



HOW TO HOST ACSW® ORT's & Trials

Version 4.0 – February 2023

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1. INTRODUCTION

K9 Nose Work® is a dog sport developed by the National Association of Canine Scent Work (NACSW™) and was inspired by detection style training for working canines.

Australian Canine Scent Work® (ACSW®) sets the standards governing the sport of K9 Nose Work® in Australia. Please note these rules and standards take precedence over the Host's or hosting organisation's guidelines regarding equipment and training methodology.

Hosting an ACSW® sanctioned event such as an Odour Recognition Test (ORT) and a K9 Nose Work® trial is hugely rewarding, and 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. These guidelines have been developed to support these goals.

Without your support as a Host, ACSW® sanctioned events and would not be possible.

ACSW® would like to thank you for your commitment in hosting an ACSW® sanctioned event.

Thank you.

Marion Brand

CNWI Founder ACSW®

2. CONTACT INFORMATION

If you have any questions, contact the National Trial Coordinator (NTC), Becky Thomas.

Email: admin@acsw.com.au

Mobile: 0405 298 299

Website: <https://acsw.com.au>

3. DEFINITIONS

Australian Canine Scent Work	ACSW	National Trial Coordinator	NTC
Certificate of Insurance	COI	Odour Recognition Test	ORT
Certifying Official	CO	Score Room Lead	SRL
Element Speciality Trial	EST	State Trial Coordinator	SRC
For Exhibition Only	FEO	Volunteer Coordinator	VC

4. WHO CAN HOST?

A Host

- Must have an active ACSW® membership
- Must be listed as a host club in the ACSW® membership portal. Refer to Section 8 for details.
- Ideally would have experience competing or volunteering at an ACSW® event.
- Requires public liability insurance (**MANDATORY**). Your public liability insurance **must** list ACSW® as an 'interested party'. A copy of the certificate of currency must be emailed to admin@acsw.com.au four (4) weeks prior to the event.
- Is not permitted to be an ACSW® Official at their event. The Host must take all action possible to hire an official, however, if they are unable to secure an ACSW® Official, they must seek exemption by emailing admin@acsw.com.au
- Requires a method of receiving payment e.g. PayPal, Stripe, Square. Direct deposit transfer is not permitted.

5. WHAT TYPE OF EVENT CAN I HOST?

1. Odour Recognition Test (ORT)
 - One (1), two (2) or all three (3) target odours - Birch, Anise, Clove
2. K9 Nose Work® Trial – all four (4) elements - Interiors, Exteriors, Vehicles, Containers
 - NW1, NW2, NW3
 - NW1 Plus, NW2 Plus
 - Elite
 - Summit.
3. Element Speciality Trial (EST) – one (1) element only. Can be Level 1, Level 2, or Level 3 or Plus levels
 - Interiors or Exteriors or Vehicles or Containers.

6. CAN I COMPETE IN AN EVENT I AM HOSTING?

A Host may enter and handle a dog at an event whilst hosting.

7. FOR EXHIBITION ONLY (FEO)

For Exhibition Only (FEO) allows an opportunity for a handler/dog team to enter a trial for trial environment experience only or running a second dog in the same event. FEO entrants are not competing for a placement or a title.

A Host may offer FEO if space remains in a trial once all eligible entries have been accommodated. Availability may be restricted where there is a high demand for full competing entries. A Host may offer FEO entries at any stage throughout the event registration timeframe.

For full details regarding FEO refer to Section 6.10 in the Official ACSW® Rule Book.

8. APPLY FOR ACSW® APPROVAL TO HOST

To apply to host an ACSW® event visit <https://acsw.com.au/> select [Apply to Host An Event](#) select the type of event you are planning to host.

ACSW® approval to host an event must be sought no less than 6 weeks prior to the event date.

9. ACSW® OFFICIALS – REQUIREMENTS

9.1 General

A Judge or Certifying Official is not permitted to officiate an event if a dog entered in an ORT or Trial belongs to an immediate family member or lives in the household of a listed Judge or Certifying Official. Immediate family members are defined as spouse, partner, sibling, child, grandchild, or in-laws.

If a Judge or Certifying Official is replaced after the trial entry open date, then the above eligibility requirements are waived for the replacement Judge or Certifying Official.

