



**Australian Canine Scent Work Pty Ltd
(ACSW®)**

**How to Host an ACSW® Sanctioned
K9 Nose Work® Trial**

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Hosting an ACSW™ sanctioned K9 Nose Work® trial is hugely rewarding, but it's also a huge responsibility. Competitors want a day of fun and fair competition, and that means pre-planning, preparing, and coordinating the work of many individuals throughout the day to meet that goal. Below is an outline of some of the basic requirements for hosting a trial and how you can get support as you are considering this endeavor.

How to Host an ACSW™ Sanctioned K9 Nose Work Trial

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Abbreviations Used

CO – ACSW Certifying Official

ACSW – Australian Canine Scent Work

NTC - National Trial Co-ordinator

VC - volunteer coordinator

SRL – Score Room Lead

What do you need to host an ACSW™ trial?

- ACSW™ approval for your trial. Official request must be submitted a minimum of 4 months prior to trial date (initial interest must be submitted in writing 6-12 months prior to trial date). This request shall be done online at <http://acsw.com.au/hosting-a-trial/>
- Access to the trial site for at least 2 hours the day before the trial for the CO walk through. Preferred time is mid to late afternoon to insure the CO can arrive in time.
- A trial location (see “Trial Location Requirements” for more details)
- ACSW™ appointed trial certifying official
- ACSW™ approved trial judges (see judge guidelines below)
- ACSW™ approved Score Room Lead (ACSW™ may provide training for new regions, please ask your Trial Coordinator if this applies for your trial)
- For NW1™, NW2™, NW3™ trials: For first time regions, a minimum of 25 dogs participating in a one day trial.
- Volunteers or staff to cover check in, gate steward, timer, judge’s steward, video, box setter jobs, scoring, and other roles as needed
- Trial supplies as outlined in this document
- Liability coverage listing the ACSW™ as additional insured. Please email to ACSW and your state ACSW representative. Please have us listed as: Australian Canine Scent Work Pty Ltd
- ACSW liability waivers and photo /video release forms for volunteers, spectators and anyone that is not a competitor. Competitors must have agreed to the liability waiver and photo/video

release at the time of registering online for the trial.

- The trial entry process shall be done via the ACSW website
- Hosts agree to run the trial according to ACSW rules and guidelines. Additional restrictions cannot be applied beyond our rules. Please email australiancaninescentwork@gmail.com if you have questions.
- Before the trial, all competitors must be made aware that we will ONLY provide a video review **on the day of the trial** if there is a query in regards to scoring. On the trial day the video playback will only be reviewed by the CO and judge if there is a situation where it will affect a qualifying score, a title, or move a team into the top 3 placements. All videos will be kept by the ACSW and will be available for purchase after the trial, however any discrepancies must be resolved on the day of the trial.
- Copy of the latest NACSW rules and changes (Until such time as the ACSW rules are available). Please note that effective 22nd November, 2016 K9 Nose Work® Rule Book version 9.0, there is no restriction for judges judging their own students

ACSW™ CO's, Judges' and Score room lead Guidelines for Trial Hosts

- Judges and Score room lead will be secured by the ACSW Trial Coordinator.
- Once the Trial Coordinator has booked a judge and score room lead, the Trial Host will be provided with contact information for the judge in order to facilitate planning for the trial. The judge's contact information is not to be shared with anyone else or used by the Trial Host to contact the judge about anything other than the trial they have been asked to judge.
- Hosts are welcome to submit bios of local, experienced scent detection K9 Handlers interested in becoming trial judges to their Trial Coordinator. (professional detection dog handlers that want to become judges must have attended the first three levels of K9 Nose Work classes to be considered.)
- ACSW will do their best to secure CO's, judges and score room leads that are local, but due to the uniqueness of the job, and the limited number of judges and score room leads at this time, CO's, judges and score room leads may have to travel.
- Trial Host will be responsible for covering travel expenses: airfare, mileage (Host will pay mileage at a rate of 50 cents per km if the travel distance is between 20 to 100km. If over 100 kms, the host must pay mileage at 33cents per km or the current rate for return airfare booked one month in advance). Google maps must be used to calculate mileage from point of departure to point of trial. Hosts must also reimburse all fuel charges upon presentation of receipts in addition to lodging, meals, rental car, airport parking fees, shuttle fees, etc for the

judges and score room leads.

- Trial Hosts will not be required to cover incidental expenses such as alcohol, in-room movies, entertainment, souvenirs, travel upgrades.
- Judges and Score room leads must submit receipts to the host for all expenses they are claiming for reimbursement.
- Judges' fees will be pre-arranged between ACSW™ and the Trial Host. The current rate is \$150.00 per trial day.
- Score room lead fees will be pre-arranged between ACSW™ and the Trial Host. The current rate is \$150.00 per day
- The Certifying Official's fees including all travel and meals (except for the trial day lunch and tea's which are be supplied by the host) are included in the ACSW fees.
- Trial Hosts will be required to reimburse judges and score room leads before they leave the trial at the end of their judging assignment. Unless previous arrangements were made, no cheques will be mailed to judges at a later date. If receipts for reimbursement or mileage information haven't been provided by the judge or score room lead by the end of the trial then a cheque for those reimbursements can be mailed at a later date but the judging fee and score room lead fee must still be paid at the end of the trial day.
- Trial Host will be responsible for hospitality for judges and score room lead including, but not limited to: tea, coffee, water, lunches, and dinner. Trial Hosts will work directly with the judges to determine any special dietary needs.
- In the event that the Trial Host is not taking the judges to dinner, the Trial Host should ensure that the judges have transportation to dinner (if they have flown into the event and do not have transportation readily available) and that they have resources to identify local restaurants.
- **ACSW® Fees** are based on the following and include all of the Certifying Official's fees, (except lunch on trial day which is provided by the host). NW 1 the fee is \$35. per participant. NW2 is \$38. per participant. NW3 is \$45. per participant and (ELT) Elite is \$50. Per participant

Trial guidelines and information

- All handlers must be current ACSW members and all dogs must be registered with ACSW.
- Because many pieces of the trial planning process are time sensitive, it is important that trial hosts are available by phone and email during the trial process (beginning at the time of trial approval). Please notify the ACSW Trial Coordinator if you will be unavailable for more than 3

days to ensure that things progress smoothly. Also, please let us know if there are alternate contact numbers we should be aware of.

