

Australian Canine Scent Work® (ACSW®)



How to Host an ACSW® Sanctioned Odour Recognition Test (ORT)

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How to Host an ACSW® Sanctioned Nosework Odour Recognition Test (ORT)

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WHAT DO YOU NEED TO HOST AN ORT?

- ACSW® Approval for your ORT.
- Submit your request (<http://acsw.com.au/hosting-an-ort>) a minimum of 10 weeks prior to your ORT date. Please note that ACSW® is not available December – February to process any ORT applications as the Australian weather conditions during this time are not conducive to leaving dogs in vehicles. If you wish to host an ORT in March then you will need to submit this application in October at the latest.
- An ORT Location must be able to fit 12 boxes with a minimum of 48 inches spacing between boxes and also between boxes and any walls or objects. The space must also allow for a start line at least 48 inches from the boxes where the participant can come in the door, close the door and still remain behind the startline.
- Indoor location or concrete–no grass or dirt.
- Exclusive use of the ORT space during the test.
- ACSW® appointed ORT Judge and ORT Certifying Official.
- A minimum of 15 dogs participating in the ORT.
- Volunteers or staff to cover check-in, parking marshal, timer, videographer, judge’s steward, and box setter jobs.
- Clean, unused, identical boxes as specified by the ACSW® for a single odour test for dogs and as determined by the number of competitors. A rule of thumb is roughly 1 fresh (cold) box per competitor, on top of the initial 11 boxes and 1 hot box per 2 competitors.
- A copy of the official ACSW® Scoring Mastersheet – this will be emailed to you with the running order(s) once the event has closed
- Liability coverage listing the ACSW® as additional insured (you need to supply the ACSW® with a Certificate of Currency with the ACSW® listed as an ‘interested party’. If the certificate of insurance *is not received at least 4 weeks before the ORT date, the ORT will be cancelled.*

Please have us listed as:

Australian Canine Scent Work Pty Ltd
5 Harris Road
Dural NSW 2158

- The Host must ensure that the [Waiver of Liability Form](#) is signed and dated by each participant **before being allowed to participate in the ORT** and a copy sent to the ACSW®. The host must also ensure that the Waiver of Liability Form is signed by all volunteers. Please note that during the on line entry process all entrants and volunteers need to agree to this waiver – the printed form will only be needed for any late volunteers once the on line entries are closed.
- Additional supplies, requirements and details provided upon ORT approval
- Ability to enter results in Excel (template provided) and emailed to ACSW® within one week of the date of the ORT.

ORT GUIDELINES AND INFORMATION

- **If an issue comes up at an ORT and you do not feel comfortable making a decision without discussing it with the ACSW®, please call or text:**

Marion Brand: 0421 437 743

- Please note: ACSW® rules and regulations take precedence over the host's or hosting organisation's guidelines in regards to equipment and training methodology. If you have any questions about this, please email [ACSW®](#)
- **All ORT handlers must be current ACSW® members and dogs must be registered with the ACSW®. Handlers and dogs must have received their ACSW® member ID and K9 ID from the ACSW® to participate in the ORT. Membership and dog registration must be completed a minimum of 6 weeks prior to an ORT to guarantee that the IDs will be issued in time.**
- **The ORT registration must close at least 10 days before the ORT so ACSW® can check and confirm that all memberships and dog registrations are current.**
- Membership and dog registration must be completed at least 6 weeks prior to the ORT to ensure that the scorebook will be received in time for the event. Scorebooks and Membership Cards are required for all dogs and handlers running in an ORT. If on the day of an ORT, an entrant does not have their scorebook or membership CARD for handler and dogs entered in the ORT, then she or he can still participate in the ORT – however if they wish to have the results recorded in the dogs score book, this will attract a fee from ACSW. Please note as per the ACSW rulebook, scorebooks are not required for official documentation of records.
- Only flat or martingale collars or harnesses are allowed in the testing room. Handlers are responsible for having the proper equipment allowed for the test. Choke, slip or head collars, for example may be used to walk a dog up to the door to the testing room, but the dog's lead must be switched to the allowable flat or martingale collar–or the equipment changed entirely before entering the testing room. Only flat or martingale collars or harnesses are allowed in the testing room.
- An ORT must be taken and passed before being eligible for trial registration.
- Trial judges and COs cannot run a dog in an ORT they officiate, nor can they judge/officiate for dogs that reside in their household (unless they first receive written

permission from the ACSW®). If a judge is also an instructor, the judge may judge his/her own current students as of May 2017.