A Judge or Certifying Official may be considered to enter and run For Exhibition Only (FEO).

9.2 Certifying Official (CO)

This is an ACSW® position. The CO is responsible for ensuring that the trial is being run according to the ACSW® rules and standards. A CO is responsible for determining and setting hide locations for each element. The CO also confers with and works closely with the Judges throughout the trial regarding the search area, the parameters of the hide, and the call for that hide.

9.3 Judge

A Judge is responsible for judging an individual element or multiple elements. The Judge determines if the handler/dog team has correctly made all the calls for that element according to the CO's specifications. If a Judge is unsure regarding a handler/dog team's call, they **must** request the CO review the decision, alternatively if the handler disagrees with the Judges call, a formal appeal can be lodged.

9.4 Score Room Lead (SRL) – Excludes ORT & EST

This role is chosen by the Host from a list of eligible score room leads who have met the requirements set by ACSW®. The Score Room Lead may confer with the Judge and the CO throughout the trial on score card questions or issues. The SRL is required to get the Judges and CO to sign the title certificates.

9.5 Hiring the Officials

The Host is responsible for hiring, appointing, and paying the CO, Judge and SRL. Once your event has been approved by the ACSW® Trial Committee. I

1. Login @ <https://app.acsw.com.au/members/#/>
2. Select the *Officials* tab

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

ACSW Officials

3. Select the relevant official, this will display a list of eligible officials

Administrator
CO In Training
<input type="checkbox"/> Certifying Official
Host
<input type="checkbox"/> Judge
Judge In Training
Member Admin
<input type="checkbox"/> Score Room Lead
System Administrator

It is suggested you contact and confirm the availability of the officials once your event has been approved.

Note: As a Host, you may only use the same ACSW® Official (excluding SRL) three (3) times in a calendar year. If you are unable to secure a different official due to availability, you may request permission from ACSW® to use the same official.

10. EVENT PHOTOGRAPHER

ACSW® events may engage a photographer to photograph competitors and the dog at an ORT and a trial in each search area. The photographer must be on the ACSW® approved photographer list. It is the hosts responsibility to contact the photographer to arrange appointments and payment should any fee be requested.

If a Host would like to use a photographer that is not on the ACSW® photographer list, contact admin@acsw.com.au to request approval.

Photographer is not mandatory.

NSW

Pinnacle Photography

Sue Town

0411 101 223

info@pinnacle.com.au

Roaming Dog Photography

Lesia Burford

0419 011 459

hello@k9nosetime.com.au

QLD

Ben Fraser Photography

Ben Fraser

0412 190 368

ben@benfraserphotography.net

Alsu Koçak

0450 695 325

alsu.kocak00@gmail.com

11. VOLUNTEERS

11.1 General

- Without adequate number of volunteers to support the event, the Host must consider cancelling the event.
- Volunteers must be at least sixteen (16) years of age.
- Volunteers under the age of 18 years of age must provide documented consent from their legal parent or guardian.
- Volunteers are not required to be a member of ACSW®.
- The Host is responsible for coordinating all the volunteers and assigning volunteer positions and duties, if you are unable to train the volunteers, discuss with the CO to manage this for you.

11.2 Identify the Number of Volunteers Required

It is recommended to allocate a volunteer coordinator to assist the Host with organising the volunteers and duties. The number of volunteers required will be determined by the type of event and the size of the venue. Sample list of roles below.

Check-in desk	Timer
Score Room Lead & Score Runners	Videographer
Judges Steward	Carpark & On Deck Stewards
Hot box Setter	Cold Box Setter

11.3 Advertise for Volunteers

A Host should advertise on their website and is permitted to advertise or share the advert to other web pages or social media platforms.

11.4 Volunteer Registration

Volunteers are required to register through the ACSW® Membership Portal @ <https://app.acsw.com.au/members/#/officials>

If a volunteer is not an ACSW® member that are required to contact the Host directly. The Host must arrange for the liability waiver to be signed by the volunteer.

If a volunteer misses the closing date for registration, they can still volunteer, however, must complete the liability waiver form upon arriving at the event they are volunteering at.

11.5 Volunteer Coordinator

Conducts volunteer briefings and works closely with the CO to ensure each element search area is running smoothly.

