

Ring Manager's Handbook

**DON'T FORGET:
HAVE FUN KEEP SMILING!**

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1. Ring Manager Responsibilities

- To ensure the smooth running of the Ring in a pleasant and friendly manner
- To register all Helpers
- To ensure all Ring Parties are in position and to brief each one to their particular job
- To ensure Scribes are aware of their responsibilities and to show them how to operate the Timers
- To rotate Helpers so all get a chance to learn different jobs
- The Ring Manager is in charge of the running of the Ring and is answerable only to the Show Managers. The Judge is in charge of the course and the competitors whilst they are on the course
- To ensure Ring Parties including Managers and Judges do not enter into an argument with competitors. Such competitors should be referred to the Show Managers
- To ensure that Scribe Sheets are sent to the Secretaries Tent in batches of 10 where At-Show Processing is being undertaken
- To ensure that Score Sheets and Calling Sheets remain at the Ring until the end of the Class
- To ensure that there are always dogs on the line so that the Ring is in constant use and the Judge is not left waiting
- To determine the most appropriate time for dogs to move to the Start line in readiness for their turn
- To ensure that queues do not get too long, especially in hot weather
- To retain Helpers for course changes at the end of a class including changing courses in preparation for the following day if applicable

- To retain Helpers to assist in stripping the Ring at the end of the competition
- To ensure that ALL paperwork is returned to the Secretaries Tent at the end of the Class
- To encourage a relaxed and friendly atmosphere in and around the Ring
- At all times look after your judge!

2. Notes

- Helpers are expected to work for at least one hour per day entered.
- Each Ring is allocated enough Helpers to enable Job Sharing
- If overstaffed, specify a time for surplus Helpers to return to the ring
- Please ensure that Scribe Sheets are filled in correctly with the course time, time and faults in the relevant boxes
- Do not let a dog compete on another dog's scribe sheet
- If there is no Scribe Sheet for a competitor refer them to the Show Secretary.
- Only pre-printed Scribe Sheets containing details of the competitor & dog are valid for competition
- Light refreshment is usually available ringside for Helpers whilst on Duty
- For any medical emergencies contact the Show Secretary, a First Aide-r should be available on site

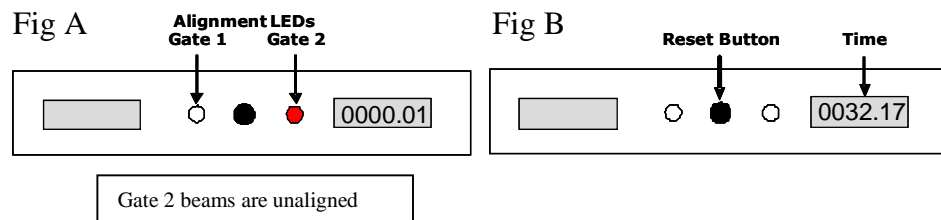
5.2. Recording the Times

- The timers will work in several different ways, to cope with different uses.
- The timers will be set up at the start of the class to suit that type of class and Ring Managers will be briefed on how to work them.
- For normal use there will be no need to press the reset button except when the finish beam has not been broken by the dog, or when the jump heights have just been altered.
- Once the start beam is broken you will see the clock running until the Finish beam is broken.
- Some types of classes i.e. Pairs etc will require the Interval mode. In this mode the Reset Button **DOES** need to be pressed before each new Pair/Team of dogs competes. This will be set up by trained personnel before the class begins.
- If a pole picker breaks the beam whilst replacing the pole this can lead to an incorrect time being recorded. Whilst nothing can be done about a dog breaking the beam again, a pole picker breaking the beam can and should be avoided!!
- **Pole Pickers should be instructed NOT to replace the pole on the first/last jump until the Scribe says it is OK to do so.**

- If either the first or last pole was dislodged, the Scribe should give permission for these to be replaced once the time has been recorded
- If a dog is Eliminated the Scribe should NOT reset the timer until just before they invite the next handler to start their turn. The scribe should wait until after the eliminated dog has finished its run to reset the timer.