- ORTs and trials must be available for the general public to enter (not just students or members of a club or training facility). Any exceptions to this must receive approval from the ACSW®.
- Warmup/recovery boxes are required. A minimum of 5 boxes in the warmup/recovery area is required.
- Work with your certifying official to identify a dog in white to use for the ORT. The dog in white dogs is used at the certifying official's discretion. A dog in white is a dog that may be used to run the ORT hides prior to starting the ORT to provide information to the certifying official. Your certifying official may opt to not use a dog in white at his or her discretion.
- Bitches in season are not allowed to participate in ORTs.
- If a dog that has already passed an ORT for a given odour wishes to re-test on that odour, they may do so as an unofficial entry only if space permits. All other entries must be accommodated before taking on unofficial entries. The results for non-official entries will not be recorded in the Scorebook or on the official results sheets. The ACSW® fee will still apply for these dogs.
- ORT participants and/or friends or family members are not allowed to video/photograph one another in the test.
- No spectators are permitted in the search area during the ORT except ACSW® officials, approved ACSW® guests, ORT staff, adults accompanying a minor, CNWI in training as approved by the certifying official.
- **IMPORTANT: Any guests (i.e. future ORT hosts, local detection handlers, etc.)** must be pre-approved by emailing [ACSW®](mailto:ACSW@acsw.com.au)
- ORT results may only be publicly posted as a list of teams who passed the ORTs by the hosts. Times should not be included and misses should not be included. The ORT is not a competitive event and times may vary dramatically based on box location. If an ORT host wishes to give participants their times, there are a few options:
 - Give them their times verbally as they complete their ORT.
 - Write their times on a separate piece of paper (sticky, index card, etc.) and hand it to them with their scorebook.
- Dispensation in regards to timeframes and fees can be applied for in writing to the ACSW. Each request will be considered based on its individual merit – email the ACSW Trialling Committee (trialcommittee@acsw.com.au) (Sue Town, Trinny Teigan, Kim Dowding and Robin Smiles)

COSTS

ORT Certifying Official & Judging Fees

As of **January 1, 2016**, the participant, the host, and the officials' fees are as follows:

ORT & CO Judging Fees

- A test is defined as a single dog testing on a single odour.
- A setup is defined as a configuration of boxes with a hide location for a single odour, single handler test. 3 Odours with a single dog/handler would require 3 setups. 1 odour with 2 dogs/handler would need 2 setups. 3 odours with 2 dogs/handler would require 6 setups.

ACSW® Fees

\$10/test (the host is responsible to pay \$10 per ORT participant to the ACSW®)

ORT Judge

Flat fee of \$100 for up to 30 tests, \$1.50/test after that. Plus travel expenses as applicable

- For a 30 test ORT the judge will receive \$100
- For a 100 test ORT the judge will receive \$205(\$100+\$105[\$1.50test*70tests])
- If there is more than 1 judge then the fees must be split equally

ORT Certifying Official

Flat fee of \$100 for up to 30 tests, \$1.50/test after that plus \$25 per setup. Plus travel expenses as applicable

- For a 30 test ORT with one odour, one dog per handler, the CO will receive \$125 (\$100 flat fee plus 1 setup at \$25).
- For a 100 test ORT with 3 odours, one dog per handler, the CO will receive make \$100 (flat fee) +\$105 (\$1.50 test*70tests) + 75(3setups) = \$280. If you increase to 2 dogs/handler (for a total of 6 setups), then you would add another \$75 for a total of \$355.
- If there is more than one CO then the fees must be split equally.