11.6 Check-in Registration Desk

Responsible for recording the handler/dog teams have checked in. Provide the teams with run order number.

11.7 Judges Steward

Responsible for greeting and ushering each handler/dog team into the area where the search will take place and will ensure the time limit for the element is written on the score card. The Judges Steward confirms that the Judge has the correct score card for each team prior to the search commencing including the name of handler and dog and whether the dog is a rescue. The Judges Steward also assists in the search area as needed.

The Judges Steward indicates the start line/threshold to the handler/dog team, gives any instructions to the handler/dog team, and fields any questions from the handler/dog team. After the handler/dog team has completed their search, the Judges Steward directs the handler/dog team out of search area and ensures that the score card has been completed and signed by the Judge. They may also be asked to enter information by the Judge as required, however the Judge must confirm the details are accurate.

11.8 Gate Steward

Assist handler/dog teams on deck prior to their turn at an element. A Gate Steward directs traffic from the on-deck locations to each element. The Gate Stewards are responsible for staying with the handler/dog team until it is their turn and keeping the flow moving while not adding undue stress for reactive dogs and nervous competitors.

11.9 Timer

Responsible for operating the stopwatch. The time must be commenced when any part of the dog crosses the start line. The time should be stopped when the handler calls 'alert'.

In NW2 the timer continues to time until the competitor calls 'finish' or the time limit runs out.

The Timer will convey the official time for each team's search to the Judge & Judges Steward to record on the master sheet and score card.

The Timer will be instructed to give a thirty (30) second (time remaining) warning where possible for all trial levels.

The Timer must call TIME in a clear loud voice when full time is reached.

11.10 Videographer

Videos each handler/dog team's run of an element, moving as directed by the CO in consultation with the Judge, to capture the footage while staying out of the way of the competitor and Judge and not distracting the dog.

At the end of each search, the videographer is required to continue to video and proceed to the area where the competitor rewarded the dog, where they will magnify the area to check for dropped food. The videography must inform the Judge immediately, and before the handler/dog team leave the area if any is found.

At NW2 level, the videographer will continue to video the competitor until they say FINISH, or the time limit runs out.

11.11 Box Setter (ORT & Container Element only)

Two box setters are assigned to the ORT & Container Search Element. One is the odour (hot) box setter, the other the cold box setter. The Judge and both box setters must confirm with the CO the exact storage location of the replacement hot and cold boxes prior to the element commencing.

- 1 The odour (hot) box setter is responsible for handling the odour box(es)/container(s). This person will not be able to touch anything else. This box setter will have a separate roll of paper towel to wipe off the odour container if saliva or other debris is visible on the box during a search. The odour/hot box setter will need to wipe up any spills around the odour container with a separate paper towel from the one they used on the odour container itself so that the odour is not transferred onto the floor. This Box Setter will need to use their hands to lift and handle the odour box(es)/container(s) and not their feet so that they do not spread the odour as they slide the box across the floor. This Box Setter will be responsible for taking a damaged odour box out of the search area and replacing it with a clean odour box if the Judge or the CO requests this. Clean odour boxes will be in a pre-determined location. The Judge and the hot box setter must confirm with the CO the exact storage location of the replacement hot boxes prior to the element commencing.
- 2 The clean/cold box setter will be responsible for handling the non-odour box(es)/container(s). They will need to use paper towels (a separate roll from the person who is handling the odour) to wipe up saliva, spills, etc. The clean box setter cannot touch the odour containers at all – as they would then contaminate all the clean containers. The clean box setter will be shown where clean boxes are in case one needs to be replaced. The Judge and the clean box setter must confirm with the CO the exact storage location of the replacement clean boxes prior to the element commencing.

11.12 Score Runner

The Score Runner takes 3-4 completed score cards at a time from an element to the score room.

12. BITCHES IN SEASON

- Bitches in season are eligible to compete in ACSW® sanctioned events.
- They will run at the end of the run order and will be required to wear nappies/diapers.
- Competitors should contact the event Host at least 72 hours prior to the event if they anticipate that their dog may be in season at the event.
- A Host will need to identify a separate parking location and toileting area for these dogs.
- Handlers of bitches in season must keep the dog confined in their car and out of the general crating/parking area until their turn as the location permits. They will also toilet the dog out of the vicinity of the other dogs when the trial location allows for a secondary toileting area.

