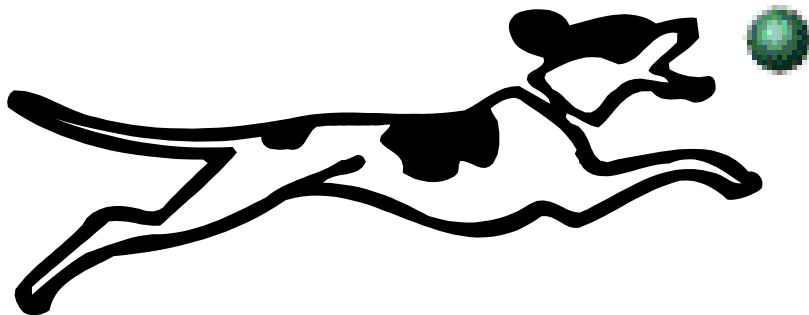


# STEWARD'S AND JUDGES



# FLYBALL INFORMATION PACK

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Books referenced: Flyball Start to Finish by Jacqueline Parkin  
Flyball Racing-the dog sport for everyone by Lonnie Olsen  
Other referenced material: The Judge by David Blow

I would like to congratulate and thank you on your decision to become a flyball steward. This is a very important and responsible position at any competition and AFA have put this Stewards Pack together to assist you in answering your questions to be a ticketed Steward/Timekeeper.

The first stewards and Officials pack was first written back in 1997. With the rapid growth in flyball and the fantastic new timing equipment we now have for flyball racing it is time we had another look at things. We have taken the time to write this to ensure that all the Stewards and Officials understand what Flyball is about and what their duties as an AFA Steward and Official are. As a Steward or Official you play a very important role in any competition, (there wouldn't be a competition without you). This pack is designed to take you step by step through the process of learning what you will need to know on competition day and receiving a 'Ticket' of knowledge. It is also to assist you with the final instructions of your duties on the day and what the Judge and competitors will expect of you.

There are 4 different kinds of stewards required at a flyball competition:

- Line Steward
- Box Steward
- Inbound Steward
- Time Keeper

On the day you may only perform one role, but the AFA feel it is still necessary that you know how to perform all four, in case you are needed.

### **WHAT IS FLYBALL?**

Flyball is a relay race between competing teams. Each team has four dogs. One dog from each team (racing side by side), must go over four jumps, turn on a flyball box pedal, catch (or retrieve) a tennis ball and return over all four jumps to the start/finish line where the next dog eagerly awaits.

Flyball is a sport in which any dog can participate, regardless of breed, shape or size. It encompasses all things dogs love .... chasing and jumping, catching, retrieving, competing and striving to please their owners. Unlike any dog activity to date flyball is pure fun for everyone, the dogs, the handlers and the spectators. Spectators are encouraged to applaud, laugh and even scream as they cheer on their favourite team.

Just looking at the dogs waiting for their turn to run and trying for the entire world to sound like banshees, or just the look of sheer exhilaration on the dogs' faces (including some handlers we know). All this tells the story of how much they enjoy the sport of flyball.

### **THE HISTORY OF FLYBALL**

Flyball began in North America in the 1970's when Californian Herbert Wagner developed the first tennis ball launcher. Through demonstrating the sport at his obedience graduations he was invited to demonstrate this new game for dogs on 'The Tonight Show'.

This revolutionary new idea was first taken up in the Toronto and Detroit areas and, after a few small Competitions at Dog Shows, the first ever full on flyball competition was held in 1983.

Interest spread across the United States, Canada, the United Kingdom and Europe. Now in North America and Britain there are 100's of clubs and thousands of dogs competing. Many other countries in Europe are also conducting flyball competitions, as well as Africa and Japan.

Here in Australia the earliest flyball activity we know of occurred in Perth in 1982. Ever since, small groups have been demonstrating the sport all over Australia. With no organisation stepping forward to bring all these groups together, it remained a demonstration only activity.

### **PRINCIPAL ACTIVITIES OF THE AFA**

The AFA was formed on the 13<sup>th</sup> October 1996 by a small group of people from the different clubs in the ACT and Southern NSW region. It has now developed into the fastest growing K-9 sport in Australia. The AFA's activities include

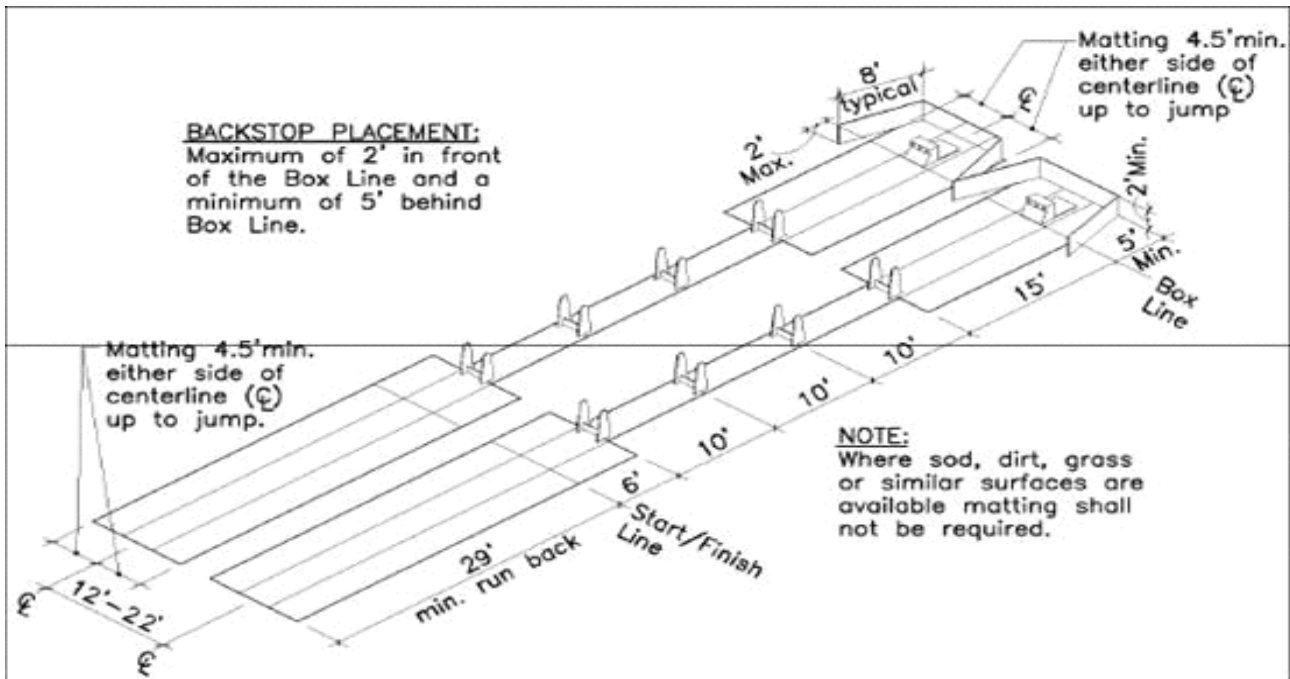
- Provide training and guidance for flyball.
- Participate in flyball demonstrations.
- Assist with the conduct of flyball competitions.
- Create and maintain an up-to-date database of results of sanctioned competitions.
- Issue AFA awards and titles.

**Through:**

- promoting community awareness of responsible dog ownership;
- fostering interest in the training of companion dogs and to make the handling of trained dogs popular;
- promoting and undertaking activities in connection with competitions, demonstrations and training;

Please remember the AFA is very keen to hear your ideas regarding the long-term planning and the future of your Association.

**THE FLYBALL COURSE**



There is 10 feet (3.05m) between each flyball jump with 15 feet (4.57) between the last jump and the box, and six feet (1.83m) between the start/finish line - to the first jump.

As per the AFA Rules and Policies there is a minimum ring size, but due to the experience being gained by teams over time the AFA has come to realise that this is not sufficient area for teams that require a long run off area. The AFA also has a recommendation that ring size not be smaller than 40 feet by 110 feet in size.

**Section 4.3 Ring Layout**

(a) There shall be a distance of 1.83m (6 feet) from the start/finish line to the first jump, 3.05m (10 feet) between each jump (four (4) in total) and 4.57m (15 feet) from the last jump to the front edge of the Flyball box. The start/finish line shall be clearly definable, bearing in mind the safety of the handlers and dogs.

(b) Racing lanes are to be a minimum of 3m (10 feet) apart with a maximum of 6.1m (20 feet) apart.

(c) The minimum area required for two regulation lanes is 9.1m (30 feet) by 27.4m (90 feet).