Additional ORT Host's Costs

Please be aware the items 1-5 below must be organised at least one month before the ORT date

1. ORT Boxes and warmup boxes—provided by the ORT host
2. Location Rental (if applicable)
3. Be aware that some insurance companies have a fee for adding an additional insured party. The ACSW® must be added to the public liability insurance under the heading interested parties.
4. Return Shipping charges for banners (must be returned within 1 week via registered post)
5. Shipping charges to advise ACSW® of ORT results
6. Host and ACSW® to discuss video equipment and timer options. (iphone videos are acceptable as long as they are time and date stamped) must be arranged with ACSW® 1 month before ORT. At the completion of the ORT, all videos must be deleted by the ORT host with the CO in attendance.
7. Travel expenses as applicable to the Judge and Certifying Official. The host is responsible for paying mileage between 20km – 100 km at 50 cents per km. If over 100 km the host must pay mileage at 33c/km. Please note Google maps must be used to calculate mileage from point of departure to point of arrival at the ORT location.
8. ACSW® cost of shipping sanctioned ACSW® odour to the host club for the ORT
9. The ORT Host is to supply tea and coffee and lunch for the CO, Judge and all volunteers
10. Once an entry is received, no refund will be issued

ORT Fees

At this time, ORT fees fall in the range of \$20 -35 per test are automatically approved. If you need to charge significantly more due to your costs as a host we are more than willing to work with you. We understand that location and other costs may vary widely and we are more than happy to discuss your budget if the range does not work for you. It would help us if you would submit a rough budget to [ACSW®](#) for consideration. We will continue to adjust the recommended price range based on the input from ORT hosts regarding this topic. Please feel free to contact Marion Brand at [ACSW®](#) with any questions regarding the fee structure.

TIMELINE

10 WEEKS- 6 MONTHS PRIOR TO ORT DATE:

- Find an ORT location
- Determine which odours will be offered at the test.
- Determine how many dogs per handler will be allowed for each odour. The location dimensions will need to be sufficient to allow for the Number of dogs/handler/odour. Consult with the ACSW® and your certifying official for details.
- Fill out the ORT Request Form on the ACSW® website with your official ORT request a Minimum of 10 weeks prior to the ORT. This request will involve finalizing ORT location details and other pertinent information.
- Answer questions from the ACSW® regarding details on your ORT request
- Receive a formal approval from the ACSW® on your ORT request. Verbal or informal email confirmation from a founder or CNWI does not replace the ORT request process.

4- 12WEEKS PRIOR TO ORT DATE:

- Provide ACSW® with additional insured form from your insurance agent. ACSW® will request a Certificate of Currency (COC) listing ACSW® as other insured. The COC *must* be provided at *least 4 weeks before* the ORT, or it will be cancelled.
- Discuss with the ACSW® details re videoing all competitors in the ORT
- Work with the ACSW® to identify/finalize ORT judge and certifying official. Standard protocol is for the ACSW® to assign the judge/certifying official.
- Confer with the ACSW® and your certifying official to set a minimum and maximum number of entries
- Confer with your ACSW® certifying official about the ORT box layout for your location. The certifying official is responsible for determining the best set ups for your location. You will need a unique setup for each dog/handler for each odour. So, if you are running 3 odours and allowing 2 dogs/handler, you will need 6 setups. Your certifying official may request dimensions and/or photos to help determine the best set ups.
- Confer with the CO to determine what order the odours will be run
- Set your ORT entry price. We recommend cost be between \$25-35/dog/odour.
- Purchase ORT boxes as specified by the ACSW®.
- 15 odour (hot) boxes per test of 30 participants. 30 clean (cold) boxes in addition to the

original 11. If running more than 30 in the ORTs, add an additional 2 odour boxes and 2 clean boxes for each additional four participants. (For example, if running 40 birch ORTs you would need 20 odour boxes and 51 clean boxes).