13. EVENT DETAILS

13.1 General

- The event State and Suburb can be announced when advertising the event, do not announce the actual venue location at this time
- The event location and address **can** be provided to the CO, Judge and SRL before the event
- The event location and address **must not** be announced for competitors and volunteers until one (1) week before the event
- Event details, for example, type of flooring, type of containers, type of buildings or rooms etc should not be revealed to competitors prior to the event
- Except for the official odours that the CO will have for use in the ORT or Trial, no birch, anise or clove odour are permitted within 1km range of the event 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 event
- Product vendors (excluding food) are **not** permitted at ACSW® events.

14. PAYMENTS

14.1 General

The Host requires a method of receiving payment e.g. PayPal, Stripe, Square. Direct deposit transfer is not permitted.

14.2 Cancellations

Cancellation and refund policy applies to competitors that must withdraw for any reason including but not limited to injury, illness, emergency, and personal or work-related reasons.

If the trial cannot take place or be completed by reason of fire, civil disturbances, an Act of God, public emergency, or any other cause beyond the control of the trial organisers, then the trial Host will make their best effort to provide partial refunds after recouping their expenses.

14.3 Refunds

Refunds are at the Hosts' discretion if a competitor withdraws.

15. EVENT TIMELINE

Timeline for the Host to prepare prior to an event - Sample Guide Only	
3 Months	Find suitable venue and request ACSW® event approval
	Contact Officials - once event approved
	Source sponsorship for prizes (if required)
1 Month	Event opens for registration
	Share event on business website and social media platforms
	Confirm number of volunteers required and promote registration
	Source containers and vehicles if required for the event
	Contact the National Trial Coordinator to order ribbons
	Identify and secure a suitable Dog in White (DIW)
	Order odour to be delivered to CO
1 Week	Receive all documents from ACSW® and print
	Email competitors, volunteers and Officials with event details
	Assign volunteer roles
	Confirm officials
	Contact CO to confirm attendance at event venue for suitability of hide placement (if possible) or virtual meeting to discuss

16. HOSTING AN ORT

16.1 Expenses

ACSW®	\$5/per run
CO	\$60/per set up
JUDGE	\$50/per set up
Combined CO & Judge	\$75/per set up
ODOUR	Odour x 1 - \$17 Odour x 2 - \$24 Odour x 3 - \$31 Host keeps jar of odour
TITLE RIBBON	\$8/each
FOOD & DRINKS	Lunch to be provided for officials and volunteers
VENUE HIRE	Cost at Hosts discretion

NOTE: If a Judge, CO or SRL requests travel expenses this must be discussed and negotiated with the event Host prior to them accepting the appointment.

16.2 Identify a suitable location

General

- Will the location allow dogs on site?
- Locations cannot be a business where dogs are on site daily such as a dog day care, training facility, shelter etc.
- The location must be exclusively used for the ACSW® event. No other classes or activities in the same location. Half walls and/or barriers are not sufficient to separate the event from another activity.
- Movement from on-deck areas to search area must restrict handler & dog teams encountering other handler & dog teams.
- Competitors must not be able to observe or hear anything from the search areas.

Parking

- Adequate number of areas to park for the number of officials, volunteers, competitors.
- Separate parking for competitors with reactive dogs and dogs in season.
- Away from public recreational areas, and neighbouring housing.
- Street parking is not permitted unless permission is obtained in writing from the local council.
- Competitors must not be able to observe or hear anything in the search areas or on deck locations from the parking area.

Amenities

- Adequate number of separate toilet facilities for males and females.
- Competitors must not be able to see or hear anything from the search areas at the toilets.
- Hire is an option if access to onsite toilets is restricted.
- Kitchenette facilities for volunteers, for example fridge, power point to use an urn.