*In cases of racing lanes being placed on hard surfaces or carpet (such as indoor/outdoor carpet where rug bums are possible) each racing lane shall be matted at a minimum 1.4m (4 1/2 feet) on either side of the racing lane centre line for the length of the racing lane leading up to the first jump and an area from the last jump to the backstops.*

*Where sod, dirt, grass or similar surfaces are available matting shall not be required. All racing surfaces must be free of apparent contaminants.*

*The length of the racing lane shall include an area not less than 8.8m (29 feet) leading up to the start/finish line and an area behind the Flyball box and in front of the backstops to a minimum of 5 feet and that the backstops may protrude up to 2 feet in front of the box line.*

The competition organisers or the AFA will supply jumps and back boards. Teams are responsible for supplying their own flyball boxes and unpunctured balls.

The course area will be fenced off to provide a safe environment for all spectators, competition participants and officials. It is also a good idea to continue the rope area 40-60 feet (12 metres or more) back behind the start/finish line to give the racing teams room to move and run. White spray paint should be used to mark out the start/finish line. Also marking the position of jumps helps identify where to replace jumps when a dog knocks them over. This enables the runners to know exactly where the jumps have to go. It is also necessary to mark with the paint where the front of the box should go. This will make it easier for the teams changing boxes and for the box steward.

## **FLYBALL COMPETITION**

Individual clubs or teams usually hold competitions. A sanctioned competition is when the host club/team has applied to the AFA for their event to be recognised. Sanctioned competitions give the competitors the opportunity to earn points towards AFA titles. Non-sanctioned competitions are purely fun events and competitors do not earn points toward their AFA titles.

## **RACING FORMATS**

Competition formats can be round robin, double elimination, single elimination or a combination. The total entry of teams is broken up into Divisions, grouped together by seeding\* times. Division 1 being the faster racing teams.

Depending on the amount of entries received by the host club, there could be four or more divisions racing.

A race can consist of either 3 heats, 5 heats or best 3 of 5 heats. The host club decides this (subject to approval from the AFA) and sometimes the team captains will be able to participate in this discussion if there are time constraints or other problems on the day. Racing formats should not be changed on the day without consultation between the competition organiser, team captains and approval from the AFA Representative. The team captains should also be given a chance to discuss the options with their team members before a vote is taken.

In the event of really wet weather the competition organiser can call a team captains meeting to discuss whether the teams would like to continue with the competition, postpone or cancel it. At no point should the jump heights be lowered to 8 inches to continue racing to get a winner in each division. This would exclude teams from earning AFA title points, it would also make it more dangerous for the dogs racing as they would not slow down, but they would speed up. This was done once in 1997 and we discovered that it became very dangerous as the dogs would not slow down. If you leave the dogs jump height at the correct height the dogs do naturally slow down as they are not stupid when it comes to slipping on the grass and they don't want to hurt themselves.

The team captains should then discuss with their teams if they are going to continue to race. If a team decides not to continue to race, but enough teams want to keep racing then the team that wants to stop racing can pull out of the competition and forfeit the rest of the races for that day.

### **ROUND ROBIN FORMAT:**

Each team in a division will have an opportunity to run against every other team in that division at least once. Competition points are accumulated by counting 2 points for a win and 1 point for a tie and nil points for a loss of a race. All heats in a round robin race must be run unless it is a best 3 of 5 heats race, to earn round robin points. Eg: the 2 points for a win in a 3 heat race will go to the team that won at least 2 heats in that race. If a team is running a dead race, (the opposing team has pulled itself from the competition, so a team has to run a race on its own) they must complete successfully a minimum amount of heats, eg; in a 3 heat race they would have to complete 2 heats, in a 5 heat race they would have to complete 3 heats and in a best 3 of five they would have to complete 3 heats to enable them to earn the 2 points for a round robin win, but must still run all the required heats in that race. If they did not complete these heats they don't get any round robin points for that race and a loss is recorded on their time sheet. At the end of the day the team with the most points wins.

At the end of the day if two or more teams in one division end up with the same amount of round robin points the judges can do one of 3 things depending on how the competition organisers have stated they would untie a round robin racing format.

- You could run a head to head race between the two tied teams the winner would be awarded the higher placing in that division. (Preferred method).

- You could refer back through the timesheets of both team and see who won the head to race they did earlier in the day and the winner of that race would take the higher placing. This could be difficult if their division had a double round robin format and the teams had raced each other twice that day with the teams winning one race each.
- In the past we have also used a weighted average of the times when the teams have raced each other twice during the day and have won one race each. You chose the four fastest times from the two races where they raced each other and then average them eg; divide them by four. The fastest average wins the higher placing in that division.

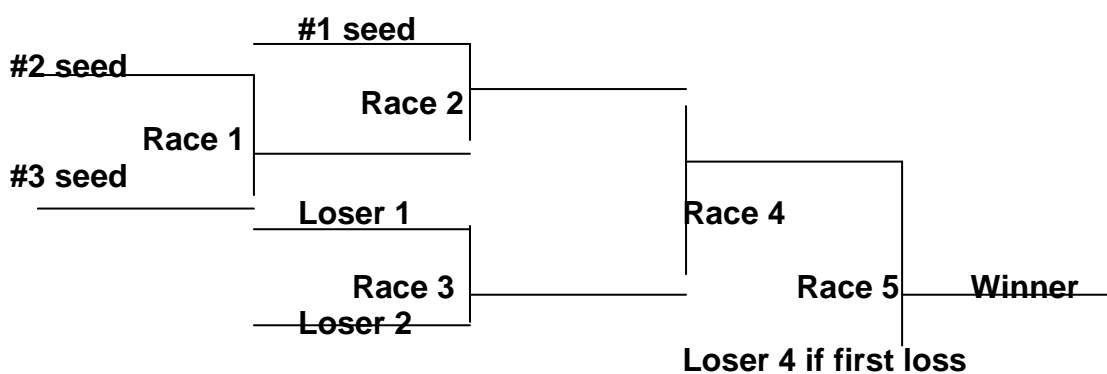
This last option has seen a lot of grumbles from teams in the past. The AFA feels it's much more fun to run a head to head.

NOTE: Round robin points are only to determine place getters in the competition and are not related to AFA title points.

**DOUBLE ELIMINATION:**

Teams are placed in a bracket and race in format until they are beaten. As long as they continue to win, they move up the bracket, but if they lose, they move down to the loser's bracket. At the end, the winner of the loser's bracket gets one more chance to race against the first place team in the winner's bracket. A team must be defeated twice to be eliminated. If a team pulls out in a double elimination race the opposing team will need to complete the minimum amount of heats to move forward to the next round of double elimination racing. Races for double elimination are either best of 3 heats or best of 5 heats.

**Example of double elimination format: 3 team elimination:**

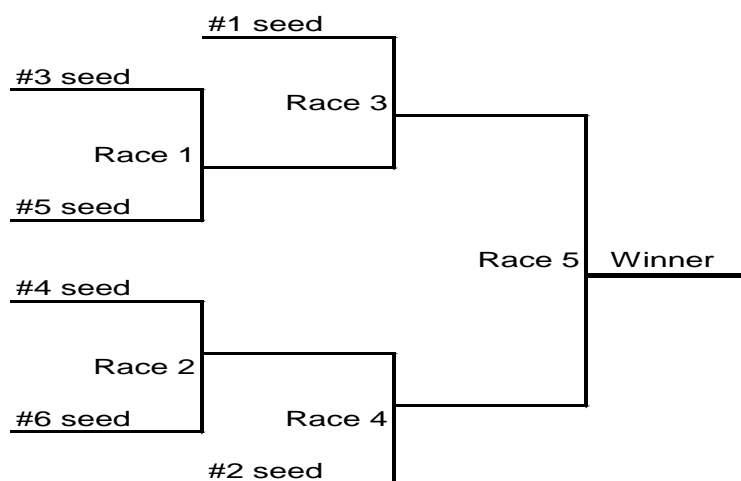


**SINGLE ELIMINATION:**

This is similar to double elimination, but is more intense and 1 lost race will eliminate a team from the competition. If a team pulls out of a single elimination race the other team can automatically move to the next round without having to complete the minimum amount of heats to win. Races for single elimination are either best of 3 heats or best of 5 heats.