- Warm up Boxes also needed—these need not be new, however should be fairly clean. It is required to have a warmup/recovery box at each ORT. Typically 8-10 boxes are used. A minimum of 5 boxes should be supplied (with one of the boxes being the odour box).
- Email ACSW with the following information for your on line registration for the ORT:-
ORT Date, Host Club, Host club email address, Location, Odours Being Tested, Time the event starts, Check in time, Date for on line registration to be opened and closed on web site, Cost per odour per dog, payment methods (options are EFT, Paypal, Cash On The Day, Cheque). If EFT please supply the bank details account number, BSB, Account Name. If Paypal please supply the email address for the Paypal account. If cheque please supply who the cheque should be made payable to and the address this should be posted to. ACSW will then create the on line registration for people to enter the event and will supply the host club with the URL to advertise this. ACSW will also create a link for all volunteers to register and agree to the ACSW waiver – again this URL will be provided to the host club.
- The same handler may only run 1 dog in each odour. A single dog may test in all three odours. The odours do not need to be tested by a team in any specific order. You must communicate with ORT participants that current ACSW® membership and dog registration is required for participation in an ACSW® ORT. Membership and dog registration must be completed a minimum of 6 weeks prior to an ORT to guarantee that the IDs will be issued in time.
- **Note: the ACSW® Membership ID and ACSW® K9 Registration ID will be collected via the on line entry system.** Member IDs are not listed in the scorebooks (as you do not need to own a dog to handle a dog). Many members do not realise this and will show up on the day of the ORT without their membership number. Collecting the number in advance also makes it clear that membership/registration is required to participate in the ORT
- **Note that your ACSW® Membership must be current in order to enter an ORT. The ACSW® membership card MUST be sighted at the check-in table and the expiry date checked.** Once the ORT on line entries are closed, the ACSW® will check all members are current and all dogs are registered and will then email the entries, running order for each odour and the scoresheets to the host club.
It will help if you clearly communicate to your participants that they need a current membership to participate in an ORT. The ACSW™ year for membership renewals begins July 1st, and ends on June 30th each year.
- If you wish to have any vendor's onsite or have anything for sale at the ORT, you will need to receive ACSW® approval. Please submit this request a minimum of 4 weeks prior to the ORT date. Also, at this time, the ACSW® is not allowing sponsorship of any ORT events.

WHEN ORT OPENS FOR ENTRY

- It is highly recommended that you communicate to participants the information on the search area (i.e. any unique distracters, etc.). This means if there is maybe agility equipment set up against the walls of a gym that might distract the dog.
- Communicate that participants are required to be current ACSW® Members and have their dog registered with the ACSW®. Participants need to have their ACSW® scorebooks with them at the ORT to participate in the ORT and they **must have their ACSW® membership cards.**
- **Note, that the ORT registration must close at least 10 days before the ORT so the ACSW®**

can check that all memberships are current and all dogs are registered.

- Participants should be directed to review the ACSW® ORT Guidelines prior to the ORT.
- Take volunteer sign-ups and figure out staffing. Keep a master list of all volunteers. The ACSW® will be recommending that all hosts hold a free Volunteers only “Mock Training Trial” once or twice a year to thank the volunteers and in the hope that this will encourage more people to put up their hands. The Volunteer Mock Training Trial will have ACSW® CNWI’s as the judges and CO to give advise – the judges and CO will also be able to run their dogs.

1WEEK- 1 DAY PRIOR TO ORT

- Walk through ORT site and identify keypoints:
 - Determine location logistics–parking, etc.

- Determine staging areas and entry/exit paths from the parking/crating area to and from the ORT area.
 - Check visibility of the ORT area from crating and along path to the ORT. Plan supplies (i.e. tarps, paper to cover windows, etc.) accordingly.
 - Verify human bathroom access–also check visibility of the ORT area from bathroom.
 - Determine reactive dog parking/crating and walkways for reactive dogs to access the search areas. *Please note: Special accommodations should not be made for reactive dogs other than what is listed here. People and officials should not have to move away or out of sight, or extra special routes created other than what has been established by the CO as flow for reactive dogs.*
 - Work with site location to determine appropriate places for participants to deposit dog waste.