16.3 ORT Specific Requirements

- Indoor location is preferred
- Outdoor location must be on concrete or AstroTurf (i.e. no grass, dirt or natural surfaces).
- The location must be large enough to cater for 12 boxes with a minimum of 1.22 metres (4 feet) spacing between the boxes and any walls or objects.
- The space must allow for a start line with a minimum of 1.22 metres (4 feet) spacing between the boxes and where the handler/dog team can come in the door, close the door, and remain behind the start line.
- When running multiple odours each set up must not overlap with a previous set-up.
- Purchase ORT boxes from <https://www.signet.net.au/>
 - White mailing boxes dimensions 310mm x 225mm x 102mm
 - Single flap
- Quantity
 - Cold boxes per odour – 12 for set up, plus 1 per number of competitors.
 - Hot boxes per odour – 1 for every 2 competitors.
 - Warm up & recovery boxes – a minimum of 5 boxes (and a few spares) are required.
 - Example – 30 competitors for birch
 - 12 for ORT set up
 - 30 competitors
 - 15 hot boxes
 - 5 warm up / recovery boxes
 - Total for birch 12 + 30 + 15 + 5 = 62 boxes
 - Repeat the above process for each new odour.



16.4 ORT Competitor Entry Fee

Each ORT test is a maximum of \$35.00 per competitor.

16.5 ORT Competitor Entry Numbers

Minimum of 15 competitors.

16.6 Dog In White

A dog in white is a dog used to run the hides prior to starting a trial to provide information to the CO regarding the suitability of the hide locations.

The CO may or may not decide to run a dog in white at an ORT (this is not a mandatory requirement).

16.7 Equipment

ACSW® Supplied

- Stop watches
- iPads
- ACSW® Banner for official photos
- Official odour (delivered directly to CO)
- Title ribbons
- Printer (if required).

Host to supply

- Tables & chairs i.e., check-in etc
- Garbage bins and bags for each dog toileting area
- Bags for rubbish
- Cones.
- Gazebos (if required)
- Tarps, screens to block areas from view (if required)
- Caution tape or bollards to prevent access to areas (if required)
- Paper towel
- Brown paper to cover window or doors, if required
- Power board (if required).
- Stationary
 - Clipboards
 - Pens
 - Sticky tape
 - Scissors
 - Ruler.
- Signage
 - Toilets
 - Parking – reactive, non-reactive.
- Refreshments
 - Urn or kettle if not supplied by venue
 - Paper cups, plates, cutlery
 - Serviettes.
- First aid kit and signage
- Contact details of the closest veterinary clinic including opening hours
- ORT Boxes.

17. DOCUMENTS - ORT

The Host is required to obtain the relevant event documentation from the Membership Portal @ <https://app.acsw.com.au/members/#/> refer to Section 23.

17.1 Master Check In Sheet

- This is the document used to record the competitors have checked in on the day of the ORT
- It is also used as the Run Order
- Print on A4 white paper

Consider copies for the following areas:

- Check in registration desk
- Car parking areas
- Car park steward
- Gate stewards
- On deck areas – this will assist volunteers to know what competitor to expect and if the dog is reactive.

17.2 Run Order

The document generated by selecting Run Order is not required to be printed – refer to Section 17.1.

17.3 Judges Master Score Sheet

- Print a copy on A4 white paper. There will be a separate master sheet for each odour being tested. It is recommended to print a spare copy of each.

17.4 Volunteers Registered

- This document includes the names and availability of the volunteers registered for an ORT
- The Host is responsible for allocating the roles of the volunteers.

17.5 Competitors Registered

- This document includes the names and emails of the competitors registered for an ORT
- The Host is responsible for contacting the competitors one (1) week prior to the ORT with full details about the event
- Competitors are not eligible to participate in an ACSW® event if they are an immediate family member, or member of the household of a listed Judge or Certifying Official or if the dog belongs to an immediate family member or lives in the household of a listed Judge or Certifying Official. Immediate family members are defined as spouse, partner, sibling, child, grandchild, or in-laws.
- If there is a Judge or Certifying Official replacement after the trial entry open date, then the above eligibility requirements are waived.

17.6 Day of ORT

A Host can determine what time they arrive at the venue. Factors to consider include security arrangements to access the venue, event start time, number of volunteers, type of event, the amount of preparation to set up the search areas etc.