- We strongly discourage hosts from entering their own trial.
- Trials must be available to all current ACSW members for entry (not just students or members of a club or training facility).
- All competitors should be encouraged to familiarize themselves with the current ACSW trial rules which the ACSW™ developed to meet the unique needs of the Australian competitor.
- Competitor questions regarding the trial site/conditions: any inquiries from competitors or potential competitors about the specific trial site or conditions should be cleared through ACSW before a host responds. For example, we have had people inquire about what floor surfaces the dogs will be working on, what types of rooms, etc. While we understand that some dogs have environmental sensitivities and may even have physical limitations, we don't want to impact the "real life scenario" feel of trials by having people pick and choose which situations they want to search in, and we also can't make people promises about the trial conditions as last minute changes in search areas are not uncommon. There may be times that it is appropriate to answer these inquiries but for now those decisions need to come from ACSW as we are still exploring what types of questions to expect and how to best establish guidelines for responding to these questions.
- Boxes, Luggage, etc, for container search: Please contact your National Trial Coordinator for approval of the type and number of containers you plan to provide for your trial. Please be sure the boxes and containers you provide for your trial are new and unused. Suitcases and luggage can be purchased at 2nd hand stores but cannot be personal suitcases of any nose work people. The Host must ensure that containers used in trials have not been previously exposed to any nose work odours and that participants have no reason to believe that they may have been used. After the trial you have a few options for what to do with the boxes and containers - boxes that were used in the search can be saved for use in classes/practice groups, given away to trial participants for their own use, or thrown away/recycled. Boxes that were used in the search are not to be used in future trials even if they did not contain odour. Containers other than boxes (plastic bins, paint cans, etc) and luggage can be saved for use in classes/practice groups, given away to trial participants, or thrown away/recycled - if they did not contain odour, they may also be returned to the 2nd hand store or kept for use in future trials. If you decide to keep them for use in future trials, they cannot be used in any other capacity between trials and must be stored away from odour to avoid contamination. If you are reusing luggage from a past trial please have 4-5 additional bags that haven't been used before to supplement the bags you are reusing.
- Any Vendors to be used at the trial must be approved by ACSW. Requests must be submitted at least 4 weeks before the trial date and need to include a description of the products/services to be offered. There will be no sale of odours allowed at trials. The Host must ensure that any

accepted vendors carry their own up to date public liability Insurance.

- Except for the official Odours that the CO will have for use in the trial , no Birch, Anise or Clove odour is allowed within a 1 km range of the trial location (this is to ensure no training is done on or near the trial grounds) Any breach of this rule can result in immediate disqualification from the trial.
- Any vendors selling food for human consumption or providing services such as massage or chiropractic (for dogs or humans) needs to list the ACSW as an additional insured. The insurance certificate needs to be provided to ACSW at least 2 weeks before the trial date.
- If a trial has more entrants than spaces, the ACSW will determine if the trial can proceed with the number of entries or if a ballot is needed - if the latter, the ACSW will perform a random computer generated draw of qualified entrants. The results of the draw will then be sent to the Host along with the list of entrants that did not make it into the trial. The host will notify entrants if they have a space in the trial or not. Only one dog per household is eligible to enter the trial

NW1™, NW2™, NW3™ Trials: Following is the usual order of priority for accepting trial entries within a level: 1) All 1st dog/handler teams that are untitled at the level they are entering; 2) All 2nd dog/handler teams (same person with a 2nd dog) at a given level that are untitled at that level – only allowed during multiple day events. The 2nd dog/handler teams must be entered on a different day than the 1st dog; and 3) All dogs that are titled at a level that wish to trial at the same level again. Note: These priorities apply within a given level. Handlers entering 2 dogs at 2 different levels will have each dog considered their 1st dog/handler for that level.

- After earning a title, competitors must wait a minimum of 14 days before competing in another trial for the next title level.
- If you are using this document to organize a Mock Trial, you must not use the ACSW logo or name or title references in reference to your mock trial. Ribbons may not include ACSW and must not resemble real trial ribbons. It must be clear the ribbons are for a Mock Trial

Multiple day trial Guidelines and information

- If you are hosting a multiple day trial, the multiple day trial is called an “event”. Events are generally held on consecutive days at the same location. For NW1™, NW2™, NW3™ Trials, each day of the event will be a separate trial. This applies even if you are doing multiple days of the same level. Each trial must be started and completed on the same day Hides will be unique each level and day of the trial. Handlers wishing to run two dogs for a given title level (for example: NW1) may do so if each dog is entered for a different trial during a multi-day event, if available. An owner may have more than one dog entered in a trial, but each dog must have a

separate handler. Trial entries MUST be submitted under the handler's account.

Costs and Income

The following includes the typical costs and income . Your trial and location may involve other costs not listed here.

NW1™, NW2™, NW3™ Trials

- \$150 per day to each judge.
- \$150 per day to the score room lead
- ACSW Fees (As of July 1st 2017) are based on the following and include all of the Certifying Official's fees, (except lunch on trial day which is provided by the host). NW 1 the fee is \$35. per participant. NW2 is \$38. per participant. NW3 is \$45. per participant and (ELT) Elite is \$50. Per participant
- Travel expenses as applicable to the Judges and score room leads. This will include mileage, airfare, parking, lodging, meals, and tolls.

The following items are required for the trial:-

- Trial supplies 2 stop watches and 2 video equipment will be supplied by ACSW. The host must supply one spare of each in case of breakdown. The video equipment must have a time and date stamp and the stop watches must be able to record minutes, seconds and hundredths of a second.
- Tables for check-in, Score room lead, judges lunches and for ribbons and awards for presentation.
- Chairs for score room lead and for judges lunch and for volunteers for check in.
- Pooh bags and Garbage bins for trial dogs pooh disposal.
- Cones or flags to mark paths to and from each element.
- Gazebos for staging areas.
- Warm up boxes and area to set up on trial day.
- Possible tarps or paper to block elements from view.
- Tape and cones to mark start lines, perimeter markers
- Boxes for Containers in NW1 otherwise see containers below for NW2 to elite.

- A few Running Order lists and directional maps as to staging areas and elements.
- Yellow ribbons tape or cones for reactive dogs area and to indicate reactive dogs parking and toilets.
- Signs to indicate regular dogs parking and toilets and signs for human toilets.
- Additional cones or tape to mark off restricted areas.
- Clip boards and pens for judges and judges stewards
- Give dogs space signs for those that are not K9 Nose Work® trained.
- Copy of most current NACSW rules. (unless the ACSW rules are available)
- Copy of Incident report documents.
- Copy of ACSW Liability Waiver for spectators, volunteers and officials. \
- Outlet and extension cords and power board for score room lead.
- Quiet covered area or room for score room.
- Garbage bags for lunch and coffee waste.
- Water in spray bottles and paper towels in each element in case dog eliminates.
- Name and address of the nearest vet on hand.
- List and map of the nearest shops for participants lunches.
- Name tags for competitors and or spectators.
- Any prizes.
- Vehicles for the Vehicles element.
- Master plan of area showing routes for AM then PM search areas for display on check in.
- Question if anyone has medical background in case of an emergency.
- Bags to collect any dropped food during the trial
- Perimeter flags or cones

IMPORTANT: As this is a hosted event with volunteers and spectators, a First Aid kit (for humans and canines) must be on the grounds and the location of kits must be made known at the trial briefing. There may be Liability issues if unable to get first aid to an injured person or animal. Ideally one of the volunteers or person present should have basic first aid knowledge and their presence made known at the check in table or before the trial.