- email ACSW with a standard email you wish to send to all entrants and also all volunteers – ACSW will email this via the on line event software to communicate ORT details including parking, directions, etc. to all ORT participants. Also we must let participants know not to come to the site location early or prior to the event for any reason including practice, acclimatising the dog, etc.

- Print all required forms, waivers (waivers are for volunteers and those who accompany entrants into the testing room), check-in sheets, running orders, etc.
- Verify you have all necessary supplies (see Supply List below)
- Determine your schedule–when officials and volunteers should arrive, when participants may arrive and check-in, how long you expect to run.
- With a location that has good flow (entry and exit paths that do not overlap for minimal time between dogs), you can expect to run about 20 ORTs per hour (about 3 minutes per ORT).
- Resets for another odour, or a new location for an existing odour (for multiple dog handlers) take about 45 minutes. So, if you were running 20 ORTs for each odour (anise, clove and birch) with only one dog/handler/odour, you would run about 4 hours 30 minutes.

AFTER THE ORT

- Take a copy of the Master Sheet to keep for your records and send the Master Sheet hard copy back to the ACSW® within 7 days after the ORT. Note: For the judge and certifying

official, please just list the primary judge and primary certifying official.

- Return any banners and or timers to ACSW® via registered post.
- Pay the judge and certifying official directly on the day of the ORT
- Please submit payment to ACSW® for the ORT fees. (\$10 per person per test). Deposit

to; Australian Canine Scent Work Pty Ltd

BSB: 062347

Account Number: 10673893.

ORT LOCATION REQUIREMENTS

- Note: These are general requirements and a location may not work due to other logistical reasons.
- All ORT sites must be approved by a ACSW® official—this may be done by photos, video, or an onsite visit. Example locations: dog training facilities, shelters, schools, churches, office buildings, etc.
- **ORT Search Space– Must be able to fit 12 boxes with a minimum of 48 inches spacing between boxes and also between boxes and any walls or other objects.** The space must also allow for a start line at least 48 inches from the boxes where the participant can come in the door, close the door, and still remain behind the start line.
- Parking for appropriate number of vehicles. This may vary based on number of entries allowed plus number of volunteers, ORT officials, etc. Off-street parking must be available for ORT participants (you can stagger times so as to not have all participants on site at a time).
- The search area(s) must be out of visual sight and audible range of the parking/crating areas. Tarps, canopies, etc. may be used to achieve this if necessary.
- There must be a location in proximity to the 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 ORT flow.
- The location must be on private property or in a location where the public is not allowed to bring their dogs.
- The location should not be in a setting where barking dogs will be a nuisance to neighbours or to participating teams.
- Depending on the number of entries allowed, it is recommended that there are bathroom facilities available outside of the search area.
- The ORT location should not have been used for any odour searches at least 1 week prior to the ORT – on the day there must be no other odour brought to the site by competitors or volunteers or spectators

ORT ENTRY PROCESS

- On line entries for the ORT are done on the ACSW web site. Information collected at time of entering is below – if you require additional information to be collected then please inform the ACSW before entries open.

→ Handler First and Last Name

- Handlers email address & Phone number
 - Handler ACSW® Member ID
 - Dog's Call Name
 - Dog's ACSW® K9 ID
 - Odours testing
 - Reactive Dog Status and whether reactive to dogs or humans
 - First Aid Qualified
- It is helpful to collect all this information (including the ACSW® IDs) in advance to ensure that you have all the information on the day of the ORT.

ORT Judges may judge their own current class students where he or she is officiating; dogs who reside in the judge's household may not participate in an ORT at which the judge is officiating.

A judge may run a dog at the ORT in an odour they are not judging.

ORT SITE WALK THROUGH CHECKLIST

The ORT site walk through should ideally happen prior to ORT day. 1–7 days before the ORT is best. If This cannot happen prior to ORT day, then it should happen at least 1 hour prior to any volunteers or participants arriving.

