



## **Guidelines for conducting a Dogs NZ Scent Work Trial**

Organising club to find a suitable date and venue

### **Venues**

- There are endless options for locations to be utilised for conducting a Scent Work trials
- Possible suitable locations include, schools, community halls, sports grounds and industrial yards.
- Dog related venues such as dog club grounds or pet industry areas such as Doggy day care venues, boarding or breeding kennels could have unnecessary additional challenges for competitors as they are often well soiled by other dogs prior to events occurring
- Other considerations are adequate parking, ideally with shade. Suitable areas for toileting dogs – both to be away from search areas to avoid the ability of trialists to see searches being conducted
- Toilets, kitchen facilities and water
- If judges are not local or familiar take photos of search areas to send to the judges so they have an idea of what areas they will be working in
- Ideally a venue would have separate working search spaces that meet the regulation criteria
- Search areas may be utilised for multiple searches, i.e. a container search held in the same area as a vehicle search
- Conduct a site visit at least a week before the trial. Develop a clear plan for locations of searches (and how these will be concealed from view), parking, toileting areas, etc.
- Have backup areas and contingency in case of fouling.
- Google maps provides aerial views of locations which can have relevant areas marked on them to be sent out

### **Prior to the trial**

- Apply to the Dogs NZ Scent Work Committee to run the trial, preferably at least 6 months prior to the trial date, application to be sent to Chair of SW Committee
- Contract judges
- Find a sponsor – if desired consider offering Judges Choice Awards rather than prizes, to promote the culture of success in simply achieving a qualifying round.
- A team of people is best to plan and run the trial as there is a lot to do, and it burdens one or two people.
- Have a designated contact person who is familiar with all trial aspects and who is regularly monitoring emails or Facebook.

## **Show Secretary**

- Create a Flier/Schedule notice to put on the DNZ Scent Work FB group
- Place an Advertisement in DNZ Dog World for the Magazine that will hold your respective month Schedule - closing date at least 2 weeks prior to the trial (longer if possible)
- Order Ribbons/Rosettes
- Order Qualifying Certificates from DNZ
- Pay Levies
- Communicate with your judges early. Provide a plan of the site and photographs if required.
- If judges are being billeted, let them know they will be billeted with & if flying who will be meeting them at the airport
- Provide location and map of the venue ahead of time to entrants
- Depending on what entry system/programme you are using – have a system to track your entries/payments etc. – this is important if you have Judges who are judging more than one class –Note: each Judge can only judge 80 dogs per day
- Print Handler/Dog entry number cards
- Organise Helpers – time stewards & call stewards
- If helpers are not forthcoming, ask Club members & family directly for help, and post to DNZ FB page if needed.
- This is a must and a roster is an ideal solution
- Once entries have closed, organise a running order & catalogue.
- This information has to be communicated to judges and trialists at least 7 days prior to the trial (as per show regulations)
- Send details to all trialists showing trail areas, parking, toileting & out of bounds areas
- Check if the judge would prefer to provide their own, or organise (pre-populated) Judging Sheets
- Arrange an Admin person to enter Qualifying round results and print certificates (as required)
- Organise Class/Trial Call Sheets – to check off entrants
- Timer sheets – It is helpful for the Timer Steward to have a copy of the results sheet so they can also record the time & faults as a backup if required
- After the show submit results to Dogs NZ within 14 day's

## **The Day before the trial**

- Visit the trial site & ensure everything is all still OK for the trial to be conducted
- Set up as much as you can. Cone off possible/basic search areas and move as much as possible that requires moving rather than leave it to the day of the trial
- Put out signage for parking, toileting & out of bounds areas

## **Trial Day (Show Manager)**

- If judges have not been able to visit the site prior arrange for them to meet at a designated time before the trial to see the venue & their designated search areas
- Confirm hide placement setting times with Judges – based on running order and briefings etc.
- Have the site open early for trialists to prepare with directions for out-of-bound areas, parking and dog toileting areas.
- Trial Briefing: General Health & Safety, Out of bounds areas, Dog Etiquette, Introduction of Judges, Confirm any running order changes etc.
- Check on judges throughout the trial as often they have back-to-back classes and may not have time to go to the judges' room to get water etc.
- Check enough helpers available throughout the day - including call stewards and timing stewards.
- If you have judges and time stewards also running dogs, set your trial start time half an hour later (or have a separate start time half an hour earlier) to allow sufficient time for these dogs to be run through without putting pressure on the judges and Time stewards)
- Ensure Judges sign Qualifying Certificates
- Organise Qualifying presentation – Sponsor product etc./ Judges Thank you gifts/expenses etc.

## **Equipment**

- Containers used at a trial should be **clean** and **uncontaminated** and not containers regularly used in regular training – ensure there are plenty of spare containers
- If buckets or containers have been used previously but are in very good condition and have never had odour in them, they may be used.
- If containers are going to be washed ensure they are washed only in hot water with no detergents.
- The likes of cardboard boxes should not be re-used these are readily available and club members can each be asked to help supply containers or boxes
- Ensure after any trial that any container or bucket a judge has used as a **“hot”** remains separated from all other containers and is put somewhere clearly marked for future reference.
- Cones, Tape measures, Nitrile Gloves, Stop Watches, Enzyme cleaners, Cleaning cloths/mop, Velcro or Adhesive dots, Call boards, Tarps, Masking Tape, Rope or Caution Tape etc.
- Copy of the current regs
- Vehicles – Ensure you have arranged to have sufficient suitable vehicles. While the rules are quite broad when it comes to the definition of a vehicle please think of the judges and the availability of suitable hide placements & also the difficulty level of the search
- Walkie Talkie’s to help with communication between search areas and holding areas