- Ribbons – supplied by ACSW, paid for by host
 - Set of placement ribbons for NW1/2/3 , 1 per trial day): \$75.70
 - Title ribbons (charged by # earned): NW1: \$6.00/ NW2: \$6.50/ NW3: \$7.00
 - “Partnership Award” ribbon, “Bravo Award”ribbon and “High in Trial Award” Ribbon are \$35. For the set of 3
 - Single Partnership ribbons are \$1.00 each
- Location Rental (if applicable)
- Some insurance companies have a fee for adding an “additional insured”

Entry numbers:

The following is a list of typical entry limits and recommended entry fees. The number of entries that can be accommodated at a trial site depends on a variety of factors including parking, hours of daylight, how spread out the search areas are, and hours that the site is available. If you wish to charge fees outside the range of those listed below please check with your National Trial Coordinator.

Once a trial entry closes, the Host may review the number of entries received and if these numbers are not within the ranges below, the Host may apply to the ACSW® for approval to run the trial with the number of entries received – this will be at the ACSW® discretion and each case will be reviewed on an individual basis.

- 2017 NW1 = Maximum 35 - Minimum 30 Typical entry fee is \$80-\$100.
- 2017 NW2 = Maximum 30 entries. Minimum 25 Typical entry fee is \$85-\$110.
- 2017 NW3 = Maximum 25 entries. Minimum 20 Typical entry fee is \$110-\$125.
- 2017 Elite Division (ELT) =Maximum 20 entries. Minimum 15 Typical entry fee is \$120-\$135
- **Please note, the above are maximum entry numbers but ACSW also reserves the right to cancel a trial if minimum entry numbers are not met**
- **We do support hosts who wish to charge a small processing fee for cancellations prior to the refund date to cover any transaction fees and the time to process the cancellation and go through the waitlist to fill the space. Such fees must be noted in the premium under the cancellations section.**

Timeline

6-8 months prior to trial date:

- Find a trial location
- Fill out the Trial Request Form on the ACSW™ website expressing your interest in hosting a trial. This initial request will help the ACSW™ to ensure that trials are being offered in various regions appropriately spaced geographically and time wise. Once the initial request is formally approved in writing by the ACSW™ office, you may proceed to the next step in the process

4-6 months prior to trial date:

- Confirm your trial location and collect details on the location
- Answer questions from the National Trial Director australiancaninescentwork@gmail.com regarding details on your trial request.
- Receive a formal written approval via email from the ACSW on your trial request with an official date.

2-4 months prior to trial date:

- Create your trial “budget”.
- Work with your National Trial Coordinator (see list of all ACSW officials) to determine the opening date for your trial. Trial entry should open 8-12 weeks prior to the trial date. The trial coordinator will make the announcement of the entry open date and premium location on the ACSW website under the Information & calendars for ORT’s and trials. The announcement of the date that trial entry will open should happen at a minimum of 14 days prior to the trial entry date.
- Create the advertisement for your trial and submit to the National Trial Coordinator for approval. Once approved, the on line event will be created on the ACSW web site and the host will be sent the link to this – the host is then able to post the advertisement and on line entry link via web site and/or social media.

8-12 weeks Prior to trial Date:

- Check with the National Trial Coordinator to ensure that trial judges have been obtained.
- When you have the results of the trial entry draw:

- Email entrants to let them know that they have been accepted into the trial or are on the wait list.
- PLEASE NOTE: Entrant emails are only to be used to contact entrants with information regarding your trial. They cannot be made public, shared with third parties (including trial vendors/photographers/videographers), or used by you for other purposes.
- Take volunteer sign ups. Ideally you will have assigned your volunteer coordinator to this role. Please note that the host cannot act as VC on the day of the trial as those positions are both labor intensive and require people to be in different locations during the trial day
- Ask volunteers if they will have a vehicle available to use in the vehicle search. Vehicles that are going to be in the trial must not be used for searches for at least 30 days before the trial. Be sure that people allowing their vehicles to be used understand that we cannot take responsibility for damage to vehicles and they are allowing the use at their own risk.

4-6 weeks prior to trial date:

- Submit final count of entries – this will allow ACSW™ to order ribbons and get them to the trial host in time for the trial.
- Provide ACSW™ with additional insured form from your insurance agent
- If you would like to have vendors for your trial, a list of vendors and a description of their products/services needs to be submitted to ACSW™ for approval at least 4 weeks before the trial date .
- Identify any photographers who might take photos at the trial and coordinate with the ACSW™

Current Photographer guidelines:

Trial hosts can at their discretion invite officially designated photographers to photograph individual elements on the day. The guidelines for photographers are as follows:

The photographer must be approved for use by the ACSW – this must be done by the photographer applying in writing to the ACSW. ACSW™ must have use of a select number of images to use for promotional and educational purposes free of charge. These images will include up to 20 event/action shots and also photos of the winners at the awards ceremony. Photographer credit will be given when these images are used. Photographers may sell copies of their work to event participants as long as the event host has granted them permission to do so and location restrictions permit on site photography. Photographers may also use the photos for their own advertising or professional purposes.

Photographers must, in no way inhibit or interfere with the running of the event and must stay within approved designated areas for shooting. Photographers must adhere to any parameters set forth by the on-site certifying official or other ACSW™ guidelines set for outside photographers. Approved photographers are not permitted to take video of any kind during a ACSW™ event. If, at any time the ACSW's certifying official or other approved personnel deem that an individual photographer is not adhering to the parameters of the day or creating a nuisance or interfering with a competitor, judge, or other official personnel they will be asked to leave the trial location immediately. All photographers must submit to the trial host and ACSW™ all pertinent contact information before the start of the trial

Any approved photographer taking photos at an element need to be stationed in a location that will not disturb the person or dog competing and they cannot use flash and must have a quiet shutter. They

must also be prepared to move around the element without disturbing the team to ensure they are taking photos at all locations and not just at the “hide”. They must cease taking photos if they see that this is disturbing the dog in any way. Competitors can request that a photographer not take pictures during their run. Not all elements will be conducive to the use of a photographer. Permission must be obtained from the CO before the start of the trial as to which elements may be photographed. Photographers may not be present while the CO is setting hides and whilst the dog in white is running

Entrants must inform the element judge if they do not want photos taken

1-3 weeks prior to trial date:

- If you are having vendors that are required to submit an insurance certificate listing ACSW™ as an additional insured, the certificate needs to be received by ACSW™ at least 2 weeks prior to the trial date.
- Work with the National Trial Coordinator to create day of trial schedule/timeframe for judges, competitors and volunteers.
- Verify your schedule/time table for the trial day with the National Trial Coordinator. There are lots of nuances to the morning setup, walk throughs, and hide placement – we want to make sure everything fits together properly.
- Submit trial search area and flow plans to the National Trial Coordinator. We like to have a plan going into the trial even though it may change. It is very helpful to submit a site map with locations identified and paths to/from elements drawn in.
- Email trial entrants with location, check in times, hotel information, etc. See “Supporting Documents” for sample email.
- Email volunteers with volunteer assignments and check in times. See “Supporting Documents” for sample email.
- Determine if spectators will be allowed at your event (and for which elements if so) – consult with the National Trial Coordinator on this. If the location does permit for spectators this information may be included on your trial announcements or advertisements. You can also post location information, times and guidelines for spectators on your trial web page about 10 days before the trial date.
- Secure canopies and “clean” vehicles as needed
- Provide details to the judges including: location, arrival times, your contact info – ensure you have the judges contact phone numbers. Communicate with them regarding any travel arrangements you have made.
- Organize/plan snacks, lunch, beverages, coffee for volunteers/officials
- Work with the National Trial Coordinator to identify which “dog in white” he/she wishes to use for the trial. “Dogs In white” are used at the certifying official’s discretion. A “dog in white” is a dog that may be used to run the competition hides prior to starting the competition to provide information to the certifying official. The host makes recommendations as to dogs they feel will be a good choice for dog in white but does not mention it to the person they are recommending until that team is approved by ACSW. There are many reasons why a candidate may not be approved as dog in white and we don’t want anyone to feel hurt at not being selected. Ideally the team has earned the title level they are assigned to but not a more advanced title. The dog needs to be a strong worker and be odour obedient and the handler needs to be discreet with information and able to readily take direction from the CO.
- Turn final entry lists into the National Trial Coordinator so your final running order and score sheet files can be generated.

- Ensure all stop watches and videoing equipment is in working order and have spares available and chargers on the day

1 Week Before the Trial

- Verify you have all necessary supplies.
- The Certifying Official Kit will arrive at your mailing address and will include 2 ipads. Please do not open the kit.
- The ribbon box will arrive at your mailing address
- Write payment cheque to judge and Score room Lead to be delivered day of trial.

Day Before the Trial

- Walk through trial site with certifying official, host and volunteer coordinator.
Note: It is mandatory that the certifying official and host do a walk through of the trial site the day before the trial. This walk through may take 2-4 hours. It is OK if you can only have access to the interior areas for a shorter period of time, but you need additional time to walk the outside areas to determine logistics. Key points that the CO will to identify during the walk through (host should be prepared to take notes so they can follow through on the CO's directions):
 - Determine location logistics – parking, water faucet/hoses, access/keys to rooms being used, access to toilets for competitors
 - Finalize area where each element will take place
 - Determine start lines and where tape or cones will be used
 - Determine how search area boundaries will be flagged or marked off.
 - Paths competitors will walk to and from each element
 - Determine staging areas for each element
 - Determine if there are dog toilet areas within the search grounds that may be used between elements.
 - Determine where canopies are most needed (i.e. staging areas, start line, relief for judges)
 - Check visibility and audibility of search areas from competitor parking and staging areas and along the path to each element. Plan supplies (i.e. tarps, paper to cover windows, etc) accordingly.
 - Verify human bathroom access – also check visibility /audibility of search areas from bathroom.
 - Determine reactive dog parking/crating
 - Work with site location to determine appropriate places for participants to toilet their dogs and deposit dog waste

1 day to 1 week After trial

- Score Room Lead needs to email results file to australiancaninescentwork@gmail.com with the subject heading -Trial results .

- Send payment of the ACSW™ fees and ribbon fees to ACSW™ - ACSW will send you an invoice through PayPal for the amount due.
- Return the “Certifying Official Kit” – please use the return shipping label included in the box. If the CO did not put it on the top of the box prior to packing it up, please look inside the box.
- Return the unused ribbons. There should be a return shipping label included in the ribbon box.
- Return the 2 IPADS to ACSW

ACSW™ contact emails

Following are the ACSW™ email addresses/subject headings to use at various phases of the trial hosting process

- Before your trial is approved, all questions should be sent to the National Trial Director at info@acsw.com.au with the subject heading Trial Questions - NTD
- Once your trial is approved, you can contact your Trial Coordinator who will be guiding you through the trial planning process. Then all questions should be directed to your Trial Coordinator at info@acsw.com.au with the subject heading Trial_(insert State) - TC
- If a National Trial Representative will be attending your trial, the National Trial Director may ask you to include them on correspondence as well.

Trial location requirements

Note: These are general requirements and a location may not work due to other logistical reasons. All trial sites must be approved by a ACSW™ official - this may be done by photos, video, Google earth or an onsite visit. Trial site locations are not announced until about 2 weeks before the trial. Until that time, only the city and state of the trial are made public.

NW1™, NW2™, NW3™ Trials

- **Interior Search Space** – NW1 requires 1 search area, NW2 requires 2 search areas and NW3 requires 3 search areas. Ideally we have different search areas for each trial day.
- **Exterior Search Space** - flexible on surface. If it's a wide open area, then additional items to busy the search area may need to be provided as specified by the ACSW™ official (such as tables, chairs, etc). Also materials such as tape/flags/gating will need to be provided to specify the boundaries of open areas without visual boundaries. Size depends on conditions such as surface, complexity, weather conditions, etc. Ideally we have a different search area for each trial day, or have the ability to shift the search area for each trial day.
- **Vehicle Search Space** - A place to park 3-5 vehicles for the vehicle search. An area where 3 cars may be parked away from other vehicles and out of visible range of competitors.

- **Container Search Area** - An area to conduct the container search. This may be indoors or outdoors however it cannot be the same area as any of the other element locations. There must be room for ~25 containers.

All Trials

- **Parking** for 60-80 vehicles. This may vary based on number of entries allowed plus number of volunteers, trial officials, etc. A typical NW1 trial allows for 30-40 competitors plus approximately 20-30 volunteers. If spectators are allowed at the trial, additional parking may be needed. We recommend that a section of the parking be designated for reactive dogs. This area should allow them access to dog toilet and search areas with minimal exposure to the other competitors.
- All search areas must be out of visual sight and audible range of the parking/crating areas. Tarps, canopies, vehicles, etc may be used to achieve this if necessary.
- There must be a location in proximity to each element search area for a dog to be staged while the dog ahead of them does their run. This staging location must be out of visual and audible range of the search area. This is to help with trial flow.
- The location must be on private property or in a location where the public is not allowed to bring their dogs. Note: Many schools are public property and if the public do bring their dogs there, we can work with this in many situations – especially if we are allowed to ask them to leave. A public park is a more difficult situation unless we are given exclusive use of the trial area (including parking).
- A room for the score room. It needs to be quiet and separate from any areas being used for searches, volunteer hospitality, etc and needs to have tables for the computer/printer and adequate mains outlets for plugging in IT equipment and recharging cameras or the host will need to bring power boards and or appropriate power generator
- The location should not be in a setting where barking dogs will be a nuisance to neighbours
- The location cannot be a dog-focused business where dogs are on site daily such as a dog daycare, training facility, shelter, etc.
- There needs to be bathroom facilities available outside of the search areas for the competitors to access without having visibility into the search areas.
- When you are hosting a multi-day trial, interior and exterior spaces should not be reused from day to day without approval from your trial coordinator or certifying official.
- Example locations: Schools, churches, office buildings, etc.