AM Start ORT Event – Sample Guide Only		
6.30 am	Host arrives – security alarm deactivation, open areas, turn on urn.	
7.00 am	CO arrives	Confirm search areas, aim for hides in place by 7.30 am.
	Volunteers arrive	Make up ORT boxes. Assist with set up, signage, check-in desk, paper for windows & doors, tarps or covers for fencing, carpark areas, cones for routes, open amenities areas etc.
7.15 am	Volunteer orientation	Allocate roles and provide orientation.
7.30 am	Judges arrive	Orientate & introduction etc & advise CO of arrival.
8.00 am	Registration opens – Clove	Check-in volunteer open and commence checking in teams. Make a note of teams parked in reactive or bitches in season parking areas.
	Photos	Videographer to take a photo of search area using the iPad.
8.30 am	Briefing walk through	CO briefing for competitor teams & walk through (mandatory).
9.00 am	Event commences	Clove
10.30 am	Event completion	iPads to be put on charge between each new odour.
11.00 am	Registration opens – Anise	Check-in volunteer to advise registration is open and commence checking in teams. Make a note of teams parked in reactive or bitches in season parking areas.
	Photos	Videographer to take a photo of search area using the iPad.
11.15 am	Briefing walk through	CO briefing for competitor teams & walk through (mandatory).
11.30 am	Event commences	Anise
1.00 pm	Lunch	iPads to be put on charge between each new odour.
1.30 pm	Registration opens – Birch	Check-in volunteer to advise registration is open and commence checking in teams. Make a note of teams parked in reactive or bitches in season parking areas.
	Photos	Videographer to take a photo of search area using the iPad.
1.45 pm	Briefing walk through	CO briefing for competitor teams & walk through (mandatory).
2.00 pm	Event commences	Birch
3.30 pm	Event finishes	Pack up.

18. HOSTING A FULL TRIAL

18.1 Expenses

ACSW®	\$500 Includes competitor fee, odour (Host keeps jar of odour) & ribbons (does not include title ribbons)
CO	NW1 & NW1 Plus - \$200 NW2 & NW2 Plus - \$225 NW3 - \$250
JUDGE	NW1 & NW1 Plus - \$100 NW2 & NW2 Plus - \$125 NW3 - \$150
SRL	NW1 & NW1 Plus - \$100 NW2 & NW2 Plus - \$125 NW3 - \$150
TITLE RIBBON	\$15 each
FOOD & DRINKS	Lunch to be provided for officials and volunteers
STATIONARY	A4 Copy paper Certificate Card – Officeworks approx. \$5.35 a pack <ul style="list-style-type: none"> ▪ Brand - Quill Board – 210gsm ▪ A5 pack of 25 sheets (may require two (2) packs) ▪ Colour 14 powder blue
VENUE HIRE	Cost at the host's discretion
PRIZES (OPTIONAL)	If you decide to have prizes, consider looking for a sponsor or purchase yourself, this is at the discretion of the Host

NOTE: If a Judge, CO or SRL requests travel expenses this must be discussed and negotiated with the event Host prior to them accepting the appointment.

18.2 Identify a suitable location

General Requirements

- Will the location allow dogs on site?
- Locations cannot be a business where dogs are on site daily such as a dog day care, training facility, shelter etc.
- The location must be exclusively used for the ACSW® event. No other classes or activities in the same room. Half walls and/or barriers are not sufficient to separate the event from another activity.
- Adequate indoor and exterior locations that are not visible from each area.
- Movement to and from search areas and on deck areas must restrict handler & dog teams encountering other handler & dog teams.
- Competitors must not be able to observe or hear anything from the search areas whilst moving between search areas or whilst waiting on deck.

Parking

- Adequate number of areas to park for the number of officials, volunteers, competitors
- Separate parking for competitors with reactive dogs and dogs in season
- Away from public recreational areas, and neighbouring housing
- Street parking is not permitted unless permission is obtained in writing from the local council
- Competitors must not be able to observe or hear anything in the search areas from the parking area.

Amenities

- Adequate number of separate toilet facilities for males and females
- Competitors must not be able to see or hear anything from the search areas whilst at the toilets
- Port a loo hire is an option if access to onsite toilets is restricted
- Kitchenette facilities for volunteers for example fridge, power point to use an urn.

Score Room

- An area or room where the SRL and scoring personnel can set up a laptop, printer, with power supply, without being disturbed.

