



AUSTRALIAN  
FLYBALL  
ASSOCIATION

# Timekeepers Manual

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# 1. Introduction

## 1.1. Related documents and interpretation

This manual is to be read in conjunction with current versions of:

- the **rules** and policies of the **AFA**
- the **AFA** Light Sets Manual
- the **AFA** Ring Officials Training Pathway

Words and expressions defined in the **rules** have the same meaning when used in this manual.

At each **race meeting** there are normally two copies of each **team's timesheet**. In this manual the original copy is referred to as the **official timesheet** and the other copy is referred to as the **team copy timesheet**.

## 1.2. Background to and general requirements of timekeeper's role

Efficient timekeeping is an essential element in running a successful **race meeting**. The role of **timekeeper** is instrumental in maintaining the pace of racing and in determining the placings of every **team** and the **title points** earned by every dog through accurately recording the results of every **heat** and **race**.

**Timekeepers** must:

- have a good understanding of the **rules of racing**;
- be very familiar with operating the **EJS**; and
- be capable of quickly interpreting sometimes complex situations.

During each **race** the **timekeepers** are positioned at the timing table which is to be located adjacent to the **ring** with a clear view across the **start/finish line**. **Timekeepers** must be seated and focussed on the racing during the running of every **heat**.

One **timekeeper** is assigned to each **racing lane** in which a **team** is running. **Timekeeper** duties are detailed more fully in this manual and in the referenced documents.

**Timekeepers**, together with **judges** and the **race meeting organiser**, are responsible for the security of the **official timesheets**, which must be in the custody of one of these persons at all times to ensure there can be no interference with the record of results.

*Note: Where more than one **ring** is used, **official timesheets** will normally be in the custody of a central timing table and distributed to timing tables for each **ring** by official runners as required.*

There are no security requirements for **team copy timesheets**.

## 1.3. Registered timekeeper's levels and requirements

An **AFA member** may become a **registered timekeeper** by successfully completing the relevant written and practical requirements. There are three levels of **registered timekeepers** with the following respective requirements:

- Provisional:

- must be a **registered steward**;
  - must be able to demonstrate a good understanding of the **rules of racing**; and
  - must have passed the **timekeeper's** written examination with a mark of at least 80%.
- Normal. As for provisional PLUS:
    - must have completed supervised practical training comprising timekeeping for a total of at least 90 **races** in either of the following ways:
      - three assignments of at least 30 **races** each; or
      - multiple assignments together totalling at least 60 **races** followed by a single assignment of at least 30 **races**;
    - must have had a report prepared and signed off by a **judge** or a senior **timekeeper** for each assignment with a copy of the report provided to the **supervisory judge** and the provisional **timekeeper**.
    - must have achieved satisfactory performance as determined by the **supervisory judge**.
    - *Note:* For **timekeepers** residing in jurisdictions where **race meetings** normally have fewer than 30 **races** the **AFA committee** may, on request, consider funding attendance at a remote **race meeting** for the final required assignment of 30 **races**.
  - Senior. As for normal PLUS:
    - must have been approved by the **AFA committee** on the recommendation of the **supervisory judge** as competent to mentor, supervise and report on provisional **timekeepers** carrying out practical assignments.

## 2. Timekeeper Responsibilities

### 2.1. Interaction with others

**Timekeepers** are under the direction of the **judge** officiating in the **ring**.

**Timekeeper** dealings with competitors are via the **judge**. In most cases, dealings will be with the **team captain** to ensure that the **team** line up, including changes during a **race**, is correctly recorded.

If approached directly by a competitor, particularly one who is obviously unhappy, **timekeepers** must:

- be neutral and courteous;
- not engage with the competitor;
- direct the competitor to the **judge** in the **ring** or the **AFA representative**.

Except to record or correct a dog line up as notified by the **team captain**, **timekeepers** may only make changes to **official timesheets** under the direction of the **judge**.

**Timekeepers** must not call out to or assist competitors or **teams**.

It is acceptable for **team** members or **club** statisticians to stand behind the **timekeepers** to video record a claim for an Australian record time as required under the **rules**.