Trial Site Reuse Policy:

- We try to minimize trial site reuse as the goal of a K9 Nose Work® trial is to have the dog enter a novel area and search. There are many ways we can maximize the use of a location depending on the logistics
- Mock trial and nose work class usage of an area counts as usage.

Day of trial to do list/instructions

Trial Host Tasks

- Help Volunteer Coordinator ensure that all setup and volunteer training is taken care of
- Greet judges and certifying officials
- Ensure that hospitality and any raffles are setup and staffed
- Check with the CO that the 2 Ipads are fully charged
- Ensure that the score books and any running order updates get delivered from registration to the score room – ensure that all competitor score cards and judges element sheets are delivered to the SRL promptly once the first 2 elements are finished prior to the lunch break.
- The trial host is responsible for keeping track of time, collecting participants and kicking off the briefings, and starting the trial. The host should make the official greeting to competitors and introduce the officials and judges at the briefing
- Kick off the competitor briefing and explain site logistics and do introductions. Ensure that the volunteer briefing occurs on schedule.
- Lead off awards ceremony (recommended that you collate a list of people to acknowledge prior to the awards ceremony). Help hand out ribbons during the ceremony
- Ensure the ACSW Trial completion checklist is fully completed and signed by the hosts and the CO at the end of the trial before the clean up.
- In the event of an unforeseen circumstance with a judge or CO. A CNWI may be able to step up into the position if first approved by the ACSW

Check in Table Instructions

- Go over spectator guidelines with spectators and give them a spectator name tag. Spectators must

also sign all liability waivers.

- Check in competitor on check in sheet.
- Check in volunteers on volunteer check in sheet and ensure all have signed Liability waiver.
- Check in any photographers and ensure all have signed liability waiver.
- Check in all officials and ensure all have signed liability waiver.
- Verify dog's rescue status for Bravo award
- Give competitor their name tag
- Offer Yellow ribbons for reactive dogs
- Get scorebook from competitor and put into "scorebook box"
- Communicate: Toilet area, canopy area, reactive dog area, yellow bandana's meaning
- Point them to posted running order
- Have on hand information on local food options and closest emergency vet
- As check in completes, inform the score room of any running order changes, additions or deletions.
- Throughout the day as spectators arrive, communicate spectator guidelines, give them a spectator badge, have them sign the waiver, and direct them to appropriate area.
- Check in afternoon volunteers
- Answer questions from competitors as needed throughout the day – direct questions to appropriate "Key" volunteer as needed.
- Identify any first aiders
- Identify location of pet and human first aid kits

Vehicle search area

- Identify owners of vehicles to be used in the search
- Have vehicles moved into place at the appropriate time (right away if vehicle search is in the beginning of the day).
- Determine where keys will be stored (in vehicles – i.e. tucked in visor, under floor mat or in the possession of the vehicle search area liaison).

- Setup canopies and chairs for search area and staging area
- Setup start line
- Clean up search area (burrs, glass, etc)
- Set up tape/ring gates/ex pens, etc to mark spectator search area
- Hang appropriate area signage
- Verify with certifying official that the search area is as they want it.

Container search area

- Build odour boxes asap in the morning so certifying official can start the odour boxes “cooking”. Designate which person is going to be assigned to touch/reset odour boxes. Nobody else should touch the odour boxes!
- Find out from trial host/certifying official where the spare odour boxes will be stored and ensure the area is blocked off so no dogs will pass by
- Build the rest of the boxes or collect appropriate containers
- Setup canopies and chairs for search area and staging area as needed
- Setup start line
- Clean up search area (food, trash, etc)
- Set up/mark spectator area
- Hang appropriate area signage
- Cover windows with paper/tarps as needed to ensure competitors do not inadvertently see the search area.
- Verify with certifying official that the search area is as they want it.

Interior search area

- Setup canopies and chairs for staging area as appropriate
- Setup start line
- Clean up search area (food, trash, etc) as directed by the certifying official

- Set up/mark spectator area as directed by the CO (if appropriate – interior searches typically do not allow for spectators)
- Hang appropriate area signage
- Cover windows with paper/tarps as needed to ensure competitors do not inadvertently see the search area.
- Verify with certifying official that the search area is as they want it.

Exterior search area

- Setup canopies and chairs for search area and staging area as appropriate
- Setup start line
- Clean up search area (burrs, glass, etc) as directed by the certifying official
- Set up tape/ring gates/ex pens, etc to mark spectator search area
- Hang appropriate area signage
- Mark the search area as specified by judge (flags, tape, etc)
- Verify with certifying official that the search area is as they want it.

Overall site

- Hang area signage not related to specific search areas – human bathrooms, dog toilet, competitor free zone, reactive dog area, etc
- Hang/display the ACSW™ banners
- Setup the hose (and kiddie pool if appropriate) if trial is in hot weather
- Setup the Warm up/recovery box area
- Distribute supplies to specific areas/"Kits" (see "Supply Lists by Area")

Certifying Official Tasks

- Ensure that both IPADS are fully charged before the start of the trial

- Cook “odour” containers
- Determine hide locations
- Confer with search area “liaisons” on start lines, spectator areas, etc.
- Check area for safety (rat traps, rat poison, broken glass, sharp objects, loose wires, unstable objects etc)
- Verify that maximum search times listed on scorecards is correct
- Set hides and run dog in white
- Judge’s briefing
- Ensure that those doing the competitor’s walk through know the flow, areas and guidelines for the walk through (i.e. hold questions, etc) with trial host (or designated person)
- Determine where timer, judge’s steward and videographer will stand for each element. Communicate this to judge, timer, steward and videographer for each element.
- Monitor searches throughout day
- Pick up odour at end of trial day
- Sign and calculate points in score books and ensure judges sign them as well
- Sign and complete End of Trial check list with Host at end of day but before cleanup.
- Lead judge’s briefing at awards ceremony
- Announce results at awards ceremony
- Ensure all documents are returned to SRL

Judges’ steward or Element lead Tasks

- Receive training from appropriate staff/volunteer
- Obtain/Locate “Judge’s Steward Kit”
- Verify you have running orders and score cards and that the maximum search time listed on the score card is accurate (check with certifying official)
- Locate your timer and your judge
- Confer with your corresponding search area “liason” to determine where start lines, staging areas,

spectator areas are and how the entrance/exit flow will work for your element.