**Example of single elimination formats:**

### 6 Team Single Elimination



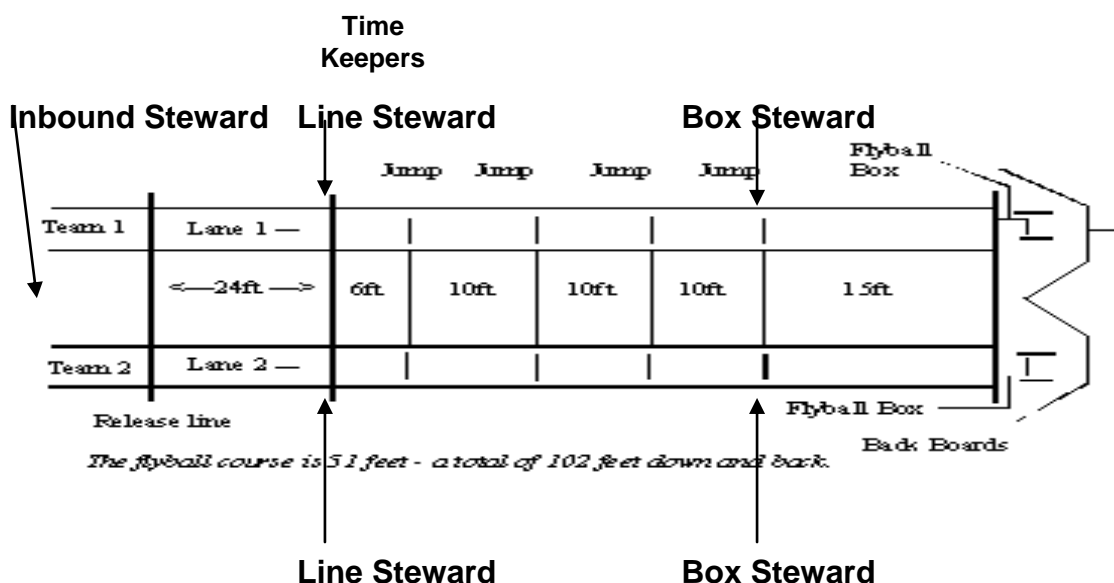
### AWARDS

The AFA awards titles to dogs on a point system. Each dog in the racing line up is granted 1 title point if their team completes the heat successfully with four dogs (ie; no dogs are required to rerun), they are awarded another title point if their team wins that heat. For further explanation on Title Points please refer to the AFA Website.

#### TITLES:

- 5 points = Flyball Dog - FD - Certificate
- 20 points = Flyball Dog Excellent - FDX - Certificate
- 50 points = Flyball Dog Champion - FDCh – Certificate
- 150 points = Australian Flyball Champion – AFC - Certificate
- 400 points = Flyball Master - FM - Pin
- 700 points = Flyball Master Excellent - FMX - Pin
- 1,000 points = Flyball Master Champion - FMCh - Pin
- 1,300 points = “Onyx” Plaque
- 2,000 points = FDGCh Plaque

### DUTIES AND RESPONSIBILITIES OF STEWARDS



#### LINE STEWARDS

Line stewards are positioned at each side of the ring facing each other and will be sitting so they have a clear view across the ring on the start/finish line.

The judge will tell the teams to "line them up" and then make sure the line stewards, timekeepers, box stewards and box loader and teams are ready and then indicate that the electronic judging system countdown has begun. The Judge will say "Teams Ready" take a quick last look and then yell "Watch the Lights". If you the line steward are not ready signal by putting your hand high in the air and calling NO! when the judges asks you if you are ready.

As the line steward sits directly inline with the starting gates. The line steward will have a flag and a stopwatch. Their jobs are

*1. Record times on a stop watch for each heat run in case of EJS failure.*

The line steward is required to use a stopwatch to time the heat as a backup time in case of electronic failure. You start the stopwatch when the start light goes green not when the first dog crosses the line. You stop the stopwatch when the last dog has run a clean run. Keep your time on your stopwatch until the judge asks you if you are ready for the next heat.

*2. Signal with a flag when their assigned lane has fouled.*

(i) A dog misses a jump,

If a dog misses a jump, either on the run down the course or on the way back, the line steward will signal this by raising their flag. That dog will run again.

*3. A dog does not carry the current ball across the start/finish line in its mouth.*

If the dog fails to carry the ball back in its mouth across the start/finish line or drops the ball and leaves it there then the line steward shall signal this by raising their flag. That dog will run again. But if a dog runs down the course with a ball in its mouth and drops it to swap for the ball in the box the dog shall not be penalised because he has brought the right ball home. If he runs back with the same ball he went down with then he will be flagged and he will run again. If the dog runs back with both balls in his mouth then he shall not be penalised. A dog must carry the ball across the start/finish line in its mouth to complete the course.

*4. A Dog does not trigger the box.*

If you see a dog not trigger the box but just take the ball from the hole, you are required to flag that dog.

*5. A dog fouls in the ring.*

Fouling in the ring is when a dog toilets anytime during the race in the competition ring. You are required to flag that dog and inform the judge if necessary. The team will automatically forfeit the heat for the following heat if this has happened between heats.

*6. If a handler crosses the start/finish line during a heat (other than to set up a knocked down jump or to retrieve a loose ball.).*

If a handler crosses the start finish line during the heat (other than to set up a knocked down jump or to retrieve a loose ball), the line steward will signal by raising their flag and that handlers dog will run again. If the handler crosses the line to run down the lane with the dog or retrieve the dog this is classed as training in the ring and the team will forfeit that heat. Again the line steward should flag this.

*7. Inappropriately assisted by the boxloader, spectator or handler.*

Examples of this would be that the boxloader set the box off for the dog. Physically commanding the dog to get the ball unless provided for under the rule of intervention. Spectators kicking the ball back into the ring etc.

*8. Or other role violations for which a dog must run again*

If a jump gets knocked over:.

**9.2 (c)** Knocked down jumps: A dog that knocks down a jump(s) during it's run shall not be penalised, provided the dog(s) clear the jump as if it were standing. A "runner" or handler may set up knocked down jump(s) providing doing so does not interfere with it or guide the dog in any way.

If a board breaks the judge does not have to stop the race, the dog must also jump the jump with the broken board the same as any other.

## 9.2 (l) Broken boards:

The heat shall not be stopped for broken boards, unless, in the opinion of the Judge, the dog(s) may be subject to injury. If the heat is stopped by the Judge to prevent a possible injury, the heat is to be restarted.

**A hint for you:** if you see a team adjusting their jump heights and they put an inch high board on the top row of the jumps you could explain to them that it might be safer to put it in the middle of the jump, as the inch boards are the weakest and will break quite easily. If they are only adjusting their jump height to 9 inches there is not much you can do but recommend that they use the padding if they aren't already doing so.

It is also the line steward's responsibility to confirm that the jumps are all set at the right height. If the team get one wrong they will forfeit the race in a round robin racing format, but they will be excused from racing in an elimination racing format. It is the team captain's responsibility to set the jumps at the right height. If they set any of the jumps at the wrong height either higher or lower they will forfeit the heat in a round robin racing format or be excused from the race in an elimination racing format.

Line stewards may also look out for distractions.

**9.2 (k) Distractions:** Team members shall not distract the opposing team by bouncing balls, using a flyball box at the end of the run, or by any other means nor by throwing any object for their dogs (i.e. balls, toys, Frisbees, dummies, gloves or treats). Team members are required to pick up loose balls. The first offence of any of these infractions shall receive a warning. A second offence or any offence thereafter during the race will result in the loss of the heat.

## 9.. Confer with the Judge following each heat to determine the winning team.

At the end of each heat the judge will ask each line steward "Any thing to report" this will give you a chance to report on any incidents that may have happened during the heat.

## 10. Manual timing only;

During the period of manual timing the line stewards will be required to watch for and raise their flags:

- (i) observe for false starts and illegal passes in assigned lane.
- (ii) Stop the race for a false start (first time)
- (iii) Indicate with a flag a second false start (same heat), illegal pass, or if the handler crosses the start/finish line.

During any portion of the competition when there is a necessity to use manual timing you will need to keep an eye open for extra things. It is your responsibility to watch the dogs change overs on the start/finish line. If the next dog has been let go too soon and crosses the start/finish line before the returning dog, the dog starting its run will have to run again. The line steward will signal this by raising their flag. You should also watch for false starts and raise your flag a dog in your lane has false started. The heat will be stopped for the first false start, on the second false start in the same heat raise your flag and that dog will have to run again. Also keep your eye on the start line at the end of the heat. The judge may need your advise in determining who won the heat if there is a close finish (this should also be done under normal racing conditions in case there is an EJS failure and you don't know). Stopwatches do not decide who wins a race in manual timing, the stewards and judges do.

Line stewards shall be friendly and courteous, even sympathetic, but above all impartial and firm. A line steward is not to engage in conversation with a disgruntled exhibitor. You can direct them to the Judge immediately to protest before the start of the next heat and let the judge know this has happened. A line steward must not assist teams during warm up or racing. You must not eat or smoke in the ring you may distract a dog.

