



## HOSTING A LEVEL ONE ELEMENT SPECIALITY TRIAL

The ACSW will appoint your Judges and CO. Your CO will contact you well before the trial date to arrange a meeting to discuss all requirements and responsibilities. The CO will also want to arrange a walk through of the venue. This is usually done the day or two before the trial so the CO can plan the logistics and hide placements.

### Costs and Income

The following includes the typical costs and income for a Level 1 EST. Your trial and location may involve other costs not listed here.

Maximum number of competitors is 35 if your having 2 element trials on 1 day.  
For a single trial on one day, the maximum competitor number can be determined by the host but should not exceed 70.

Recommended entry fees \$35 to \$45 per competitor  
(\$35 = \$1225.)(\$40 = \$1400) (\$45 = \$1575)

ACSW fees are on a sliding scale based on amount charged per competitor. The scale will change for each Element Specialty Trial level.

#### LEVEL 1

\$35 per competitor is 15% ACSW fee  
\$40 per competitor is 20% ACSW fee  
\$45 per competitor is 25% ACSW fee

CO fees \$150 for 4 hours, plus travel expenses  
If the trial goes beyond 4 hours then the fee is \$30 for each additional hour not including lunch.

Judges fees \$75 for 4 hours, plus travel expenses  
If the trial goes beyond 4 hours then the fee is \$20 for each additional hour not including lunch

NO Score Room Lead needed for L1 EST

Other Hosting costs that may apply (depending upon the element being offered).

Venue Rental \$200

Incidentals - Tea, coffee, snacks for volunteers, judges and CO \$75

Containers for L1C \$75.00

Ribbons 35 x \$5 = \$175

Recommended small gifts (lottery tickets and thank you card) for ACSW Representative and or volunteers \$50

Odour \$50 for 1 odour (to be confirmed)

#### ITEMS NEEDED

Tape and Cones to mark Start lines, perimeter markers, and paths to each search area.

Possible Tarps to block searches from view

Poo bags and Garbage bins for trial dog poo disposal

The host file which contains the check in sheet, the running order and the master results sheet, in addition to the user score cards (all provided by ACSW)

Plastic box to store dogs scorebooks in catalogue order

Yellow ribbon or cones to mark off reactive dog area and to indicate reactive dog parking and toilet area.

Additional cones or flags to mark off restricted areas

Clipboards and pens for Judges and CO

Water in spray bottle and paper towels in each search area in case a dog eliminates.

Name and address of nearest vet on hand

Name of any competitor or volunteer that is qualified in First Aid

Master Plan (for competitor area, showing routes to search areas and (on Deck) locations.

Device to record all competitor runs

Hosting an ACSW™ sanctioned K9 Nose Work® trial is hugely rewarding, but it's also a huge responsibility. Competitors want a day or half 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 an Element Specialty trial and how you can get support as you are considering this endeavour.

Our newest titling event, the Element Specialty Trial, is designed to offer a variety of challenges in a specific element of competition - Containers, Exteriors, Interiors, or Vehicles - depending on the event location and environmental conditions for that day. Imagine doing 4-5 container searches at one event, with the possibility of unusual search areas like a cluttered room or a grassy field, new container types like empty pizza boxes, the potential to search off-leash, and more.

Element Specialty Trials will have many benefits for dog & handler teams beyond being another titling opportunity. For dogs & handlers new to trialling, Element Specialty Trials make it easier to experience the sport of K9 Nose Work with just a half-day competition, easier to focus on a specific element, and easier to volunteer after finishing the competition, as the second half of the day would be a new Element Specialty Trial. Seasoned competitors will have the opportunity to strengthen their performance in a specific element, and to challenge themselves and their dogs with new and exciting variations on the elements of competition.

Element Specialty Trials will have a separate titling structure from our current Nose Work (NW) 1,2, 3, and Elite titles earned at the standard four-element trial. Specific titling options will be announced in advance of official titling opportunities for Element Specialty Trials.