- At the completion of an element it is the judges stewards or element leads responsibility to ensure the judges summary card and any competitor cards are taken directly to the Scoreroom lead ASAP.

Awards Ceremony

- Host to acknowledge and thank appropriate people and invite CO to speak
- CO to thank everyone, Hosts, Volunteers, Competitors and judges and invite judges up to discuss elements. CO to explain their reasoning behind hide placement in element then let element judge speak to the skill of competitors and hand out Partnership ribbons. (Done for all 4 elements)

CO then to explain what criteria the Partnership award is based on

CO to describe the criteria used to determine the winner of the Bravo Award (RESCUE DOG) CO will then discuss the criteria for High in Trial Award which is pretty straight forward as it is awarded to the dog that had the fastest time and highest score for all 4 elements

- Judges and Host to Announce/Distribute Overall placement ribbons
- Judges and Host to Announce/Distribute top element ribbons
- Judges and Host to Announce/Distribute title ribbons
- Distribute score books

Volunteer headquarters

- Check in “Key” volunteers
- Train/assign jobs to “Key” volunteers
- Setup hospitality
- Check in all volunteers
- Assign jobs/train volunteers
- Identify judge’s stewards/timers/videographers and get them connected with their “Judge’s Steward Kit” and ensure they get trained by the volunteer coordinator if the score room lead is not available
- Afternoon volunteers will be checked in by the check in/registration table

- Coordinate cleanup

Briefing Notes

The following items are things that need to be addressed in the briefing:

1. Welcome to the trial (Trial Host)
2. Introduce judge/certifying official and other “important” people (Trial Host)
3. Site Logistics (Trial Host)
 - a. Ask competitors to remember to show respect to the property
 - b. Human bathrooms
 - c. Where to toilet dogs
 - d. Where to deposit dog waste
 - e. Off limit areas – both because of location requirements and also to keep participants out of sight of the trial search areas
 - f. Reactive dog parking and toilet area if applicable
 - g. No congregating of dogs anywhere, wait until you are called to a staging area
4. Trial (Certifying Official)
 - a. Will have their own script with them. The CO covers all questions related to search areas, time limits, trial rules, etc.

Staffing needs

There are several roles necessary to run a ACSW™ sanctioned K9 Nose Work trial. You will need judges and a certifying official that are approved/assigned by the ACSW™. Additionally, the trial host plays a key role. The rest of the roles will be defined below. They are designated as “volunteer” positions, but it is up to the trial host to determine if any of the roles will be paid positions.

Each volunteer may be assigned to multiple jobs depending on whether they are working a full day or

only a morning or afternoon shift. The number of actual people needed will depend on how many elements are being run at a time. For example, 2 people could fill the positions of the 4 timers if each person timed an element in the morning and another in the afternoon.

“Lead” volunteers

Lead volunteers will be the first to arrive. They will receive training/assignments and will then be responsible for training other volunteers assigned to their area. They will ensure their area is setup correctly.

1. **Volunteer coordinator** - will solicit volunteers and get all volunteers assigned to appropriate jobs. Ideally this person is someone experienced with K9 Nose Work trials so they can fill roles with appropriate people. Additionally, they will be in charge of ensuring all volunteer positions are filled the day of the trial and adjust accordingly. The Volunteer Coordinator will also train the element volunteers on their individual responsibilities on the trial day if the score room lead is not available.
2. **Certifying Official Assistant** (to be assigned by ACSW™, but trial host may be asked for recommendations): A person to shadow the CO during setup and act as a runner able to get them supplies, volunteers, find answers to questions, etc. as needed. This person needs to be able to find answers quickly with minimal direction.
3. **Element Leads** – Assists the CO and judge in getting each element’s search area set up and assists the judges scribe when needed. This includes staging areas, start lines, cleaning up debris, etc. This role is critical to getting the trial started on time. The Element Lead is responsible for the flow/staging and all functions of their element once the trial starts. They should ensure that the flow is working (and bring it to the CO’s attention if there is an issue). They should also ensure that all their volunteers and judges have water and snacks. Element Leads are also responsible for relieving gate stewards to ensure that all volunteers get an opportunity to spectate at least a few dogs.
4. **Check in coordinator** – This person will be responsible for setting up the registration/check in area and training others who will be helping check in competitors.
5. **Score room lead (SRL)** – This person will be responsible for setting up the score room area and training other volunteers assigned to this area.
6. **Supply coordinator** – This person will be responsible for helping to unload all supplies and see that they are distributed to the appropriate areas. If someone cannot find a supply, this is the person to contact.

Volunteers

All other volunteers will arrive at a time after the key volunteers are trained. It is helpful in the volunteer email to specify the earliest time that these people may arrive.

People assigned to work at an element (timer, video, judge's steward) should be available to stay for that entire element so every competitor's experience remains as consistent as possible. For NW3, please remember that elements may span am/pm, so all element crew volunteers should be full day volunteers.

All volunteer briefing/training is done by the volunteer coordinator

1. **Food Liason:** arranges for food for trial workers, generally including snacks for everyone and lunch for judges, officials, and all day workers. The same person or another person or a couple of people will need to be available to set up lunch or run and get lunch at the appropriate time.
2. **Setup Crew:** 2 people for each element plus registration setup. Depending on how the trial is being run, you may have a setup crew that sets up just the morning elements plus registration, and a later group that sets up the afternoon element (s). Some of the setup may also be completed the night before depending on the trial site. Arrive ½ hour to 1 hour before the rest of the volunteers and get start lines and boundaries and spectator areas (if allowing) marked off at each element, and set up barriers and canopies as needed to block views and provide shade. Get chairs set up at gate steward locations for the steward and queued competitors. The element setup is done under the direction of the Search Area Liaison(s).
3. **Check In** (2 for morning, at least 1 for afternoon to catch pm volunteers and watch for spectators or the public wandering in): Handle competitor check in and also be responsible for "checking in" spectators.
4. **Score Room** (2 + for the day): At least 2 for the full day so that the work is being double checked. Could be one experienced person that stays the entire day and 2 new people that each work a half day while being trained on the job. Need to be computer savvy and comfortable with inputting and double checking numbers/ times. Can also have a person there to sort the competitor score sheets.. These roles are finalized/approved by the ACSW™ score Room coordinator
5. **Timers** (1 per search): Need to be comfortable being responsible for recording the official time for each team as they compete on an element. Timers need to be comfortable using a stop watch and being able to call out a 30 second alert (time left)
6. **Score Runners** (1 per 2-3 searches): Take 2-3 completed score sheets at a time from an element to the score room lead
7. **Box Setters** (2 for container search): Re-set the boxes and clean up spilled food and saliva as needed during the container search element. Must have 2 people, one to re-set the clean boxes and one to handle the odour container (s). Note: For the Element Specialty Trials, you can double up

jobs (i.e. have the timer also be the hot box setter, etc)

