets itself to time the dog on course. There is no need to clear or restart after a successful completion of a course. If the next dog starts and resets the time before the time is written on the scribesheet, it can be recalled by pushing the **PREVIOUS TIME** button. This can be done while a dog is running – it does NOT affect anything that is currently being timed. Timers please note, since it is electronic timing you can switch timers during jump height classes.

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