

Chief Ring Stewards – at least one steward will be available for each ring each day, more than one person may be assigned to a ring over the course of the day. They are there to ensure the ring has enough workers and is running smoothly. When you have some free time, please see the stewards to see if a worker is needed.

Timer – Electronic Timers will be used. PLEASE!!! Ask if you need instruction – they are easier to use than a stopwatch! The Timer will tell the next handler when to go. Please do not let the next dog begin until the previous dog is on leash or out of the ring. The scribe will tell you about timing differences for a few dogs – 16” veterans jumping 12”, and handicapped handlers (in Snooker only – all other Handicapped times are figured at the scorable).

All classes – if you have told the team to “GO” and the dog bypasses the first obstacle, but crosses the “plane” of the start line/obstacle, you must start the dog’s time regardless if the handler resets the dog before the start line – their time HAS begun when the dog crossed the start line.

At least one paw on the table stops time in the point games.

Snooker – the dog can accidentally hit the table before the whistle, no penalty. The handler can direct the dog to the table before the whistle, stop the time.

Jackpot – the table is not live until after the whistle.

FullHouse – the table is live at ALL times.

Scribe – for all classes, you will need to write the dog’s time, or circle the NT after each run if the judge indicates it. Each scribe sheet will be on it’s own clipboard, with an NCR form. Use pens to write on forms. Ask the judge immediately if you have a question about a dog’s run.

Standard, Colors and Jumpers: you will need to watch the judge and write a “|” (hash) mark each time he/she signals something the dog did wrong. The signals are described on each scribe sheet.

Wildcard: the same as above, also circling a “1” or “2” for the wildcards as the judge calls them. Wildcard scribes must be aware of circling a number “twice” IF the team takes the wrong wildcards. There MUST be 3 circles on each scribe sheet, or an X over a number if the judge indicates that a dog did not get a wildcard at all.

~ You need to be able to hear the judge calling numbers in the following classes ~

Snooker: you will circle the “1” and write in the “color” number for the opening obstacles (the “color” can be zero), and circle 2 through 7 for each “color” the dog performs in the closing.

FullHouse: you will write the actual point values as called by the judge from left to right on the left side of the scribe sheet, in the exact order as called.

DO NOT write “hash” marks by the listed point numbers. If there is a question on a scribe sheet, we must have the exact course written as they ran it in order as called by the judge.

Jackpot: you will write the actual point values as called by the judge from left to right on the left side of the scribe sheet, in the exact order as called, and circle the gamble letter as called (see your judge for directions).

DO NOT write “hash” marks by the listed point numbers. If there is a question on a scribe sheet, we must have the exact course written as they ran it in order as called by the judge.

Scribe helper – will sit with the scribe, take the clipboard for the previous dog, give the scribe the clipboard for the next dog (try to have the dog and scribe sheet verified already for accuracy – by armband number), remove the previous sheet, drop the clipboard into the “recycle” box. Give completed sheets to the scribe sheet runner.

Scribe sheet runner – “runs” the scribe sheets to the scoretables.

Gate Steward – checks in dogs, tells handlers when to enter (find out from judge before class begins or from the gate steward you are replacing), moves dogs if needed, lets judge know of any problems or special circumstances.

Very Important! – Tells the ring crew, “last dog at this height” and “change to (insert jump height here) please”.

Gate Steward helper – assists the gate steward and lines up the scribe sheets – ONE scribe sheet per clipboard (get “recycled” clipboards from scribe helper). Gives the clipboards – in order – to the scribe helper.

Bar Setter/Ring Crew – change jump heights; replace a bar if a dog knocks it; fix tunnels.

Please – DO NOT replace a bar during a dog’s run.

If the bar is for a jump that will be used again, and/or may present a hazard to the dog or handler, pull the bar out to the sidelines (if possible) or push it close to the jump base; then replace the bar when the dog has finished it’s run.

Set bottom bars at about half the height of the top one. 4” jump height – one bar lays on the ground on the take off side if a one directional jump, the other bar is set at 4”

If you are setting the double – remember that in CPE it is set as an ascending jump – the “takeoff” side of the jump is 4” lower than the other bar.
Two bars must be crossed like an “X” under the higher bar.

Double, 4” jump height: one bar is set, and the other 3 lay on the ground one on the take off side, the other two on the landing side.

Tire, 4” jump height: the bottom of the tire must rest on the ground.

Table – short legs (4” or 8”) for jump hts 4”, 8”, 12”
medium legs (16”) for jump hts 16”, 20”, 24”.

Leash runner – please walk the leash to the Out Gate, and place it on the chair. Please be aware that some dogs are trained to fetch their leash, so do NOT hand leashes to handlers! Please do not put the hand loop or collar over something – the dog can get hurt.