8. **Warm-up box re-setter** (1+ for day): An optional position, but especially in the morning before competitors go into their first element, the practice box area will be busy and full of nervous people. Having someone there to move boxes around and make sure the competitor knows which box has the odour in it can help keep things running smoothly and insure every competitor gets enough warm up time.
9. **Judge's Steward** (1 per search): Greets each competitor as they enter the area for their search. Will ask each competitor if they have any questions and then tell them when they are cleared to begin, depending on how the briefings are being done by the officials. Hands each competitor's score sheet to the judge when it is that competitor's turn and collects it back after completion to give to the score runner. Review that the score card is complete. May also be assigned to video tape each competitor if the job is not assigned to a separate videographer (especially likely to need to tape the interior search). This person should ideally have trial experience and be assigned to the most "capable" volunteers.
10. **Judge's Runner**: This is an optional position. This person is assigned to be available to the judges and others working there if they need to bring them drinks, find an official, get a charged video camera, etc. Watch over the judges and make sure they get a break if needed. Recommended that they check in at each element every 30-45 minutes.
11. **Videographer** (1 per element) Video each competitor's run of an element, moving as needed to capture the footage while staying out of the way of the competitor and judge and not distracting the dog. This is an optional position, this job may also be assigned as part of the judge's steward's duties. In some cases a tripod may be used. NOTE: Only designated people may take videos at the event and must be clearly identified. Videographer is also responsible to take a close-up view of the hide area after the competitor walks away and report IMMEDIATELY to the judge if there was any food dropped before the score card is handed to the competitor (or before the competitor leaves the area.)
12. **Gate Stewards** (2+ per search): Get competitors lined up to enter the first search and to direct them towards the next search or back to the competitor staging area. This role is very different than gate stewarding at agility. We need calm, collected people who can ease nerves and ensure that dogs have enough space. While we want to keep things moving, we also like to keep everyone's stress level down and ensure all the dogs are safe and as stress free as possible. The number needed really depends on how many search are being run at a time and how spread apart the element areas are. There should be at least a steward staging the next few competitors, spread out to ensure safe areas for reactive dogs that are waiting their turn. If competitors are then being directed to another element, there should be a gate steward at the exit to that element to point the way to the next staging area. There will be another gate steward will be waiting, to wave the person on to the next element when given the OK by the judge's steward. If returning to the competitor staging area after an element isn't a simple and direct path then additional stewards may be needed to keep

competitors from getting lost or wandering into off limits areas. Gate stewards should also monitor spectators and ensure no photographs or videos are being taken.

13. **Competitor relations/Safety Officer (Optional, but recommended)** – A person to monitor the parking/crating area. This person should be available to answer any competitor questions about the trial, the flow, the schedule, toilet areas, etc. They will also ensure that dogs are being managed appropriately and that NACSW™ trial etiquette is being followed. This is especially important as competitors arrive and through the first hour after dogs start competing.
14. **Photographer** An ACSW approved optional person during the day to take candid photos and/or to take photos of the dogs as they are competing. Anyone taking photos at an element needs to move around the element in a way that will not disturb the person or dog competing and they cannot use flash photography and must have a quiet shutter. Photographer must ensure their positioning does not give away the location of the hide. Competitors can request that a photographer not take photos during their run. Not all elements will be conducive to the use of a photographer. Some trials may have an ACSW approved professional photographer on site to take pictures during elements. Someone does need to be assigned to take photos in the afternoon during the awards ceremony and of each empty search element. Hosts must contact the ACSW in regards to additional photographer guidelines provided by the ACSW™. NOTE: Only ACSW approved people/photographers may take photographs at the event and must be clearly identified.
15. **Floater** (2+ per element): Extra hands to help with jobs that come up during the day, and also bodies to fill positions if other volunteers cancel or don't show up.
16. **Awards Table Setup** (1 towards end of day): Set up ribbons on the table as final results are coming in.
17. **Cleanup Crew** (6+ at end of day): Take down canopies, put away chairs and tables, remove tape etc. from element areas, clean up any garbage, tear down boxes, do a walkthrough of the entire trial site checking for forgotten equipment/trash/poop. Ensure that all signage is taken down.

Documents to print prior to trial (will be available for late 2017)

NOTE: Please check all documents to verify that you have updated all information to apply to your trial including trial date, location and host name.

- Spectator badges – All Trials
- Competitor badges – All Trials
- Volunteer badges - All Trials
- Current ACSW™ waivers – All Trials

- Trial Schedule (8-10) – All Trials
- Flow maps (8-10) – All Trials
- User Scorecards provided by ACSW
- Check in sheets (2) – All Trials
- Running Orders (15+) – Note we always wish we had more of these! – All Trials
- Judge’s Certificates – please print on certificate paper- NW Trials Only.
- Volunteer list/assignments (8) – All Trials
- Judges Element breakdown (for awards ceremony)
- End of Trial Completion check list for Host and CO to sign
- Area Signage – All Trials

Additional Note: We have found it helps to collate several (i.e 8-10) “sets” of information to give to key people so we do not spend time trying to track down information or copies of information. These sets should include: trial schedule, running order, order groups will run elements, flow/search area map, and a list of volunteer assignments. Staff that usually need this includes: Certifying official, trial host, trial rep (if applicable), volunteer coordinator, registration lead, setup lead for each search area, and there are usually a few extras who need this as well.

Supporting documents provided by the ACSW™

Running orders – electronic files with initial randomized running order will be provided by the ACSW™. Trial host may modify running order as needed based on last minute requests/changes.

1. Check in sheets – ACSW™ will provide an electronic file with alphabetized check in sheets. Trial host may modify check in sheets as needed based on last minute requests/changes.
2. Judges Element scorecard
3. Scorecards – electronic files will be provided by the ACSW™ for each competitor for each element.

Blank scorecards will also be provided.

Frequently asked questions (asked by trial competitors and attendees)

A participant has forgotten their membership card

Membership cards are not required as long as the participant is listed on the check in sheet.

A participant has forgotten their scorebook

Score books are not required to participate in a trial. If a participant shows up without their score book because it was lost or forgotten, they may participate in the trial. If they want to have their score book officially updated (this is not required), they will need to do the following:

1.) Send the score book (or a request for a replacement) along with a return mailing address and cheque for \$25 made out to Australian Canine Scent Work to:

ACSW 5 Harris Road, Dural, NSW, 2158

2.) If it is found that the person was not a registered member of ACSW™ and did not have a score book before participating in a trial, then the trial results will be invalid.