### 2.2. Timekeeper Duties

The duties of **timekeepers** include:

- operating the **EJS** (see Note 1) including:
  - starting the countdown for the **warm up period** as directed by the **judge**;
  - entering **breakout times** to two decimal places;
  - entering **handicap times** (where required) to one decimal place;
  - setting **false starts** for **handicap format** and **veterans class** racing and for any **team**, including a **breakout team**, required to forfeit a **heat**;
  - disabling stage beeps for **handicap format** racing;
  - starting and stopping **heats** if required to do so by the **judge**;
  - checking for, and notifying the **judge** of, **breakouts**;
  - resetting the console ready for a start after each **heat** has finished and been recorded.
- informing the **judge** if they observe that jumps have been set at the incorrect height having regard to the **jump heights** listed on the **official timesheet** for dogs in the **team** line up. However, ultimate responsibility for setting the correct height of jumps always remains with the **team captain**;
- monitoring racing in their assigned **racing lane** and providing feedback to the **judge** when requested;
- recording results for each **heat** on the **official timesheet** for the **team** in their **racing**

**lane** (see Section 3 below for detail);

- ensuring the **judge** verifies the details recorded for each **heat** by initialling beside the **heat** on the **official timesheet**;
- replicating data on the **official timesheet** onto the **team copy timesheet** where available and time permits;
- recording details of offences on AFA Judges Report Summary Form AFA C-11A when signal cards are issued;
- assisting video recorders to record information required under the **rules** when an Australian record time is being claimed;
- assisting the **judge**, as back up to the **line stewards**, to determine the winner of a **heat** when **manual timing** is used.

NOTES:

1. Detailed instructions for operating the **EJS** are contained in the AFA Light Sets Manual.
2. **Timekeepers** normally obtain **team** line up details from the **team copy timesheet** which **team captains** mark up and return to the timing table before each **race**. However, where a **team copy timesheet** is not available for any reason, the **timekeeper** may ask the **judge** to get the **team captain** to advise the **timekeeper** verbally rather than delay racing.

### 3. Completing a timesheet

Each **timekeeper** completing **heat** details on the **official timesheet** is required to record for the **racing lane** to which they are assigned:

- the dogs racing as shown on the **team copy timesheet** or otherwise advised by the **team captain**;
- the **heat** time;
- the result of the **heat**;
- other information including faults, offences and **breakouts** when advised by the **judge**.

Instructions on how to complete details are set out below and examples are contained in Annexure A.

Notes:

1. Only officiating **timekeepers**, **judges** and **AFA representatives** may write into the **official timesheet**.
2. The greyed columns on the **timesheet** are for use by the **race meeting organiser** to record **title points**. **Timekeepers** must not write into these columns.
3. If a **timekeeper** becomes aware of an error in a **timesheet**, they must consult with the officiating **judge** or **AFA representative** before making changes.
4. Signing of the **official timesheet** by the **team captain**, an officiating **judge** and the **AFA representative** at the end of the **race meeting** certifies that everything on the **timesheet** is true and correct and it has been filled out correctly.

#### 3.1. Record dogs

The **timekeeper** must circle the dogs running in each **heat** as advised by the **team captain** either verbally or by marking the **team copy timesheet**.

Note: Even if there are only four dogs in a **team**, the **team captain** is still required to advise the **timekeeper** that these four dogs are racing in each **heat**.

#### 3.2. Record heat time

When the **EJS** is used the console and the displays will show the completion time for each **heat**. When **manual timing** is used the stop watches will show the completion time for each **heat**.

The **timekeeper** must:

- enter the **heat** completion time to three decimal places when the **EJS** is used and to two decimal places for **manual timing**;
- circle 'M' when **manual timing** is used.

Note: If there is no record of time for a **team** the **timekeeper** should write “no time” or a dash (-) on the **official timesheet**.

#### 3.3. Record heat result

The **timekeeper** is required to record the result of each **heat** as advised by the **judge**.

The **timekeeper** must:

- circle the '4' when the **judge** advises that the **team** had a **clean run**.
- circle the 'W' when the **team** wins the **heat**.
- circle the 'L' when the **team** loses the **heat**.
- circle the 'T' when the **judge** awards a tie. When using the **EJS** a tie occurs when the times for the **teams** are within 0.003 seconds of each other. For example, where the teams run 21.998 seconds and 21.995 seconds respectively the **judge** would award a tie. When using **manual timing** a tie is determined based on the views of the **line stewards** and the **judge**, not by the times shown on the stop watches.

Notes:

1. In order to determine a **heat** winner, the **judge** may need to consult with the **line stewards** to identify which **team** crossed the **start/finish line** first.
2. When stop watches are used for **manual timing** the stop watch times must not be used to determine the **heat** winner.
3. The **judge** may award a tie where the finish is close and the **heat** winner cannot be determined with certainty.

### 3.4. Record other heat information

The **timekeeper** must record other information for the **heat** as advised by the **judge** which may include:

- DNF (Did Not Finish): Circle 'L' and 'DNF' when the **judge** advises that the **team** did not finish the **heat**.
- FORF (Forfeit): Circle 'L' and 'FORF' when the **judge** advises that the **team** has forfeited the heat. Recording the reason for the forfeit in the ANY USE column is optional.
- INT (Interference): **Interference** may be by either a dog or a person. When the **judge** advises that a **team** (the **offending team**) has caused **interference** to the other **team** (the **non-offending team**):
  - the **timekeeper** for the **racing lane** of the **offending team** must:
    - enter a dash (–) in the TIME column;
    - circle 'L' and 'INT';
    - record the **CRN** of the dog or person in the ANY USE column;
    - enter D (Dog) or H (Handler) in the **team** table at the top of the **official timesheet** in the row for the relevant dog/handler combination and under the header Y (Yellow), R (Red) or B (Black) for the relevant signal card as advised by the **judge**;
    - record brief details in the Judges Report Summary Form (AFA C-11A).