A line steward shall remain stationary during each heat, dogs may go around stewards and balls bouncing off a judge or steward shall be deemed in play. Line stewards must not offer verbal encouragement to teams. You are not obligated to let a team know that you raised your flag it is up to them to see it and to rerun their dog.

## BOX STEWARDS

The judge will tell the teams to "line them up" and then make sure the line stewards, timekeepers, box stewards and box loader and teams are ready and then indicate that the electronic judging system countdown has begun. The Judge will say "Teams Ready" take a quick last look and then yell "Watch the Lights". If you the box steward are not ready signal by putting your hand high in the air and calling NO! when the judges asks you if you are ready.

Box stewards shall sit level with the last jump before the box. With a good view of the box loader, but not sitting so as to interfere with or distract the dog racing.

Box stewards should check the box has been positioned in the correct position. If there is a painted line on the ground this will mean checking to see if the front of the box is on the line.

1. *Observe that the box loader or spectators do not assist the dog racing.*

The box steward signal is to raise their flag.

**9.2 (h) Conduct of the box loader:** Except during the warm up, to retrieve a loose ball or get a fresh supply of balls to load, the box loader must remain in the upright position behind the box, and may offer verbal encouragement only, as long as such encouragement does not distract the opposing team. The box loader is to remain in position until the outcome of the heat is determined by the Judge. If, in the Judge's opinion, a box loader has violated any of these rules, his/her team may forfeit the heat. If, in the opinion of the Judge, a box loader assists a dog, except where provided for in the rules, the dog shall run again.

2. *Signal to the judge for a box malfunction (boxloader to indicate to the box steward if the box malfunctioned).*

**9.2 (d) Box Malfunction:** The box loader shall indicate to the box steward when there is a box malfunction. The heat shall be stopped. The Judge is to examine the box. If, in the opinion of the Judge, the box has malfunctioned the heat shall be run again. If the box is found to be working, then the heat shall be forfeited. If another box is not available and the box cannot be repaired in a reasonable time, the heat and any remaining heats are to be forfeited. If the box malfunctions a second time (or the spare box malfunctions) in the same race the heat shall be forfeited and all remaining heats in that race shall be forfeited.

The box steward shall signal by raising their flag.

**9.2 (e) Intervention:** Should the ball bounce back in the cup as the dog tries to catch it, the box loader may re-set the box for the dog to trigger it (without penalty). This is the only time at which the box loader is permitted to signal a dog to push the pedal.

3. *Signal by raising their flag when a dog fouls in the ring.*

**9.2 (f) (f) Fouling:**

*(If a dog relieves itself in the ring the team forfeits the heat.)*

If a dog relieves itself in the racing ring at any time prior to the first heat or between heats, the dogs team forfeits the next heat.

4. *The box steward shall also watch for Out of Bounds.*

**9.2 (g) Out of bounds/Out of play:**

The host club shall specify the race area boundaries. If a ball bounces out of bounds and the dog retrieves the ball unaided, there shall be no penalty. If the dog is aided by a spectator, handler, box loader or other, the dog is to run again.

Out of play shall be the same as if the ball were out of bounds. For example; if the ball becomes lodged or trapped inside the box.

5. *The box steward shall watch for interference.*

**9.2 (I) Interference:**

A dog or any team member interferes with the opposing team during a heat; the team causing the interference will forfeit the heat. This includes interference in the racing lane, in all in bound areas, and in the area where dogs are waiting to run. Interference is described as crossing the imaginary centre line and becoming a safety hazard to the dogs racing in the other lane and obstructing the other team's dog from running its race.

A dog chasing its team's loose ball into the other team's area is not necessarily interference.

An example of interference is when "Team A" and "Team B" were racing. A ball from "Team B" rolled across to the edge of "Team A's lane next to a jump. Two dogs from "Team A" ran by the ball without incident. The third dog however, stopped and picked up the ball. This is interference on "Team B" because the ball was from their lane. Even though the first two dogs ran past the ball, the ball was not supposed to be there and by its presence it prevented "Team A" from completing it's run.

## 6. Misses a jump

If a dog misses a jump, either on the run down the course or on the way back, the box steward will signal this by raising their flag. That dog will run again.

## 7. Does not trigger the box

If you see a dog not trigger the box but just take the ball from the hole, you are required to flag that dog.

Box stewards shall be friendly and courteous, even sympathetic, but above all impartial and firm. A box steward is not to engage in conversation with a disgruntled exhibitor. You can direct them to the Judge to protest before the start of the next heat. A box steward must not assist teams during warm up or racing. You must not eat in the ring you may distract a dog.

A box steward shall remain stationary during each heat, dogs may go around stewards and balls bouncing off a judge or steward shall be deemed in play. Box stewards must not offer verbal encouragement to teams. You are not obligated to let a team know that you raised your flag it is up to them to see it and to rerun their dog.

## INBOUND STEWARD

The judge will tell the teams to "line up" and then make sure the line stewards, timekeepers, box stewards and box loader and teams are ready and then indicate that the electronic judging system countdown has begun. The Judge will say "Teams Ready" take a quick last look and then yell "Watch the Lights".

The inbound steward will be positioned in the centre at the back of the ring. They will be watching for:

### **Section E-10 Inbound Steward's Responsibilities**

*Watch for*

- (a) Throwing of motivators or ball*
- (b) Other distraction incidents*
- (c) Aggressive incidents involving dogs and/or handlers*
- (d) Incidents of Interference*
- (e) Fouling in the ring*
- (f) Handler indiscretions*

### **Section 9.2 Rules of Racing**

*(k) Distractions:*

*Team members shall not distract the opposing team by bouncing balls, using a flyball box at the end of the run, or by any other means nor by throwing any object for their dogs (i.e. balls, toys, Frisbees, dummies, gloves or treats).*

*Team members are required to pick up loose balls.*

*The first offence of any of these infractions shall receive a warning. A second offence or any offence thereafter during the race will result in the loss of the heat.*

### **Section 9.3 - Aggressive Dogs**

*If a dog shows aggression toward another dog or handler, at any time during the competition, the Judge may excuse the dog from competing and a standby dog is to be used. The degree of aggression that warrants substitution is to be determined by the Judge. The Judge must report any dog excused from competition to the AFA within 48 hours for their adjudication, which could result in suspension.*

### **Section 9.2 Rules of Racing**

**(i) Interference:**

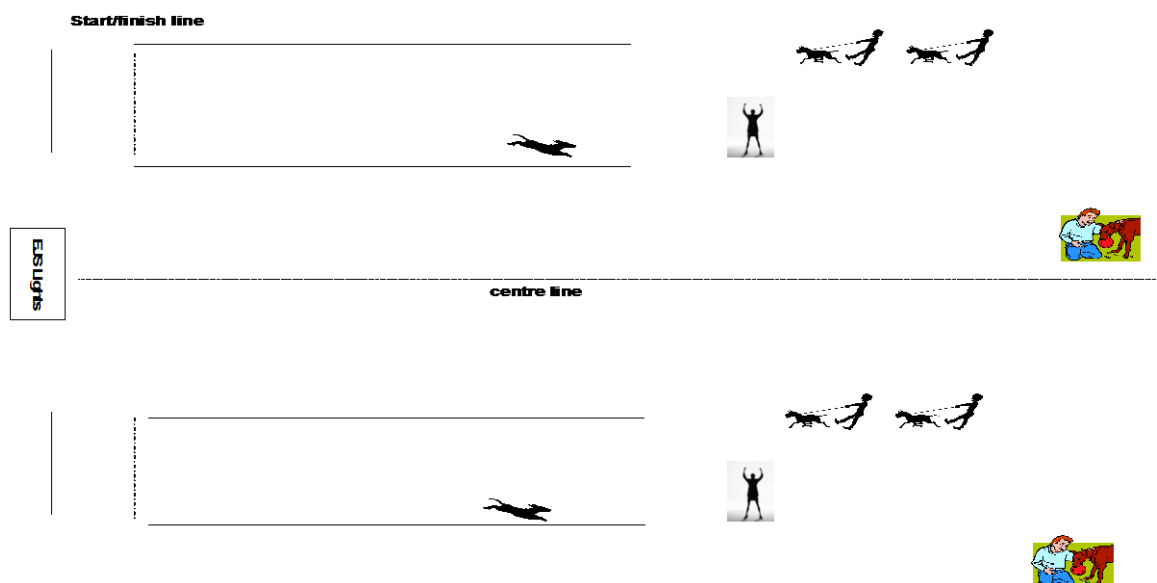
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*A dog chasing its team's loose ball into the other team's area is not necessarily interference.*

*An example of interference is when "Team A" and "Team B" were racing. A ball from "Team B" rolled across to the edge of "Team A's lane next to a jump. Two dogs from "Team A" ran by the ball without incident. The*

third dog however, stopped and picked up the ball. This is interference on "Team B" because the ball was from their lane. Even though the first two dogs ran past the ball, the ball was not supposed to be there and by its presence it prevented "Team A" from completing its run.