**Element Specialty Trials will be structured as half day events.** Each half day may offer a different option for the level and element being tested. This will be approved based on the options available at a particular location and the demand in the area. For example, a host may offer Level 1 Vehicles on Saturday morning, Level 1 Interiors on Saturday afternoon, Level 2 Containers on Sunday morning, and Level 1 Containers on Sunday afternoon. Competitors will still not be able to volunteer or spectate in a trial that they are entered in. However, they will be able to volunteer in the other half of the day if they are not entered.

**The Element Specialty Trials will have a separate titling structure from our current NW1/NW2/NW3 titles.**

If you successfully find all the hides for that trial, you will earn your title for that level/element in a single day. If you earn a score of 75, then you will earn one leg(qualification) towards a title. Two passing scores (or legs) will earn you a title. The NW1/NW2/NW3 titles will continue to be fully supported at separate events. There will be opportunities to earn Element Specialty Trial titles in each of the four elements (container, interior, exterior, and vehicle). There will be 3 levels of Element Specialty Trials that correspond to the NW1/NW2/NW3 titling and beyond with similar challenges at each level. The Birch, Anise, Clove ORT requirements will be the same for the Element Specialty Trials levels as they are for the current titles.

**There will be no awards ceremony at the end of the trial.** Instead, participants will know if they titled or not as they complete their searches and will be able to pick up their title ribbon prior to leaving. There will be no placement ribbons.

**Walk-throughs may or may not be done at each event.** They may be provided only if logistics make it easier to do a walk-through in advance (rather than having to explain the search area to each participant as they approach).

Score sheets will be significantly simplified and will not have judges' comments or be returned to the competitor at the end of the trial. This is to simplify things and allow us to streamline the trial day to allow for more entries.

**Element Specialty Trials:** Element Specialty Trials (EST) differ from NW1/NW2/NW3 trials as they require that the site have a minimum of four of the same element of search areas for one trial. For example, a Level 1 Interior site would need to have a minimum of four different interior search areas.

EST search areas do not need to meet the minimum guidelines of NW1/NW2/NW3 trials but instead may include areas not generally approved for the regular trials. This allows sites that might not be approved for NW1/NW2/NW3 trials to be approved for ESTs.

Two EST trials are generally run in one day so a trial site must be able to support two full sets of search areas per trial day.

You may run ESTs and regular trials together in one trial event but they must be on different days.

**Logistics:** Logistics consists of the other areas that will be required to run a successful trial. They include:

**Bathrooms:** Competitors will need access to bathrooms throughout the trial day. Competitor bathrooms should not allow handlers to see or hear search areas. At no time should competitors not be allowed to use the bathrooms for any extended length of time. Competitor bathrooms may be moved during the trial day to accommodate line of site or auditory issues. PortaLoos may also be placed in the competitor parking area if bathrooms are not accessible due to line of site or auditory issues.

Volunteers may use the competitor bathrooms or may be allowed to use other onsite bathrooms that are within site or auditory of search areas.

**Parking:** Competitor parking – Cannot be street parking unless permission is obtained in writing from the local Council.. The parking ideally should be in one area. Depending on the trial level a site would need space for up to 40 competitor vehicles.

Volunteer parking – Should be enough space to park 20 volunteer vehicles. Volunteers may have street parking and may park within sight of search areas as long as volunteers do not have dogs in their vehicle. Volunteers may also park in competitor parking as long as there is enough space to accommodate all of the competitors.

**Score Room:** A room away from other activity for the Score Room personnel to be able to work. For EST L2 and 3

**Volunteer Hospitality:** A room (or outdoor area in nice weather) to accommodate volunteers and officials for morning hospitality (Tea, Coffee and snacks).

**Other Events:** Depending on the size of the overall site, you may need to ensure that the trial is the only event onsite. The public would need to sign the waiver and access of non-participating dogs would need to be restricted.

**Flow and Lines of Sight:** Movement to and from the search areas. Competitors must be able to move to and from the search areas without closely encountering another dog team or being able to observe searches at any time.

Competitors must not be able to see or hear searches being conducted at any time while in the parking lot.

**Other Restrictions:** The location cannot be a business where dogs are on site daily such as a dog day care, training facility, shelter etc.

**Other Important Considerations:** Cost of trial site rental. The ACSW recommends \$200 a half day or less to stay within a budget. You can, of course, go over that but it will mean a tighter budget.