WALK THROUGH ATTENDEES: The ORT host, the certifying official(s) (if possible), judge(s)

WALK THROUGH CHECKLIST:

- 1) Parking—determine if there is enough parking for volunteers, officials and participants. If parking is limited, designate parking for each appropriately.
- 2) Identify search area(s) for each odour. There is a setup for each handler/odour allowed. So, if you are allowing 2 dogs/handler for each odour, and are testing Birch, Anise, and Clove, you will need 6 separate search areas. These may be in the same room but should not overlap. The ACSW® certifying official will provide the criteria.
- 3) Determine the path participants will walk from crating to the search area and from the search area back to crating.
- 4) Identify staging area(s) for the ORT
- 5) Check visibility of search areas from the crating/parking area and along the path to each element plan supplies (tarps, paper to cover windows, etc.) accordingly
- 6) Identify where you will store the spare odour boxes for the ORT. This needs to be in a secure location where the odour will not distract the dogs but in close enough proximity that retrieval of the spare boxes will not cause excessive delay in the ORT
- 7) Verify human bathroom access. Check visibility of the search area from crating/parking area to the bathroom.
- 9) Determine reactive dog parking/crating area if needed. Also determine walkways and staging areas for reactive dogs to access the search area.
- 10) Work with site location to determine appropriate places for participants to potty their dogs and where dog waste should be thrown away.

DAY OF ORT TO DO LIST/INSTRUCTIONS

OVERALL TO DO FOR ORT HOST

- Give key volunteers direction and instruction. Note: Ideally volunteers should not be working inside if they are also testing the day of the ORT. If the situation warrants it, and you are short on volunteers and need to assign volunteer roles to people who are testing, please inform the ACSW®. Please keep in mind that if a volunteer is testing that day and must work inside due to shortage of help, that person **MAY NOT volunteer inside** the testing room before running his/her ORT.
- Greet judges and certifying officials
- Help with set up
- Get things started and keep them running. The ORT host (or designated volunteer) is responsible for keeping track of time, collecting participants and kicking off the briefings, and starting the ORTs.

- Help with participant briefing—especially regarding site logistics (dog toileting area, human bathroom, Reactive dog areas, etc.)

CHECK IN TABLE INSTRUCTIONS

- Check-in participants on check-in sheet
- Sight membership card and check expiry date
- Collect ORT fee if not collected prior to ORT
- Get scorebook from participant and put into scorebook box.
- Communicate: Dog toileting area, canopy area, reactive dog area, yellow bandana's meaning, flow, and staging area
- Identify the posted running order
- Answer questions from participants as needed throughout the day

ORT SEARCH AREA

- CO to build odour boxes at least one hour prior to start of the ORT so the odour boxes have a minimum cooking time of 1 hour prior to the first ORT. Hot box (with odour) must be in position at least 30 minutes before the ORT commences.
- Check where the spare odour boxes will be stored and ensure that the hot boxes will not be distracting to the dogs. Build the rest of the boxes
- Setup boxes for first configuration
- Locate measuring stick
- Setup canopies and chairs as needed for search area and staging area
- Setup start line
- Clean-up search area (food, trash, etc.)
- Cover windows with paper/tarps as needed to ensure participants do not inadvertently see the search area.
- Verify with judge and certifying official that the search area is as they want it.

OVERALL SITE

- Setup the Warmup/recovery box area

CERTIFYING OFFICIAL TO DO

- Cook odour containers—minimum 1 hour prior to first ORT
- Determine box setup and hide locations for each different hide location (one per odour/handler).
- Confer with judge on hide locations.
- Run participant's walk through with ORT host (or designated person)
- Set odour out 30 minutes before the start of the ORT.
- Remove odour at the end of the ORT

JUDGES' STEWARD (SCRIBE) TO DO

- Receive training from the certifying official or ORT host.
- Verify you have the Master Sheet and scorebooks (and ensure judge and CO sign both at the end of each run)
- Locate your timer and your judge
- Confer with the ORT host/certifying official to determine where the entry staging areas are and how the entrance/exit flow will work.

