

How to fill out a timesheet correctly

Special Notes:

- **NO** AFA Official at a sanctioned competition allowed to write in the grayed columns.

WHY: - This is where the title points will be recorded by the competition organiser.

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.

Regular Racing

L	Heat	Versus	Dog						Time	M	4	Result	Any Use	Points	
	1 of 5		1	2	3	4	5	6	21.598	M	4	W	L	T	
	2 of 5		1	2	3	4	5	6	INT	M	4	W	L	T	2015A
L	3 of 5	Hound Dogs	1	2	3	4	5	6	INT	M	4	W	L	T	3126B
	4 of 5		1	2	3	4	5	6	20.001	M	4	W	L	T	BO
	5 of 5		1	2	3	4	5	6	DNF	M	4	W	L	T	

The section of the timesheet where heats, races and times are recorded will look like the above example. It is filled out as listed below.

- Left or right racing lane will be marked. In the example it is the left lane
- Heat numbers eg: 1 of 5, 2 of 5 etc.
- Who each race is against eg: 'Hound Dogs'
- The 4 dogs racing need to be provided to the timekeeper by the team and you will circle them for the team.
- Times are required to be written down to .000 (a thousandth of a second, ie: 21.598). These you will get off the display on the EJS Console for your lane.
- "M" is circled when a manual time is used for a heat. (Stopwatch time)
- "4" is circled by the timekeeper when only 4 dogs have completed the heat successfully. (This is important as it will mean that the team will be entitled to receive 1 Title point for that heat).
- "W" "L" "T" will be circled if the team Win (W), Lose (L) or Tie (T) a heat.
- The next column (Any Use) is for anything that needs to be recorded ie: CRN of dog that interfered etc.
- The Grey column headed "Points" is for exclusive use of the competition organiser and will record the Title Points for each heat. (an example of a completed timesheet is in Appendix A)

Card Incidents:

	Dog's Name	CRN	Jump Height	Handler Name	Breed	Y D/H	R D/H	B D/H	Total Points
1	Boss	3126B	16	John Wayne	Ridgeback X	D			
2	Charlie	3457C	8	Lucille Ball	Maltese X				
3	Twobob	3126A	16	Ivan Major	Kelpie X				
4	Marbles	1357A	13	Carl Marx	Koolie				
5	Gunna	3765A	16	Peter Cushing	Pit Bull X				
6	Major	3248A	16	John Ford	Greyhound X				

- In the above section the AFA is requesting that the timekeepers record any cards issued to be in the format of putting a "D" in either the Yellow, Red or Black card column if the card is issued to a dog and "H" in the appropriate column if the card is issued to a handler.

L	Heat	Versus	Dog						Time	M	4	Result	Any Use	Points	
	1 of 5		1	2	3	4	5	6	21.598	M	4	W	L	T	
	2 of 5		1	2	3	4	5	6	INT	M	4	W	L	T	2015A
L	3 of 5	Hound Dogs	1	2	3	4	5	6	INT	M	4	W	L	T	3126B
	4 of 5		1	2	3	4	5	6	20.001	M	4	W	L	T	BO
	5 of 5		1	2	3	4	5	6	DNF	M	4	W	L	T	

- Please record the CRN for the dog in the Any Use column next to the heat or the Membership number is 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)
- Record INT where the time would normally go for that heat.

Recording a Breakout

- Write the time in the time column
- Write "BO" indicating the break out in the Any Use column next to the heat.

L	Heat	Versus	Dog						Time	M	4	Result			Any Use	Points
	1 of 5		1	2	3	4	5	6	21.598	M	4	W	L	T		
	2 of 5		1	2	3	4	5	6	INT	M	4	W	L	T	2015A	
L	3 of 5	Hound Dogs	1	2	3	4	5	6	INT	M	4	W	L	T	3126B	
	4 of 5		1	2	3	4	5	6	20.001	M	4	W	L	T	BO	
	5 of 5		1	2	3	4	5	6	DNF	M	4	W	L	T		

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 3rd breakout..

A Team does not finish the heat

L	Heat	Versus	Dog						Time	M	4	Result			Any Use	Points
	1 of 5		1	2	3	4	5	6	21.598	M	4	W	L	T		
	2 of 5		1	2	3	4	5	6	INT	M	4	W	L	T	2015A	
L	3 of 5	Hound Dogs	1	2	3	4	5	6	INT	M	4	W	L	T	3126B	
	4 of 5		1	2	3	4	5	6	20.001	M	4	W	L	T	BO	
	5 of 5		1	2	3	4	5	6	DNF	M	4	W	L	T		

- When a team does not finish a heat record DNF where the time would normally go. As above

Forfeiting a Heat

A Judge will declare the forfeit if this happens they will tell you and you are to:

- Write forfeit where the time would go
- In the Any Use column write the reason: ie; fouling in the ring, training etc

L	Heat	Versus	Dog						Time	M	4	Result			Any Use	Points
	1 of 5		1	2	3	4	5	6	21.598	M	4	W	L	T		
	2 of 5		1	2	3	4	5	6	INT	M	4	W	L	T	2015A	
L	3 of 5	Hound Dogs	1	2	3	4	5	6	INT	M	4	W	L	T	3126B	
	4 of 5		1	2	3	4	5	6	20.001	M	4	W	L	T	BO	
	5 of 5		1	2	3	4	5	6	FORFEIT	M	4	W	L	T	Training	

Recording a Tie

A tie is recorded when the time for a heat are within .003 of a second. Ie: 25.598 and 26.001 are within .003 of second.

- You must notify the judge immediately.