

Rule Notification FY2324-5 – Clarifications on Signing Timesheets

At its meeting on 5 February 2024 the AFA committee resolved to issue clarifications to the rules regarding the order in which timesheets are to be signed by team captains and officials and what team captains and officials should check before signing. The detailed clarifications are set out below and have effect from 5 February 2024. The rules published on the AFA website will be updated shortly.

Background

The committee received a query from a member regarding the correct order for signing of timesheets by team captains and officials noting that the rules stipulate that the AFA representative is to sign after team captains and judges but were otherwise silent.

It became apparent to the committee that practices differ across the jurisdictions and the committee considered it important that there be consistency. After discussion the committee agreed that timesheets should be signed first by team captains, followed by a judge and then an AFA representative.

The committee also agreed that it would be helpful to provide additional guidance, particularly to team captains, on what should be checked before signing timesheets.

Clarifications

Insert New definition in rule 1.4

official timesheet means the original copy of a ***timesheet*** for use only by officiating ***timekeepers, judges*** and ***AFA representatives***.

Amend definition of *height dog* in rule 1.4

Insert "***official***" before "***timesheet***".

Amend definition of *team captain* in rule 1.4

Replace "***team's timesheet***" with "***official timesheet*** for the ***team***".

Amend rule 2.11

Replace "original ***timesheets***" with "***official timesheets***".

Amend rule 5.3

Insert "***official***" before "***timesheet***" in the first paragraph.

Amend rule 5.11

Insert “**official**” before “**timesheet**” in the second bullet point.

Amend rule 5.5

As shown by tracking below:

The **race meeting organiser** must prepare an **official timesheet** for each **team** using information on the **entry form** for the **team** in the **AFA’s** database.

*Note: Examples of how to prepare **timesheets** are contained in Appendix 10. The AFA committee recommends that race meeting organisers prepare duplicate copies of timesheets for use by teams. Duplicates should be on paper of a different colour from that of the official timesheets.*

A **team captain** may request an officiating judge or AFA representative to alter their official timesheet for the team to:

- add, delete or substitute dogs or **handlers**;
- correct a dog’s **jump height**;
- correct a dog’s **CRN**.

However, a request to alter an official timesheet alteration to add, delete or substitute a dog may only be made before the scheduled start of the first **race** between any **teams** at the **race meeting**.

All alterations to an **official timesheet** must be initialled by an officiating **judge** or **AFA representative**.

At the end of a **race meeting** the **team captain** must:

- check the team’s official timesheet for the team to ensure that it:
 - shows the correct details, including CRN, for each dog on the **team**;
 - correctly records the dogs in the team that ran in each **heat**;
 - correctly records the result of each heat, each clean run and the allocation of race meeting points;
 - otherwise appears correct and complete;
- raise with an officiating judge any suspected errors or omissions on the official timesheet; and
- sign the official timesheet after checking and, where relevant, the judge has ruled on any suspected errors or omissions that have been raised with the judge.

The **team captain’s** signature on the **official timesheet** confirms that the **team captain** has checked the official timesheet and is satisfied that it is correct and complete.

With the **judge’s** permission, the **team captain** may approach the **timekeepers** before any each heat to confirm the dogs running in that **heat**.

Note: See rules 7.2, 7.3 and 7.5 for responsibilities of **officials** regarding completing ~~ng~~ and checking ~~of~~ **official timesheets**.

Amend rule 6.1

Replace “a **team’s timesheet**” with “the **official timesheet** for a **team**” in two places.

Amend rule 6.24

Insert “**official**” before “**timesheet**” in the last paragraph.

Amend rule 7.2

As shown by tracking below:

At the end of the **race meeting** a **judge** must:

- rule on any suspected errors or omissions on the **official timesheet** for a **team** raised by the **team captain** and amend and initial the **official timesheet** if appropriate;
- check the **official timesheet** for each **team** to ensure that:
 - for any **rac**es in **handicap format** the calculations of the adjusted **heat** times for the **team** are correct;
 - allocation of **race meeting points** is correct;
 - dogs are recorded for each **heat**;
- calculate and insert on the **official**~~each **team’s**~~ **timesheet** for each **team** the **team’s total race meeting points**, **race meeting** placing and fastest **heat** time;
- check that the **official timesheet** otherwise appears correct and complete and has been signed by the **team captain**;
- sign the **official timesheet** after checking.

Amend rule 7.3

Replace “each **team’s timesheet**” with “**official timesheet** for each **team**” in the second paragraph.

Replace “**team’s timesheet**” with “**official timesheet** for the **team**” in the third paragraph.

Amend rule 7.5

Replace “each **team’s timesheet**” with “the **official timesheet** for each **team**” in the last paragraph.

Insert “**official**” before “**timesheet**” in two places in the last paragraph.

Amend rule 9.1

Insert “**official**” before **timesheets**” in the first paragraph and before “**timesheet**” in two places in the note at the end of the rule.

Amend Appendix 4

In the section “**Timesheets**”, insert “**official**” before “**timesheet**” in the second and last paragraphs.

Amend Appendix 5

Insert “**official**” before **timesheets**” in the first bullet point.

Amend Appendix 11

Insert “**official**” before **timesheet**” in the second last bullet point in Part 1.

Amend Appendix 13

Insert “**official**” before **timesheets**” in the first paragraph.

Amend Appendix 17

Insert “**official**” before **timesheet**” in the first bullet point of the first special rule.