5. Timers

Most Timing systems are similar & are very simple to use



5.1. Setting up the Timers

- PLEASE NOTE: Only fully trained Personnel are permitted to connect and disconnect the Timers at the start and end of the day and between classes
- The beams need to be set so that they will be broken when a dog passes through them. Ensure that the height of the beam is appropriate for the size of the dogs that are currently competing!
- If the beam bars are not aligned properly a red light will display on the Timer indicating which gate is misaligned (Figure A) If there is no light the beams are aligned. **There is no need to check the beams by passing something through the start and finish gates!!**

3. Use of Walkie Talkies (Where applicable)

- Please use your Walkie Talkie to communicate to the Secretaries Tent or other Ring Managers
- Press the “Call” button to let other users know you wish to communicate and then press and hold the “Talk” button, wait a second and then talk
- Please speak clearly and slowly
- Only say what you need to say – keep it short and sweet!
- When you’ve finished talking, release the “Talk” button
- If it does not appear to be working:
 - Check switched on
 - Check channel

4. Ring Jobs

4.1. Booking In

- Ask for competitors Running Order and cross them off on the Calling Sheets
- It can be assumed that all staff members will be helping with the running of the show and can therefore go towards the front of the queue
- Let the Ring Manager know when there are very few dogs left to book in at the current Jump Height

4.2. Scribe Sheet Book

- Scribe Sheets should be given to the competitor when they book in. It is the competitor’s responsibility not to lose the Scribe Sheet once handed over
- Make sure the competitor gets the correct Scribe Sheet!
- If it is raining, Scribe Sheets should not be handed to the competitor and retained in the score tent to prevent them getting wet. In this case, the person who would normally be distributing the scribe sheets will need to find the Scribe Sheet for the next competitor whilst the current dog is running

4.3. Scribe Sheet to Scribe

- Whilst the previous dog is in competition, a person is required to collect the Scribe Sheet from the next competitor in readiness for their turn
- This person should advise the competitor when to move to the start line as specified by the Ring Manager
- Once collected, the Scribe Sheet should be placed on the Clipboard and should be handed to the Scribe when they request it.
- When the dog has competed its run, the Scribe Sheet should then be handed to the Scorer

4.4. Leads

- To ensure that dogs are able to leave the ring as soon as possible on completion of the course, a Helper is required to move the dog's lead from the Start to the Finish line
- The person doing the leads should not in any way hinder or distract the Dog or Handler currently in the ring, e.g. no running between the Start and Finish, no throwing of the lead when the dog may see the action

4.5. Scorer

- All results should be entered on the score sheets provided. If computer processing is used, Score sheets may not be needed.
- Scribe Sheets should be sorted into RESULT ORDER.
- DO NOT attach Scribe Sheets to ANY OTHER paperwork. Ensure they are handed in separately. Do not enclose in any folded score sheets, or remaining scribe sheets. This may result in loss of results.
- The Scorer should hand the Scribe Sheets over to the Runner after every 10 dogs have run
- ALL other paperwork should remain on the Ring until the completion of the class
- After completion of class paperwork should be returned to the scorer

4.6. Runner

- The Runner should return the Scribe Sheets to the Secretaries Tent
- At the end of the Class, the Runner should return all remaining Scribe Sheets plus all the paperwork from that Class (Calling Sheets, Score Sheets, Scribe Sheet Booklet) to the Secretaries Tent.
- DO NOT mix the Scribe Sheets in with the other paperwork

4.7. Pole pickers

- The Ring Manager and/or Judge should decide the best position to place pole pickers
- The Judge should advise the Ring Manager when certain poles should not be replaced whilst a dog is competing (due to the layout of the course) and this should be consistent throughout the class.
- If the pole is displaced from EITHER the first or last obstacle, DO NOT replace it until the Scribe says it is ok to do so

4.8. Scribe

- The Scribe's job is to record the performance of the dog currently in competition
- On receipt of the Scribe Pad, the Scribe should reset the Timer and, when indicated to do so by the Judge, let the competitor know they may start their round. It is recommended that they do this by referring to the Handler by name in order to check that the Scribe has the correct Scribe Sheet, e.g. "When you're ready, June".
- Whilst the competitor is on the course, the Scribe MUST KEEP THEIR EYES ON THE JUDGE AT ALL TIMES!! Only record what the Judge marks
- The Scribe should be aware of the signals the Judge will make for Faults (marked "5"), Refusals ("5R"), Touching ("5T") and Eliminations ("E"). A clear round should be marked with a "C"
- The time should be recorded as soon as the dog has completed the course