## Policy in the inbound area



The above picture demonstrates the position of the teams during racing. As you can see the left hand lane's team is supposed to congregate in the left hand back corner of the left lane. The dogs should be trained to return to the handler. To run wide crossing the centre line in the left hand lane would mean the dog would have to run away from the handler. This then becomes a training issue and something that needs to be taken up at club level.

In the right hand lane the teams are running their dogs back on the left hand side of the right lane, which is very close to the centre line. The team in the right hand lane is allowed to congregate near the centre line. For their dog to cross the centre line it could be common depending on how close the handler is to the centre line when calling their dog. Their dog could cross the centre line but still be with the handler.

The difficulty is that if the handlers in the right lane are congregating near the centre line and a dog from the left lane crosses the centre line they are in more danger of causing interference with the dogs in the right hand lane.

## Section 9.2 Rules of Racing

### (f) Fouling:

*(If a dog relieves itself in the ring the team forfeits the heat.)*

*If a dog relieves itself in the racing ring at any time prior to the first heat or between heats, the dogs team forfeits the next heat.*

As an inbound steward you will also be called upon to watch for handler indiscretions. These could consist of numerous things including the above (which goes for the handlers and runners as well as the dogs) .but if you see anything that you feel is not appropriate behaviour it is best to bring it to the judges attention so they can decided if they need to take action.

## TIME KEEPER

The Judge is a user-friendly electronic judging system for flyball and agility. Used as a device in training and competition, The Judge will not only enhance your teams' preparation but also provide fair and accurate competition results.

### Features

1. Portable, runs from a 12V car battery (1 battery lasts all day) or transformer/240 volt
2. Simple to use, timer keeps track of dogs (no last dog switch).
3. Head judge operates system via remote control (car alarm style).
4. One timer unit times both lanes.

5. Displays lap times for each dog. (Both lanes).
6. Stores times for 500 heats (both lanes) which can be reviewed at any time (even after power removed)

### **Flyball Functions:**

#### **Fastart Timer**

The Fastart timer is a unique program that provides many functions, within a single run, to ensure the best possible performance from an individual dog. The feature packed Fastart timer incorporates:

1. **Target Time** - when entering the Fastart timer you may enter a target time for which you would like your dog to run under. If the dog runs faster than this time, The Judge provides a green light as soon as the dog crosses the finish line so you can reward your dog for running fast. If the dog runs slower, you get a red light (not as big reward)
2. **Start Practice** - Fastart gives the time +/- by which the start light was missed. A red/green light also indicates false/good start when dog crosses the start line.
3. **True Lap Time** - When in Fastart mode, the lap time for your dog is the actual time taken for your dog to complete one lap, regardless of whether the dog crossed the start line early or late. (The timer starts as soon as the dog crosses the start line regardless of the lights) This feature enables the handler to obtain true lap times without fudging for gaps between start lights and changeovers. True lap time is also great for determining the undisputed fastest club dog.

Target Time, Start Practice and True Lap Time run simultaneously. From just one run you can determine how far you missed the start, whether your dog ran faster than the target time and the true lap time of the run. The true lap time is recorded in memory for review later.

#### **Competition**

The Judge has a competition mode which is used for running of tournaments, competition between club teams or as a training aid to develop starts, changeovers and teamwork within a club. Features include:

1. **False Start Detection** - The Judge indicates a false start via the buzzer and red foul light for the offending lane. If a false start is not detected, The Judge will indicate which lane crossed the start line first with a green light.
2. **Double False Start Detection** – The Judge indicates a double false start via the buzzer and red foul lights for both lanes. On the console the word FOUL will appear for both lanes. If the word FOUL does not appear and The Judge resets itself this is not a double false start and the heat will be restarted.
3. **Pass Fault Detection** - The Judge automatically detects passing faults. A pass fault is indicated via the buzzer and a red "flashing" light for the offending lane.
4. **Other Fouls** - are entered into The Judge via the foul buttons on the timer console. Other fouls are indicated via the buzzer and a red "steady" light for the offending lane.
5. **Lap times** - are displayed for each successful run. On completion of the race, team times are stored in memory for later review. This will only work if you have used the consecutive heat numbering system.
6. **Handlers crossing the line** – The Judge will also pick up if a handler or any part of their body (usually their motivating toy or hand) has crossed the start line and this will set off the red foul light and buzzer. The dog will be required to run again.
7. **Three Second Delay Buzzer** – The Judge will also pick up if a dog has taken 3 seconds or longer to cross the start line after another dog. This will be signified by a foul light and buzzer for the offending lane. It is not a foul in flyball racing. It is to signify a delay between dogs.

At this time there are three (The Judge) EJS systems in operation and the above and below explanation if for these systems. No two systems will be the same and at each competition the timing system operation will be explained to the 2 timers. There are also starting lights which are hooked up to the timing system. All this is wired together to give you race times of within 1000<sup>th</sup> of a second.

The Judge will make sure the box loader, box stewards, line stewards, timekeepers and teams are ready and then indicate that the electronic judging system countdown has begun. This could be as simple as the judge saying "Watch the Lights". The judge will inform you of their signal on the day. If you, the timekeeper, are not ready signal by putting your hand high in the air and calling NO!

If the judge does not have a remote control they will signal to the timekeepers when to start the lights countdown at the beginning of each heat and also for at the end of the race to see who has won. A green light will appear on the lanes side that won this must be done before you write down the team times on the timesheet. The EJS in competition mode will calculate what heat it is up by a numbering system. If for some reason you have to turn off the EJS and restart it set it back to the heat number you were up to when you turned it off.

The EJS will malfunction if the starting gates are not lined up properly. Eg; the lasers are not lined up to reflect off the reflectors. You can check this by the little yellow and green lights on the back of the lasers on one side of the starting gates they both have to be on to work. If you are racing at night under lights the starting gates will not work if there is heavy dew around. The dew gets on the reflectors and the lasers can no longer line up correctly. Solution is to disconnect the gates (leave them in position so as not to put off the dogs) and just use the starting lights. The EJS will not record times; this will have to be done with stopwatches. The timekeepers then become backup timers to the stewards. The line stewards have a clearer view of the start line in each lane than the timekeepers.

On hot days it pays to put a cover eg: a cardboard box over the control box that sits in the middle of the ring. If this box gets overheated the EJS may start to play up. If it is very hot use the cardboard box and try to get an ice brick wrapped in a towel to put under the control box. The control box must not get wet. On any day have an umbrella over the lights. If it starts to rain make sure the lights and control box are kept dry. Plastic sheeting could be helpful. If there is lightening around the EJS may just warp out. Sometimes on a double false start it may send the EJS warping out. Each time it does this it may be easier to switch it on and off but try and set your heat numbers up to the correct heat. The EJS is not perfect, you may have to move to manual timing if all else fails.

### **Signature Gear Flyball Electronic Judging System Unpacking and assembly instructions**

Required components:

A DETAILED CONTENT DESCRIPTIONS FOR EACH CASE WILL BE ADDED

- Qty 2 Black cases with one handle and two twist latches. These cases hold the large displays.
- Qty 2 Black case with tandem handles and three twist latches. This case holds the uprights, main timing unit, wireless large display receivers and light tree assembly and charger.
- Qty 2 Nylon tripod cases. These two cases hold a total of three tripods – one for each large display and one for the trees.
- Qty 1 Nylon upright base bag. This bag holds the metal bases for the uprights that will be placed at the start finish line.
- Qty 1 Nylon audio bag. This case holds the amplifier/speaker and cable for the audio function of the EJS.

You will also need:

- 40 AA batteries for a weekend and one 9-volt battery. Do not use rechargeable batteries as they will not reliably operate the EJS components due to slight voltage differences.
- Three extension cords – one for each large display and one for the audio system at the timer table.

Step 1 – Inventory what you have received

- Remove a copy of the EJS evaluation form from one of the longer black cases. If none are present, one can be printed from the web by going to <http://www.flyball.org/ejseval.htm>. Check that you have received all the cases listed here and that the set designations on the cases all match (all the cases you have belong to the same set). Open each case and verify that the components in each case also match the set designation. Note any discrepancies on the form and also email [flyball@flyball.org](mailto:flyball@flyball.org) with any discrepancies and/or missing or damaged items.