- If a competitor wants to leave the trial early, the score room will give the score book back, but without results. We will not interrupt end of day process to get a score book done sooner. If a competitor takes a score book without the results, and wants them recorded, they should follow the regular replacement instructions.
- If a competitor leaves their score book at the trial, it is not the host's or ACSW's responsibility to get it back to the competitor. We will coach hosts to give people some leeway first time for a while, but then leave it up to them.
- If the score room "messes up" a score book, they should correct it and initial the mistake. If it is a "messy" mistake, they may return the score book to the competitor with the information that a free replacement will be sent in a few weeks. It would then be the score room lead's responsibility to email australiancaninescentwork@gmail.com with the pertinent details.

A participant doesn't know their membership number or has any question about their

membership status

Have the participant email australiancaninescentwork@gmail.com with their question

Are bitches in season allowed to participate in the trial?

No, bitches in season are not allowed to compete in ACSW™ trials.

I'm a volunteer or a spectator, can i bring my dog to the trial?

If the person is a spectator, the answer is NO. If the person is a volunteer, it is at the trial host's discretion and the dog must remain in the designated crating/toilet area and not enter the competition area. This should be an exception case basis however.

A competitor does not sign the photo/video release – What do I do?

Note: Competitors agree to the photo/video release information when entering the trial via the on line entry process.. If a competitor doesn't want their video used for anything other than verification purposes, please give them a sheet of paper with their name and their dog's name and a note that their video is not to be used for anything other than verification purposes. Instruct the competitor that it is their responsibility to give the piece of paper to the judge's steward at each element. The judge's steward will then instruct the photographer to not take photos (if the competitor doesn't want photos) and will also display the sheet of paper on the video at the beginning and end of that competitor's video. Also please note that all trial videos will be available to purchase after the trial through an ACSW representative

Can a Minor volunteer or spectate? What is the policy for Minors at a trial?

- Volunteers must be at least 16 years old.
- Spectators aged 13-16 must be under direct supervision of a parent or guardian during the entire trial.
- Volunteers 16-18 may volunteer without a parent present, but must have a liability waiver signed by their legal parent or guardian.
- Anyone under the age of 13 at the trial must be under direct supervision of a parent or guardian during the entire trial and may not act as a volunteer. Minors under the age of 13 must stay in spectator areas .

FAQ's

Can I or my family/friends take video or photos of my dog searching at an ACSW™ trial?

A: ACSW™ recognizes how important it is for members to see how they perform in competitions and to have that performance memorialized in video. Additionally, ACSW™ recognizes the importance of competitors trialing in new locations. Toward this latter end, ACSW™ makes every effort to secure new and interesting trialing locations for its competitors. However, many of the locations that ACSW™ obtains are highly regulated and may have sensitive corporate information contained in the trialing areas. Even more importantly, many of the trialing locations have photographs of children, spouses, and other personal information of employees that work at such locations prominently displayed on desktops. As it is a given that employees at these locations would not want such personal information captured on video, ACSW™ has not allowed the use of personal videos at any ACSW™-sanctioned Trial. In making such a decision, ACSW™ is balancing the desire of its members to watch their own video and the expectation of privacy that all private property owners have in their own locations, which they have graciously opened up to ACSW™ for trialing purposes. Therefore, as much as ACSW™ would love to allow people to video their runs at a trial,, we have to regulate this by only allowing ACSW staff to video each element search – this video will be available for purchase after the trial. .

Q: Under what circumstances can I request to have my trial video or trial score reviewed?

A: We will ONLY provide a video review **on the day of the trial** in situations where it will affect a qualifying score, a title, or move a team into the top 3 placements.

Q: How does the random draw for trial entry work?

A: We know that as more people are entering trials, more people are ending up on wait lists for these trials. We would love to have more trials on the calendar to help address the demand, so if you are interested in hosting and have a potential location, please let us know.

We have been getting a lot of questions lately regarding how the random draws are performed and we wanted to take the time to give you the inside scoop on the process.

As of mid 2017, All entries come in through the ACSW™ web site. The ACSW™ staff member then extracts all the entries for a given trial into an excel file. Then we add a column and use the Excel random number generator to assign a random number to each entrant. Then the trial coordinator sorts by the assigned random number and that is the resulting draw order. The draw results are then sent from the ACSW to the trial host so that they can send out the entry confirmations and wait list emails.

Very rarely, a priority entry may be given to a person for significant contributions to the trial process. These are few and far between. Anyone who hosts a trial and opts to not enter their trial may request a priority entry to be used at a future trial, but they only get one priority entry per year regardless of how many trials they host. Trial hosts receive "double draws" for each additional trial weekend hosted in that

year - a double draw gives them two chances in the draw. There are also a few people (less than 10 nationwide) who donate significant hours to the behind the scenes work for the ACSW™ that may be given a priority entry (but again no more than one per year per person). And last, occasionally there is a unique situation that results in many people getting a trial opportunity because of one person's sacrifice that might earn a priority (again only one per year) - for instance we once had a judge who had an entry in a trial with their own dog, who agreed to sacrifice their trial opportunity to judge so that everyone else could trial.

We understand the frustration with the wait lists, but rest assured the draw is random. We have investigated many possible options for all the people who deserve entries (those who volunteer a lot, those who have been wait listed many times, those with older dogs, those who can't travel, etc, etc) and the unfortunate situation at this time is that many, many people deserve entries and there isn't an easy way to address the situation given our current resources, so the fairest solution is a random draw.

We encourage all of you to get involved in some capacity to help us make more trials happen so that we can help alleviate the long wait list issues in some parts of the country.

The ACSW is also recommending to all hosts that they hold at least one FREE mock trial per year for the volunteers and official that have supported them. It's a great way to say "Thank you" and encourage more people to volunteer.

Q: How do I know if my dog and I have a spot in the trial I entered?

A: For every trial entry, you will get an email either way (if you got in or not) by the date specified in the trial entry process. . A lack of an email does not mean you did not get in and you should check with the host to verify (after the date specified).

Q: My dog is "dog reactive". Can we still trial or attend classes?

- A: Unlike classroom situations, the sport of K9 Nose Work® uses real-world trial locations, that may not always be suitable for those handlers with reactive dogs. Trials may present a number of variables that may put reactive dogs in stressful situations. Always make decisions in the best interest of your dog when deciding whether to enter a trial or to continue competing in a trial. Contact us to get more information to find out if the competition environment is right for your dog.

In regards to classes or the activity, virtually any dog can enjoy and benefit from the activity of K9 Nose Work®. The activity is designed for each dog to work individually and rest safely in his crate between turns. Socializing during K9 Nose Work® is only for us humans. Note: dogs with human aggression issues or extreme environmental sensitivities may want to enjoy the activity privately, with a CNWI (Certified Nose Work Instructor)

Please see the Competitor trial notes on the ACSW web site for more information