## **ELEMENT SPECIALTY TRIAL GUIDELINES Trial Elements for Element Specialty Trials**

Element Specialty Trials may be held for each of the individual elements. The elements include **Container, Exterior, Interior and Vehicle**. These trials and titles are separate from the NW1, NW2, and NW3 titling and trial options. Element Specialty Trials will include Level 1, Level 2 and Level 3 titling options that will correspond to NW1, NW2 and NW3 as far as training skills required to be successful. However, titles are earned separately and are distinct from the NW1, NW2 and NW3 titles.

At an Element Specialty Trial, there will typically be 3-5 searches for each trial. This number may vary to allow for more locations to be obtained for trials. Difficulty will be adjusted by the Certifying Official through selection of areas, hide placement, etc. Search areas will tend to be varied in environment for each trial. For example, for a Level 1 Container search you might have container searches in large spaces, small spaces, inside, outside, with elevation, etc. At each trial, there will be a maximum time limit set for each search. That time limit

cannot be exceeded if points are to be awarded. The searches may be presented in any order. The location of all hides will remain in the same spot for all competitors.

Note: for Element Specialty Trials you may see more time pressure, and time limits will typically be between 1 minute and 3 minutes. This may vary based on the location and areas available.

### **CONTAINER Element Specialty Trials**

Container Element Specialty Trials require dogs to search a group of containers in a specified area. Container Trials typically includes 3-5 searches of groups of containers set in any pattern. For Level 1, containers will be boxes (which shall be either cardboard OR rectangular) of any size. Containers at Level 2 or Level 3 may be boxes of any shape or size, paint cans, plastic bins, shoeboxes, or any similar type of non-fabric container which may collect the scent. There are no minimum spacing distances at any level. Additionally, the container searches for Level 2 and Level 3 may also include distractors, such as food and toys. Only one box (or container) will contain odour in each Level 1 Container Search. Level 2 and Level 3 Container Searches may include multiple or combination odours. The odour used will correspond to the title level requirement. The searches may be conducted **on or off leash** as specified by the Certifying Official at the trial, but any length leash may be used. Handlers are not permitted to touch the containers. Dogs may walk on the containers; however, the judge may assess a fault if they feel the dog is damaging or disturbing the search environment. The container search may be conducted indoors or outdoors. Level 3 Container Trials may include a Blank Area (area with no odour).

### **EXTERIOR Element Specialty Trials**

Exterior Element Specialty Trials require dogs to search a variety of exterior areas. Exterior Specialty Trials typically include 3-5 different Exterior Searches of varying environments. Examples of areas previously used include the exterior of a building, a parking lot, grassy field, courtyard, etc. Dogs may have to search while coming across doggie odours, other animal smells (cats, gophers, rodents and other critters), litter, food trash, and simply the smells of the great outdoors. Additionally, the dogs will have to search under all weather and wind conditions on trial day. The searches may be conducted on or off leash and are set by the Certifying Official based on safety. The off leash option is rarely offered and would only occur if the search took place in a secured area (Like a fenced in tennis court for example). The exterior search area will be clearly identified by flags, cones, tape or other identifiers marking the perimeter of the search area. The hides will only be within the designated search area. However, dogs and handlers may move outside of those areas as part of their search pattern. Handlers may choose to enter the search area from any angle after the dog has crossed the designated start line, but the clock will begin once they cross the designated start line. The search area and search time limit will be determined on a number of factors including, size, weather conditions, complexity, distractors and title level and will change with each trial location. Level 3 Exterior Trials may include a Blank Area (area with no odour).

### **INTERIOR Element Specialty Trials**

Interior Element Specialty Trials require dogs to search a variety of interior areas. Interior Specialty Trials typically include 3-5 different Interior Searches of varying environments. These are of varying environments and sizes and have included environments such as kitchens, bathrooms, conference rooms, offices, classrooms, hallways, and warehouse spaces. A single search area may include contiguous 'rooms' (For example: a master

bedroom with adjoining bathroom). Often this portion of the competition is not open to spectators because the search areas may be small such as bathrooms and kitchens. The building could be any type of building such as a warehouse, school, church, restaurant, house, etc. The search may have on and off leash areas, depending on the particular trial environments. Level 3 Interior Trials may include a Blank Area (area with no odour).