Step 2 – Assemble large displays

- Remove the three tripods from the tripod cases. Extend the legs on each to form a sturdy tripod and gently tighten the thumbscrew to secure the legs. Do not extend the tripods above their collapsed heights until assembly is complete and they have been moved to their final location for your event.
- Loosen the top thumbscrew on each tripod enough to slide the crossbar assembly into the opening. Gently tighten the thumbscrew to snug the crossbar assembly onto the tripod. Two of the cross bar assemblies will have silver standoffs on the end and the other will have two upright studs. Set the tripod with the upright studs aside to be used as part of the tree assembly.

- Open a large display case (one handle – two twist lock latches). Before removing the large display, open the silver links hanging from each end of the tripod crossbar by twisting the fitting to create an opening in each link. Remove the large display and hang it from the two links. Ensure that the Plexiglas side of the display is facing away from the tripod. Close the two links by twisting the fittings. Turn the large display until it is hanging directly above one of the tripod legs (for improved stability). The power cord should be hanging freely from the display.
- Repeat the above procedure for the second display. Set the displays aside as one more component will be added to each display in the next step.

### Step 3 – Assemble uprights and tree

- Open the upright base bag and remove the four metal bases. Separate the bases into two sets with each set containing one single pole base and one double pole base.
- Open an upright case (tandem handles – three twist lock latches). Remove two white poles with green caps and one white pole with a black cap. Leave the one pole marked “spare” (may have a green or black cap) in the case. Remove a battery holder from the case and install 6 AA batteries into the holder as shown on the holder. The negative end of each cell (with no button) always goes toward the spring in the connector. Repeat until three holders have been loaded with batteries.
- Unscrew the dark grey cap from the bottom end of each white pole and insert a battery holder into each pole. To orient the battery holder, find the green dot on the pole and align it with the green dot on the battery holder. The battery holder goes into the pole green dot end first. Screw the grey cap back onto the pole but do not over tighten. Ensure proper operation by rotating the black ring on the pole to the on position. Observe that the LED at the top of the pole lights and then return the switch to the off position. Repeat for the two other poles.
- Place the pole with the black cap into the single upright base (you may need to loosen the wing nut in the base to allow the pole to slide completely in). Ensure that the alignment stud has seated into the slot in the base and that the pole is fully inserted in the base. Insert the green capped poles into the double base. For the left lane (poles marked LP and LS), LS should be to the left of LP when facing the lenses on the front of the poles. For the right lane (poles marked RP and RS), RS should be to the right of RP when facing the lenses. DIAGRAM HERE WILL BE ADDED.
- Gently snug the wing nut to secure each pole. Do not over tighten the wing nuts as damage to the poles can occur. Once both poles have been placed in the double base, remove a green alignment connector from the case and snap it into the slot near the top of each green pole. The alignment connector should be on the opposite side of the pole from the lenses and should hold the poles parallel to one another. The poles can be gently twisted once the alignment connector is in place to ensure they are parallel.
- Remove the light tree assembly from the case by grasping the U-shaped portion of the black shroud. Do not handle the tree by the thin shroud and do not stand the light tree on end. The light tree should be laid down at any time it is not in the case or mounted on the tripod.
- Place the U-shaped portion of the shroud over the stud in the crossbar of the tree tripod and secure with a wing nut. Ensure that the labels on both trees face the same direction. Ensure that when facing the trees such that the labels are visible, the middle switch on the bottom of the tree is set correctly (left tree is left lane and right tree is right lane). The tree can be tested by depressing the power switch. The tree should cycle through each of its lights and then go dark. Depress the power switch again to turn the tree off. Remove the charger from the case. The charger should be used each evening to recharge the internal batteries in each tree. The charger plugs into the jack on the bottom face of the tree. Each tree can be charged for up to 15 hours – do not overcharge by leaving plugged in for extended times. The trees will also operate with the chargers plugged in, in case the batteries were not recharged. Place the chargers back in the cases when not being used to avoid their being misplaced.
- Remove the large display receiver from the case. Attach it to the crossbar of one of the large display tripods using the thumbscrew on the crossbar. Attach the connector at the end of the wire to the db-9 connector located at the end of the large display. Note the lane designation on the receiver as this will determine which large display will support each lane. You may wish to move the large display to the appropriate lane at this time to avoid later confusion.

- Remove the timing console from the case (only present in one of the two upright cases); install four AA batteries as shown in compartment (battery cover slides off bottom). Ensure proper operation by switching it on, watch for the start-up message on the display and then turn off again. Place the timing console on the timers table.
- Remove the judges hand switch from the case (only present in one of the two upright cases) and install one 9v battery as shown in compartment (battery cover slides off – may be partially obstructed by the belt clip). Ensure proper operation by pressing the power switch and watching for the red LED next to the switch. Press the power switch again to turn it off. Hang the judge's switch by its lanyard from a thumbscrew on the tripod for the tree.
- Repeat entire procedure for the other lane with the remaining black case.

#### Step 4 – Audio set-up

- Remove the speaker/amplifier and place it on the timing table. Connect the speaker/amplifier to the timing console using the supplied cable. The cable should go in "Line 1" on the speaker/amplifier @@INSERT COLOR HERE and "audio" on the timing console. Plug in the speaker/amplifier and turn on with the rocker switch located on the back panel. The volume can be adjusted by turning on the timing console, waiting for the start-up to complete and then pressing the "horn" button. The sound should be audible to the judge but not loud enough to startle a dog. You may wish to point the speaker/amplifier at the approximate position where the judge stands during a heat in progress.

#### Step 5 – Place the system in the ring

- Place the base with the two left poles to the left of the left lane. The poles should be approximately 3 feet from the centre of the lane. Place the base with the two right poles to the right of the right lane – again the poles should be approximately 3 feet from the centre of the lane. The lenses in the LS pole should align with the start/finish line and the LP pole should be on the box side of the start finish line (you may need to swap the LS and LP poles in the base if they were assembled incorrectly). The lenses in the RS pole should also align with the start/finish line and the RP pole should be on the box side of the start/finish line (you may need to swap the RS and RP poles in the base if they were assembled incorrectly). The LS and RS poles should face each other on the left and right sides of the start/finish line respectively.
- Place the two single pole bases between the two lanes – ideally the two single pole bases would be about 3 inches from each other (edge of base leg to edge of base leg). Ensure that the legs with arrows are pointing directly at the start pole (LS or RS) in the opposing double upright stand. The arrow should align with the start/finish line. Ensure that all four bases rest firmly on one surface (e.g. not spanning matting and floor). The bases can be adjusted for uneven surfaces using the three screw-in feet on each base.
- Power on all six poles by rotating the black power ring at the base of each pole. The LED at the top of the black capped poles should glow red and the LED at the top of the green capped poles should glow green (after briefly flashing red during power on). Constant red LEDs on the green capped poles indicate lack of alignment – power off the poles, repeat alignment in that lane and then power on again. Aligning the poles with the power already on may result in a weaker and less reliable alignment. Assure that all six poles are powered on and aligned before leaving this step.
- Power on the timing console, audio speaker/amplifier and judge's switch.
- Power on both trees by depressing the power switch on the bottom of the tree.
- Plug in the two large displays (they will show a dash (-) when first powered up).

#### Step 6 – Testing the system

- Walk through the start/finish line in both the right and left lane. The large displays should now show numbers and you may see a red light on the tree for the corresponding lane. Go to the timing console – the bottom window should show S P and Not Run or Not Ready for each lane. If you see an X rather than an S or a P, check the alignment in that lane and then walk through the start finish line for that lane again.

- Press the clear time button to make the system ready for a heat. The display should indicate ready for both lanes and a green LED should illuminate at the base of each tree. Depress the judge's hand switch or the large black button on the timing console to start a heat. The tree will sequence rapidly up to test its lights and then begin the start cadence. The speaker may also beep if that option is enabled. Break the left lane beams before the green light comes on and the system will indicate a false start in the left lane and reset. A negative time will be shown on the left large display and the top red light on the left tree will come on and stay on. Depress the judge's hand switch or the large black button again to restart the heat. The tree will sequence again. Break the right lane beams before the green light comes on and the system will indicate a false start in the left lane and reset. A negative time will be shown on the right large display and both top red lights on the trees will come on and stay on. Depress the judge's hand switch or the large black button one more time to restart the heat. The tree will sequence again. Simulate several dogs running and observe the split times and bad pass indications. Depress the judge's hand switch or the black button to signal the end of the heat. The final time will display on the large displays and console and a winner may be indicated by a blinking light on the tree if four "good dogs" ran in either lane. Press clear time to ready the system for another heat.
  