- The **timekeeper** for the **racing lane** of the **non-offending team** must:
  - enter a dash (–) in the TIME column;
  - circle 'W' and 'INT'
  - record, in brackets (), the CRN of the dog or person in the ANY USE column.
- B/O (Breakout): The **timekeeper** for a **racing lane** in which a **breakout** occurred must:
  - enter the **heat** completion time (as above);
  - circle '4';
  - circle 'L' and 'B/O'.

The **timekeeper** for a racing lane which lost to a **breakout** team will change the 'L' to a 'W' if the team finished the heat and was not itself a **breakout team** or otherwise required to forfeit the **heat**

Notes:

Where an incoming **team** for a **race** has previous **breakouts** in the **race meeting**, the **timekeeper** must advise the **judge** before the first **heat** of the **race**.

A **breakout team** still runs but cannot win or tie any further **heats** and will not place at the **race meeting**.

### 3.5. Recording warnings and signal cards

When the **judge** issues a warning or a signal card for reasons other than **interference** the **timekeeper** must:

- record the warning or signal card in the **team** table similarly to **interference** as described in section 3.4.
  - record brief details in the Judges Report Summary Form (AFA C-11A).

## Appendix A – Examples of recording details on timesheets

### Wins / Losses / Tie with or without clean run:

- Heat 1 of 5: Win with **clean run** – circle ‘4’ and ‘W’
- Heat 2 of 5: Win without **clean run** – circle ‘W’ only
- Heat 3 of 5: Loss with **clean run** – circle ‘4’ and ‘L’
- Heat 4 of 5: Loss without **clean run** – circle ‘L’ only
- Heat 5 of 5: Tie with **clean run** – circle ‘4’ and ‘T’

Race #:	4	Lane:	Left	Versus:	Mock Team 1
1 of 5	1 2 3 4 5 6	19.328	M 4 W L T	DNF FORF INT	B/O
2 of 5	1 2 3 4 5 6	25.202	M 4 W L T	DNF FORF INT	B/O
3 of 5	1 2 3 4 5 6	20.123	M 4 W L T	DNF FORF INT	B/O
4 of 5	1 2 3 4 5 6	26.423	M 4 W L T	DNF FORF INT	B/O
5 of 5	1 2 3 4 5 6	20.222	M 4 W L T	DNF FORF INT	B/O

### Breakouts (B/O):

- Write the **heat** time in the time column
- Circle “4”, “L” and “B/O”

3 of 5	1 2 3 4 5 6	18.982	M 4 W L T	DNF FORF INT	B/O
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### Did Not Finish (DNF):

- Write a dash ‘-’ in the time column and circle ‘L’ and ‘DNF’

2 of 5	1 2 3 4 5 6	-	M 4 W L T	DNF FORF INT	B/O
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### Forfeit (FORF):

- Record a dash ‘-’ in the time column and circle ‘L’ and ‘FORF’
- In the Any Use column write the reason, for example, fouling in the **ring**

1 of 5	1 2 3 4 5 6	-	M 4 W L T	DNF FORF INT	B/O	Foul in ring
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### Signal card incidents including interference

- If a signal card is for the dog, enter “D” in the Yellow, Red or Black card column (as advised by the **judge**).
- If a signal card is for a handler, enter “H” in the Yellow, Red or Black card column (as advised by the **judge**).

	Dog's Name	CRN	Jump Height	Handler Name	Breed	W	Y D/H	R D/H	B D/H	Total Points
1	Dog 1	100A	14"	Hander 1	BC	D				
2	Dog 2	111A	12"	Handler 2	Koolie		D	D		
3	Dog 3	222A	8"	Handler 3	Poodle					
4	Dog 4	333A	14"	Handler 4	BC		H			

- Dog 1 has been given a warning
- Dog 2 has been given a 'Yellow' and a 'Red' card.
- Handler 4 has been given a 'Yellow' card.

2 of 5	1	2	3	4	5	6	-	M	4	W	L	T	DNF	FORF	INT	B/O	111A
3 of 5	1	2	3	4	5	6	-	M	4	W	L	T	DNF	FORF	INT	B/O	( 222B )

- Heat 2 of 5 - Dog 2 has been given a card for **interference**.
- Heat 3 of 5 – a dog from the opposing **team** has caused interference so that dog's CRN is written in brackets and the **non-offending team** has a 'W' and 'INT' circled.