BRIEFING NOTES

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

- 1) Welcome to the ORT
- 2) Introduce judge/certifying official and other important people
- 3) Site Logistics
 - a. Human bathrooms
 - b. Where to toilet dogs
 - c. Where to deposit dog waste
 - d. Off limit areas—both because of location requirements and also to keep participants out of sight of the ORT search area
 - e. Yellow bandanas—reactive dogs—give them space please
 - f. Keep dogs crated or in cars unless toileting your dog, using the warmup boxes, or within 3-5 dogs of your turn.
- 4) ORT
 - a) Flow (entrance/exit)
 - b) Remember to call alert
 - c) No food is to be used unless rewarding at the odour. I.e. no food rewards if you heel your dog up to the start line. If you are rewarding with a toy at the odour source then no toy to be used before calling alert.
 - d) On leash
 - e) Start line—you have no more than 15 seconds to collect yourself
 - f) 3 minutes—time starts when dog's nose or any part of the dog/handler's body crosses line. No warnings will be given that your time is running out.
 - g) Wait until the judge has confirmed you are correct
 - h) Feed next to box (not on top of box)
 - i) Do not touch the boxes

- j) If you are incorrect, judge will direct you to correct box to reward
- k) Your scorebook should be handed back to you after you have completed the ORT
- l) Do not talk about the hide to anyone after you have completed your ORT.
- m) Any questions

STAFFING NEEDS

There are several roles necessary to run a ACSW® sanctioned K9NoseWork ORT. You will need a Judge and a certifying official that is approved/assigned by the ACSW®. Additionally, the ORT 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 ORT host to determine if any of the roles will be paid positions.

VOLUNTEERS

All volunteers should arrive at a time after the ORT host and certifying official have had a chance to get organised. It is helpful in the volunteer email to specify the earliest time that these people may arrive.

Otherwise, overeager volunteers arriving early can interrupt the training of the key volunteers and end up delaying the whole process. Volunteers may fill multiple roles in some situations. The number of actual people needed will depend on your location, number of participants, and other factors. If the situation warrants it, and you are short on volunteers and need to assign volunteer roles to people who are testing, please inform the ACSW®. Please keep in mind that if a volunteer is testing that day and must work inside due to shortage of help, it can only be after they have the completed the ORT themselves.

The testing room before running his/her ORT.

- Check-in (1 or 2 people depending on number of participants): Handle participant check-in.
- Timers (1-2): Need to be comfortable being responsible for keeping the official time for each team as they participate in the ORT. Note that no 30 second warning will be given in ORT's.
- Videographer: (1) Videos each and very run from before they cross the start line until after they have rewarded their dog.
- Box Setters (2): Re-set the boxes and clean up spilled food as needed during the ORT. Must have 2 people, one to re-set the cold boxes and one to handle the hot box (odour).
- Warm-up box re-setter (1+for day): An optional position, the practice box area will be busy and full of nervous people. Having someone there to move boxes around and make sure the participant knows which box has the odour in it can help keep things running smoothly and ensure every participant gets enough warm-up time.
- Judge's Steward (Scribe) (1): Greets each participant as they enter the area for the ORT. They must confirm that the handler and dog are the correct ones in relation to the master list order. Introduces participant to the judge. Fill out detail (date, city, odour tested) in each participant's scorebook and leave it opened so the judge can enter pass or fail and sign, and then ensure the certifying official also sign the scorebook. The Scribe will also enter the time on the Master Sheet and pass or fail, then ensure the Judge and CO sign the master sheet.

- **ORT Marshall (1-3):** Get participants lined up to enter the ORT and to direct them back to the participant staging area. The number needed really depends on the ORT location. There should be at least 1 marshal staging the next few participants, spread out to ensure safe areas for reactive dogs that are waiting their turn. If returning to the participant parking/crating area after the ORT isn't a simple and direct path then additional stewards could be needed to keep participants from getting lost or wandering into off limits areas.
- **Clean-up Crew:** Take down canopies, put away chairs and tables, clean-up any garbage, teardown boxes, do a walk- through of the entire ORT site checking for forgotten equipment and any rubbish.