- Once you are satisfied that the system is operating correctly, power off all six poles, the judges hand switch, the timing console and both trees to conserve batteries. The large displays should be unplugged when not in use for extended periods (overnight) and the audio speaker/amplifier should be switched off. Both trees should be plugged in to charge if leaving the system overnight. The whole tripod with the trees can be moved to a convenient location where AC power is available – often near the timing table or large displays works well. After a brief delay, the green lights on the front of the trees will flash while charging.

As timekeepers you will have to watch the dogs for drop balls, missed jumps etc, all the faults the box and line stewards have to watch for. On 'The Judge EJS' You will have a manual fault button to push for each lane. This will sound a beep and produce a red light for the lane that faulted. It takes two people to operate the timing system. Each person will control one lanes fault button and each will have a time sheet for their lane to fill out. No one person is to operate the EJS for two lanes in a sanctioned competition; there must be one person per lane.

On the Signature EJS you will not have a manual foul button but you have a finish button that must be pressed when all dogs in the team have completed their heat, this will then stop the timer.

An important task for the timekeeper is to fill out the time sheet for each team. It is a team's responsibility to let you know which dogs are running in each heat. At the end of each heat you will need to circle the "M" if the time you wrote down was a manual time. After the "M" there is a number "4" this is circled if four dogs completed the heat successfully (ie; no dogs had to rerun). "W" is circled if the team won the heat. "L" is circled if the team lost the heat. "T" is circled if it was a tied heat and you will be instructed to do this by the Judge. A tie is:

### **Section 9.2 Rules of Racing**

(o) *Winner: Determining the winner of a heat*

(i) *When a heat is judged using the Electronic Judging System, the winner of close heats shall be determined based on the Electronic Judging System times. When the times are within .003 of a second (for example, a time of 21.798 versus 21.801) the Judge shall declare the race to be a tie;*

(ii) *When a heat is judged to be a tie with manual judging (in the absence or failure of the Electronic Judging System), the Judge's shall confer with the line stewards and their decision as to the winner of the heat must be unanimous and shall be based on their visual view of the finish line, not on the stopwatches. If the Line stewards are not in agreement, the Judge shall consult with the Line stewards and either declare a winner or declare the heat to be a tie.*

You are required to record incidents of Signal Cards issued as previously explained and you will do so from instruction of the Judge. You are not allowed to write in the grayed areas of the timesheets.

### **Seed times and Breakout Penalties**

Breakout penalties are an important part of any competition as this stops teams from sending in a slower seed time and then on the day they blitz the division they have been placed in. The AFA now have a new policy for seed times and this means the breakout time for each team needs to be checked on the top of each timesheet (except for Division 1 teams)The rules state:

#### **Section 1.4 Seed Times and Break Out Penalties**

(a) *All teams are required to provide a seed time on entry forms.*

- (b) Break Out time will be one (1) second faster than the fastest seedtime for each division (except Division 1).  
When manual judging is used (in the absence or failure of the Electronic Judging System), the Break Out time will be two (2) seconds faster than the fastest seedtime for each division (except Division 1).
- (c) Penalty for first and second break out for the same team in a competition will result in forfeit of each heat in question.
- (d) Should a team break out three (3) times in a single competition, the penalty will be exclusion from placing in their division for the competition.
- (e) In any case, teams are entitled to all tide points earned by their dogs in all heats.

It is the judges' responsibility to ensure that breakouts are recording correctly by the timekeepers.

When a single breakout occurs, a lose is recorded on the timesheet as well as a time for that heat, also BO will be written next to that time and the heat is forfeited to the team that did not breakout. This is the same for the next two breakouts by the same team.

After the third breakout the team has forfeited the right to place in the competition but has not forfeited the right to win its heats. So when that team continues to breakout loss will be recorded for that team as well as a time for each heat and BO will be written next to the times. If the team runs a heat and does not breakout they can record a win on the timesheet if they won that heat.

When the timesheet is calculated for a round robin racing format the round robin points will recorded only on the races that did not involve the team that broke out, for the entire division. Example below:

Division	Left Lane	Right Lane	right lane
3	"Four & a Bit"	Parramatta Power Paws	w
3	K-9 Crusaders Too	Flying Dog Squad	w
3	Flying Dog Squad	Parramatta Power Paws	l
3	"Four & a Bit"	K-9 Crusaders Too	w
3	Flying Dog Squad	"Four & a Bit"	l
3	Parramatta Power Paws	K-9 Crusaders Too	l
3	Parramatta Power Paws	"Four & a Bit"	l
3	Flying Dog Squad	K-9 Crusaders Too	w
3	Parramatta Power Paws	Flying Dog Squad	l
3	K-9 Crusaders Too	"Four & a Bit"	l
3	"Four & a Bit"	Flying Dog Squad	w
3	K-9 Crusaders Too	Parramatta Power Paws	w

BO x 3 |

The yellow races are the races that round robin points will not be calculated for.

Calculation of Round Robin Point for this division

Parramatta Power Paws	0
Flying Dog Squad	6
K-9 Crusaders Too	6
"Four & a Bit"	0

This will result in Flying Dog Squad and K-9 Crusaders Too running off in a head to head race or the results of a head to head from previous races already run or weighted average of times in the highlighted pink races. The decision by the competition organiser whether to decide on a head to head or weighted average times to break a dead lock should be set out in the catalogue prior to the commencement of the competition.

A team that has already broken out in a preceding round robin format would not be eligible to race in either single or double elimination racing to decide the placings of the competition.

If a team breaks out in an elimination racing format prior to the round robin format starting they would be excused from any more elimination races, but could participate in the round robin format of the competition.

How you will fill out the form will depend on what racing format is to be used and how many heats are to run in each race. If it is a round robin format all the heats of each race will be run. In double and single elimination is the format they will only run till a winner of the race is found. Eg: best 2 of 3 heats if one team wins 2 heats in a row.

The team captain will inform the timekeeper before each heat who is running in the line up. Sometimes the jump heights will have to be changed, that is the team captain's responsibility to ensure it is done. If the team captain gets the jump height wrong no points will be awarded to that team.

After each heat is run the judge may inquire of the timekeeper what the time was for the team racing in your lane. But with the new EJS systems they can now just press the remote and the green light will show in the winner lane. You should always reset the lights back to the ready position between races eg: first yellow light flashing that way the judge is not waiting for the timekeepers to start the next heat. Sometimes there will be team statisticians behind you recording split times for their teams or video taping times for Australian records. You are not obligated to assist them in any way. But they may need you to pick up the console so their camera can record the time on the display, your assistance would be appreciated but they are not to hold up racing or hinder you in your job.

Timekeepers shall be friendly and courteous, even sympathetic, but above all impartial and firm. A timekeeper is not to engage in conversation with a disgruntled exhibitor. You can direct them to the Judge to protest before the start of the next heat. A timekeeper must not assist teams during warm up or racing.

A timekeeper shall remain stationary during each heat, dogs may go around stewards, timekeepers and balls bouncing off a judge or steward shall be deemed in play. Timekeepers must not offer verbal encouragement to teams.

### **How to fill out a timesheet correctly**

When recording Cards issued/incidents on the timesheet please record it in the correct column at the top of the time sheet (ie; Y = yellow card, R = Red card and B = Black card) with either a D for dog (indicating the card was issued for the dog) or H for handler (indicating the card was issued for the handler). Please record the CRN for the dog in the Any Use column next to the heat or the Membership number if it was the Handler in the Any Use column next to the heat. Please record this information on both timesheets. (This enables easy matching of reports to incidents for the AFA) and record INT where the time would normally go for that heat.

When recording a Break out, write the time in the time column and BO indicating the break out in the Any Use column next to the heat. Ensure this is done clearly so the competition organiser will be able to see which heat is the third heat, so when they are calculating the title points they will not award any bonus title points for the break out heats and then for no heats after the 3<sup>rd</sup> breakout.. When a team does not finish a heat record DNF where the time would normally go.

Under no circumstances is any AFA Official at a sanctioned competition allowed to write in the grayed columns. This is where the title points will be recorded by the competition organiser. If a heat is forfeited please write this where the time should go and why they forfeited that heat in the Any Use column.

NOTE: Average Times are no longer required for title points. If a story is required then please fill out a Judges Report form. Do not try to write the story on the timesheet. A judge does not have a right to award title points or take them away.

If a team forfeits their placing in a competition do not circle a placing for them on the bottom of the timesheet just neatly write no placing. If a team forfeits their placing in a competition due to running three breakout heats that team still runs as a competitive team in the competition but they will fail to place at the end of the competition. Remember they are still accruing one title point per heat for every heat they complete with 4 dogs. Judges/Timekeepers are making the mistake of assuming that the breakout team is running non-competitive after three breakout heats. This is NOT correct.