## **VEHICLE Element Specialty Trials**

Vehicle Element Specialty Trials require dogs to complete a variety of vehicle searches. Vehicle Specialty Trials typically include 3-5 different Vehicle Searches that may offer differing environments. A search may be of a single vehicle or multiple vehicles. Any type of vehicle may be used (car, motorcycle, truck, trailer, semi, etc.). The search is of the exterior of the vehicles only. The handler will never need to open a vehicle door for their dog to locate the hide. The search is typically conducted **on leash**, but any length leash may be used. Handlers may be assessed a fault if their dog excessively paws or damages the vehicle at the judge's discretion or if the safety of the dog is compromised, for example if the dog disappears from view under the car. For Level 2 and Level 3 Vehicle Trials more than one hide may be placed on any vehicle. Level 3 Vehicle Trials may include a Blank Area (area with no odour).

### Hosting a L1 EST - Other Requirements

- Volunteers or staff to cover check-in, parking marshal, timer, videographer, judge's steward, and box setter jobs (for Container EST). You will need a Judges steward, Timer, and videographer for each Judge that will move with the judge between two search areas. You will also need a volunteer to write up the dogs score book Date, City, State and level tested to make it quicker for the CO to fill in the remaining areas of the scorebook at the completion of the last search.
- 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 2 weeks before the EST date, the EST will be cancelled.*
- A copy of the official ACSW® Scoring Mastersheet – this will be emailed to you as part of the host sheet which also includes running order and check in sheet. User score cards will also be emailed to the host.
- (Container EST) A variety of clean, unused, boxes as specified by the ACSW® for a single odour test for dogs and number required as determined by the EST CO.
- Give dogs space signs for those that are not K9 Nose Work® trained.

- Copy of most current NACSW rules.
- Copy of Incident report documents.
- Copy of ACSW Liability Waiver for any unregistered spectators, volunteers or officials that show up on the day.

### **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 ACSWTM 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 for container search: Please contact your ACSW CO 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. 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 (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 .
1. **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.

Time Line for EST starting at 9am

7:00 Host and CO arrive. Host to set up Hospitality and Sign in table for volunteers and competitors. CO to prepare (Containers) and warm up or recovery boxes if room is available or (Vehicles- direct the vehicle placement in all the searches) and direct where perimeter markers should go. If Exterior CO to direct volunteers to set up perimeter markers, walkways from one search to the next and on deck positions. In Interiors, CO directs volunteers in movement or placement of furniture.

7:30 CO to brief volunteers on their jobs and flow (will the Judge and Volunteers have to move from one search to the next). Also decide if judges steward will explain to each competitor the perimeters or is a walk through required.

7:30 Host to ensure sign in table, competitor area, and each search area has a running order sheet and Judges have master sheets. Set up Ribbon Table at the end of the last search. Host must ensure someone is at the ribbon table at all times to ensure CO signs each competitors scorebook and mastersheet and hands out ribbons to those that have passed

8:00 CO to set up hides and check that there is no line of sight into the search areas from anywhere on the grounds.

8:00 Host to ensure all scorebooks are collected from competitors and put into running order. Also have a volunteer start to write up “under Title Levels” the date, City, State Level tested ie EST L1V. Once all are written up, they can be taken (in running order) to the final search area for the judge/Co to fill in when each competitor finishes their final search

8:30 Host to Welcome everyone and go over basic housekeeping such as, point out Reactive dog areas and toilets. Also announce first aid person and location of human toilets. Thank all volunteers and officials and introduce Judges and CO

8:30 CO to welcome and thank host for giving them this opportunity to watch all these great teams have some fun. Remind everyone that there is no walkthrough and explain the time limits for each search. If one vehicle then one minute, 2 vehicles is 2 minutes and 3 vehicles is 3 minutes. They must call “alert” loudly so the Judge and Timer can hear. Now is the time to ask any questions as once we begin we want to keep everything moving,.