SUPPLY LIST BY AREA

This list is meant to help you distribute supplies to each area once you arrive at the ORT site. Please only use water to clean up accidents that may occur during the ORT. Certain cleansers and disinfectants may contain chemicals that interfere with a dog's ability to scent.

NOTE: All supplies that will be located in the search area must be clean –that is no odour on the Supplies in at least 3 months–this includes cones, barriers, canopies, chairs, tables, etc. Please do not Store supplies with or in the vicinity of odour.

CHECK-IN TABLE

- 1) Certificate of Currency (copy) which clearly shows the ACSW® as an interested party
- 2) 1 Canopy (if outside)
- 3) 1-2 Chairs
- 4) Table
- 5) Closest vet open during ORT hours
- 6) Participant Check-in Sheets (copy of Master List for running order)

- 7) Copy of rulebook
- 8) First aid kit
- 9) List of anyone with First Aid background
- 10) Office Supplies: Pens, sharpies, scissors, scotch tape, paperclips
- 11) Poop bags
- 12) Yellow ribbon for reactive dogs or their handlers to wear to identify their need for more space.
- 13) Scorebook box for keeping scorebooks as they are turned in
- 14) Liability Waivers for host to maintain on file for 1 year after date of ORT and copy of ACSW® Liability Waiver (as shown on page 4) sent to ACSW®
- 15) Manilla envelopes (for storing waivers, etc.)
- 16) Walkie Talkie (optional)
- 17) Paper weights to keep paper from blowing away

CONTAINER SEARCH AREA

- 1) Boxes/Containers **refer to page 6, 4-12 weeks prior to ORT date)**
- 2) Chairs–for staging area (approximately 7)
- 3) Table
- 4) Poop Bags and clean-up supplies (water and papertowels)
- 5) Broom as needed for cleaning up search area
- 6) Measuring tape/stick for spacing containers

- 7) Painter's tape, cones for setting start line
- 8) Paper to cover windows—as needed to block the view for interior container search
- 9) Paper towels (for wiping saliva off of boxes)
- 10) Stopwatch for Timer
- 11) Video Equipment for Videographer (including spare battery or power cord). Please note all videos must be deleted by the host with the CO in attendance at the end of each odour or the end of the day.

OVERALL SITE

- 1) Caution tape—to mark off areas as needed
- 2) Yellow cones or ribbons to mark off reactive dog areas.
- 3) Paper—to limit visibility into search areas
- 4) Tarps—to limit visibility into search areas
- 5) Toolbox (optional)
- 6) Warmup/recovery boxes

CERTIFYING OFFICIAL KIT

- 1) Copy of rulebook
- 2) Odour (must be ACSW® approved and supplied by certifying official)
- 3) Pen, Sharpie, and scissors
- 4) Tape
- 5) Rubber gloves
- 6) Measuring tape/stick

SCRIBE KIT

- 1) Clipboard
- 2) 2 pens
- 3) Master sheet listed in running order

DOCUMENTS TO PRINT PRIOR TO ORT

- 1) Current waiver for volunteers to sign (ORT host may add in additional names, but may not modify text or remove names)
- 2) Current copy of the ACSW® Rules
- 3) Judge's steward script
- 4) Check-in sheets (2)
- 5) Running Orders (2-3)
- 6) Results Template/Summary Form (2-3) listed in runningorder
- 7) Master List
- 8) Incident report form

INCIDENTS AND INJURIES

- Incidents/Injuries—In the event of an incident that disrupts the ORT or causes injury to another person or dog, the Certifying Official will fill out the ACSW® incident report form ([available here http://acsw.com.au/forms/](http://acsw.com.au/forms/)). The person(s) involved in the incident should receive a copy of the report and ACSW® should receive a copy via email within 72 hours of the incident—*or sooner if possible*. Please do not hesitate to call or email the ACSW® on the day of the ORT to discuss the incident.