The "M" on the timesheet is circled when there is a manual time ie; stopwatch time, used because there has not been an EJS time recorded.

The "4" is circled when a team completes a heat with four dogs, ie; no reruns.

The "w" is circled when the team wins the heat. The "L" is circled when a team loses a heat. The "T" is circled when the team has tied with the other team. Note: a Tie is not a win, a Tie is when two teams run a time that is within 1000<sup>th</sup> of a second ie; 21.998 and 21.995 would be a tie.

It is one of the Timekeepers responsibilities to ensure that each race has been filled out correctly this includes dogs being circled. If there are errors please consult with the Judge and AFA Representative to correct the timesheet. Signing the timesheet by the Judge at the end of the day indicates to the AFA that everything on the timesheet is true and correct and it has been filled out correctly so please ensure to the best of your ability that this is so.

<b>Competition:</b>		<b>Judge:</b>	
<b>Date:</b>		<b>Division:</b>	
<b>Team:</b>		<b>Seed Time:</b>	
<b>Captain:</b>		<b>Break Out Time:</b>	

	Dog's Name	CRN	Jump Height	Handler Name	Breed	Y D/H	R D/H	B D/H	Total Points
1									
2									
3									
4									
5									
6									

\*\*\*Please indicate four dogs for each heat — incorrect indication could result in no points being awarded\*\*\*  
**PLEASE DO NOT WRITE IN ANY GREYED AREA — THESE AREAS ARE TO BE USED BY THE COMPETITION ORGANISER ONLY**

L	Heat	Versus	Dog	Time	M	4	Result	Any Use	Points
	1 of 3		1 2 3 4 5 6		M	4	W L T		
	2 of 3		1 2 3 4 5 6		M	4	W L T		
	3 of 3		1 2 3 4 5 6		M	4	W L T		
	1 of 3		1 2 3 4 5 6		M	4	W L T		
	2 of 3		1 2 3 4 5 6		M	4	W L T		
	3 of 3		1 2 3 4 5 6		M	4	W L T		
	1 of 3		1 2 3 4 5 6		M	4	W L T		
	2 of 3		1 2 3 4 5 6		M	4	W L T		
	3 of 3		1 2 3 4 5 6		M	4	W L T		
	1 of 3		1 2 3 4 5 6		M	4	W L T		
	2 of 3		1 2 3 4 5 6		M	4	W L T		
	3 of 3		1 2 3 4 5 6		M	4	W L T		

<b>Place:</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	<b>Best Time:</b>	
<b>Judge:</b>							<b>AFA Rep:</b>	

**Timesheets**

Due to the mess the timesheets are in when they are returned to the AFA after a competition, the amount of teams now racing and overseas policy on timesheets during a competition, the AFA committee made a decision on not to return the sheets to the team captains during the competition.

**Policy**

Timesheets will be held by timekeepers at all competitions. Team captains will inform the timekeeper of the dogs racing order during the warm-up period prior to the start of each race or heat. The Teams may record their racing times with the use of a statistician standing behind the time keeper and at no time can they interfere with the timekeepers duties. Timesheets are not to be altered or removed from the timekeepers table by any member of a team or any person other than the Judges or AFA representative.

**STEWARDS GUIDELINES OVERVIEW**

**LINE STEWARDS:**

1. Line stewards shall be positioned at each team's starting line, facing each other.
2. The stewards shall remain stationary during each heat. Dogs may go around stewards and balls bouncing off a judge or steward shall be deemed in play.
3. Stewards **MUST NOT** offer verbal encouragement to teams.
4. Before race starts check jump heights are the same for the whole lane.
5. The line stewards observe and flag (foul) the dogs in their lane for:
  - A dog misses a jump (dog to rerun)
  - a dog does not carry the current ball across the start/finish line in its mouth
  - a dog does not trigger the box (dog to rerun)
  - fouling in the ring (forfeits the heat)
  - interference (forfeits the heat)

- Distractions (warning 1<sup>st</sup> then forfeit of heat)
- The line stewards also watch and flag (foul) if the handlers cross the start/finish line (dog to rerun or forfeit) (unless they are retrieving a loose ball or to set up a knocked down jump) or other role violations for which a dog must run again.
- confer with the judge following each heat to determine the winning team.
- In the case the Electronic Timing System fails The line steward will be requires to manually time the heats with a stop watch
  - During manual timing the line stewards also watch for
    - a false start to a race and signal by raising their flag. The Judge will then stop the race and restart it for the first false start. On the second false start of the same heat the steward will raise their flag and the lead dog will run again.
    - Bad Changeovers between dogs and raise their flag.
    - Watch the start line at the end of the race to judge which team won.

### **BOX STEWARDS:**

1. Box stewards need to have a good view of the box loader, but not sitting so as to interfere with or distract the dogs.
2. The stewards shall remain stationary during each heat. Dogs may go around stewards and balls bouncing off a judge or steward shall be deemed in play.
3. Stewards MUST NOT offer verbal encouragement to teams.
4. Before the heat commences watch the positioning of the box and make sure the front of the box is position at the line.
5. The box steward must watch the box loader for
  - Box Loaders Conduct (forfeits the heat)
  - Box malfunction (stops the heat)
  - Intervention
6. The box stewards observe the dogs in their lane for:
  - interference (forfeits the heat)
  - box not being triggered by the dog to retrieve the ball (dog to run)
  - fouling in the ring (forfeits the heat)
  - missing a jump (dog to rerun)
  - returning without the ball (dog to rerun)
  - out of bounds play

### **INBOUND STEWARDS:**

#### **Section E-9 Inbound Steward's Responsibilities**

- (a) Watch for throwing of motivators or ball
- (b) Other distraction incidents
- (c) Aggressive incidents involving dogs and/or handlers
- (d) Incidents of Interference
- (e) Fouling in the ring
- (f) Handler indiscretions

### **TIMEKEEPERS RESPONSIBILITIES**

#### **Section E-7 Timekeepers responsibilities**

- (a) Record which dogs participate in every heat using the AFA Time Sheet (AFA Form C-2 - Time Sheet);
- (b) Operate the EJS for the duration of each heat.
- (c) Press the manual foul for their assigned lane when a dog fouls
  - (i) A dog misses a jump,
  - (ii) A dog does not carry the current ball across the start/finish line in its mouth,
  - (iii) A dog does not trigger the box,
  - (iv) A dog fouls in the ring,
  - (v) If a handler crosses the start/finish line during a heat (other than to set up a knocked down jump or to retrieve a loose ball) or other role violations for which a dog must run again.
  - (vi) Record any violations on the team's timesheet as per the Judge's instructions.
  - (vii) Record on the timesheet the recalculated time on the time sheet given by the EJS after the EJS has declared the winner and record the winner.
  - (viii) Mark when a manual time has been used due to EJS failure.

Don't forget to circle the number four if four dogs only completed the heat successfully without any reruns.

## **Training Notes for Stewards & Timekeepers – Questionnaire**

These training notes are designed to make it easier for you to assist with stewarding at AFA Sanctioned Flyball competitions, by making sure you fully understand the jobs to be done. Complete the following questionnaire, with or without your notes, and submit to the AFA, PO Box 4054, Raceview Qld 4305.

Successful participants (those with over 80%) will be awarded their Stewards/Timekeepers Ticket by the Australian Flyball Association Inc.

**Note: you must have a Stewards Ticket before you can continue to the Timekeepers Questionnaire**

### **Training Notes for Stewards – Questionnaire**

1. What are the Stewards required to do at a flyball competition and where are they positioned?
2. What is an Inbound Steward watching for during racing?
3. What is a Box Steward watching for during racing?
4. What is a Line Steward watching for during racing?
5. What must a Steward do if they see an infraction of the Rules?
6. Which Steward has extra duties during manual timing and what are those duties?
7. When does the Line Steward start and stop their stop watch?
8. What does a steward do if they are approached by a disgruntled competitor?
9. What does a steward do if they are approached by a dog during racing?
10. Can Stewards encourage dogs, handlers, or teams?

**Note: you must have a Stewards Ticket before you can continue to the Timekeepers Questionnaire**

### **Training Notes for Timekeepers – Questionnaire**

1. Explain the functions of the two types of timing system we have in Australia?
2. List the Rule infractions a timekeeper must look out for?
3. How do you fill out a timesheet correctly?
4. What does a timekeeper do if they are approached by a disgruntled competitor?
5. What is the AFA policy on timesheets?
6. What times must you look out for when filling out a timesheet?
7. What is considered a tied heat and if one occurs who should you notify?
8. What is a Break Out and what happens when a team breaks out three times?
9. Who declares the winner of heat?
10. How does manual timing affect marking the timesheet?

