

# Volunteer Jobs for Anyone

These jobs are easy to learn, and the trial chair or volunteer coordinator will train or remind volunteers.

## Ring Crew

Three or four people sit in chairs in the ring during each class to adjust obstacles for height changes and to reset dropped bars as quickly as possible.

- When the Gate Steward calls out “last dog this height,” the ring crew briskly reset jumps, changes the table legs and other obstacles.
- Be in your chair several minutes before the first dog in the class is on the line.
- Scan the ring to make sure all obstacles are set and anchored correctly.
- During a run, if the dog comes over, turn away and ignore the dog.

## Leash Runner

One person sits in the ring to pick up the leash where it was dropped and walk it to the leash basket near the exit.

- After the dog and handler leave the start line, go pick up the leash, making sure your movement doesn't distract the team in the ring.
- Stop moving if the dog approaches your path and let the dog pass. Try to be invisible!

## Sheet Runner

One person sits outside the ring to carry each dogs' scribe sheet to the trial secretary.

- The sheet runner sits or stands near the scribe to collect scribe sheets as they are scored.
- After collecting three or four scribe sheets, or after each height change, deliver the sheets to the trial secretary in the building.
- Return to the scribe to wait for more scribe sheets.
- Do not let exhibitors look at scribe sheets. If they ask, tell them to ask the secretary.

# Jobs Needing More Training

These jobs can be done by inexperienced volunteers but will require a bit more training.

## Gate Steward

The gate steward stands by the ring entrance, next to a board with the running order, getting dogs ready to run. The gate steward also makes sure the scribe knows which dog is being scored and has the correct scribe sheet.

Before the class:

- All exhibitors should check in with the gate steward before the class. Put a check mark next to their dog's name on the gate sheet. If they haven't, call out while they are walking the course ("Is Rover here?") or confirm their absence.
- Make the Scribe aware of any changes (moves or absences) in the running order before the class starts.
- When the judge enters the ring just before the class starts, that's your cue to get things moving.
- Always make sure the next four or five dogs in the running order are nearby and ready to go. Call out names and their order:
  - "on the line" means in the ring—about to run or already running
  - "on deck" means next to run
  - "in the hole" means second to run
  - Read off the next 4-5 names to the handlers waiting to go in: "Rover is on deck, Panda is in the hole, followed by Huey, Dewey, and Louie."

During the class:

- As each team enters the ring, say "Rover on the line" so the Scribe can hear, then cross off the name on the gate sheet.
- Read off the next four names waiting to go in: "Moxie is on deck, Panda is in the hole, followed by Huey, Dewey, and Louie."
- Signal jump height changes as the last dog of each jump height runs, saying "last dog this jump height" so the judge & ring crew know that the bars, etc. need to be adjusted.
- Make sure the gate is closed after teams enter the ring.

Gate steward is a challenging job that requires full attention and a voice that can carry; it's important for the gate steward to be heard. The gate steward must be pleasant, encouraging, and unflappable.

Remember, many exhibitors are nervous. Be firm and assertive, but polite and helpful – keep the trial moving while remembering that we're all here to have a fun day!

## Course Builders

Course builders build the course in the other ring for the next class.

- As soon as a class starts, be ready to build the next class's course in the other ring.
- Follow the Chief Course Builder's directions; the Chief tells the course builders what to put where by dropping bars.
- Bring a course map and know how to build each obstacle.
- The Chief and another course builder assist the Judge as s/he tweaks the course. Do exactly as the Judge says—do NOT move any obstacles after the Judge has placed them.

See also [Tips for the Course-Building Team](#) and [DKC Agility Obstacles](#).

## Scribe

- When the exhibitor enters the ring, the gate steward calls out the dog's name before the go to the line. Confirm the score sheet for this dog.
- Watch the judge at all times for signals – the judge may give multiple signals quickly. Place your thumb on the score sheet where you'll write so that you don't have to look down.
- Record all signals made by the judge. If you have questions about signals, ask the judge after the run.

- After the run, write down the time exactly as read by the timing person. Don't convert it into minutes or add anything else to the score sheet.
- Be ready for the next run – they come quickly!
- For FEO or Fix & Go, must keep track of time manually – 45 seconds.

See also [How to scribe](#).

## **Timer**

This job requires practice with the timer and the light curtains. Experience and training required!