18.3 NW1, NW1 Plus Specific Requirements

- Minimum four (4) separate search areas, one for each of the four (4) elements.
- Interiors
 - Examples - office, classroom, library, workshop, garage, bathrooms, kitchens, conference room, warehouse.
- Vehicles – three (3) required
 - Examples – car, trailer, truck, buggy, semi-trailer, boat (must be on a trailer), tractor, bobcat, excavator etc (no motorbikes).
 - Open space to accommodate three (3) vehicles.
 - Any ground surface is permitted.
- Exteriors
 - Examples – exterior of a building, carpark, grassy field, courtyard, playground, picnic areas, tennis court.
 - A location may be used as is or additional items may be added to the area.
- Containers
 - The container set-up managed by the CO will use a maximum of 20 containers.
 - Must be cardboard of any shape or size (or combination thereof) examples include boxes, literature mailers, triangular mailers, takeaway containers etc.
 - Tape must not be used to assemble any boxes.
 - Boxes must be new and unused.
 - Boxes that were used in the search area are not permitted to be used in future trials, even if they did not contain odour. They can be saved for use in classes, practice groups, given away to trial participants for their own use, or thrown away (recycled).
- Quantity
 - Cold boxes – 20 for set up, plus 1 per number of competitors.
 - Hot boxes – 1 for every 2 competitors.
 - Warm up & recovery boxes – a minimum of 5 boxes (and a few spares) are required.
 - Example – 30 competitors

- 20 for set up
 - 30 competitors
 - 15 hot boxes
 - 5 warm up / recovery boxes
 - Total $20 + 30 + 15 + 5 = 70$ boxes
- Purchase options for cardboard
 - <https://www.signet.net.au/>
 - <https://ozpack.com.au/>
- Any queries regarding suitability of containers contact the ACSW® Trial Coordinator.
- DOG IN WHITE (DIW)
 - A dog in white is a dog used to run the hides prior to starting a trial (this is mandatory) to provide information to the CO regarding the suitability of the hides.
 - When selecting the dog, it needs to be at the same experience level of the trial being hosted.
 - Example 1 – The team may have competed at a NW1 or NW1 Plus trial and did not title, the handler decides not to enter this NW1 or NW1 Plus, they would be suitable to run DIW at a NW1 or NW1 Plus.
 - Example 2 – The team is only new to nose work, they achieved their NW1 or NW1 Plus title recently, they are not ready to compete at a NW2 or NW2 Plus level, they would be suitable to run as DIW at a NW1 or NW1 Plus.
 - Example 3 – The dog has their NW1 or NW1 Plus title and has been training for a period and ready to compete at a NW2 or NW2 Plus, they are **not suitable** to run DIW at a NW1 or NW1 Plus.

18.4 NW1 & NW1 Plus Competitor Entry Fee

The Host can determine a fair trial entry fee based on their expenses to host. The competitor entry fee price range for a NW1 and NW1 Plus trial is \$80.00 - \$100.00.

18.5 NW1 & NW1 Plus Competitor Numbers

Maximum of 35 competitors, if > 35, a ballot may be required.

18.6 NW2, NW2 Plus Specific Requirements

- Minimum five (5) separate search areas
 - This includes separate search areas for the four (4) elements.
 - The 5th search area will be one of the four (4) elements and will be determined by the suitability of the locations available at the trial venue.

- Interiors – can be adjoining rooms
 - Examples - office, classroom, library, workshop, garage, bathrooms, kitchens, conference room, warehouse.
- Vehicles – four (4) required
 - Examples – car, trailer, truck, buggy, semi-trailer, boat (must be on a trailer), tractor, bobcat, excavator etc (no motorbikes).
 - Open space to accommodate four (4) vehicles.
 - Any ground surface is permitted.
- Exteriors
 - Examples – exterior of a building, carpark, grassy field, courtyard, playground, picnic areas, tennis court.
 - A location may be used as is or additional items may be added to the area.
- Containers
 - 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. Luggage of any type is not permitted.
 - Boxes and containers must be new and unused.
 - Boxes that were used in the search area are not permitted to be used in future trials, even if they did not contain odour. They can be saved for use in classes, practice groups, given away to trial participants for their own use, or thrown away (recycled).
 - Containers other than boxes for example plastic, paint tins etc, if they did not contain odour, they can be returned to second-hand stores, or kept for future trials.
 - If they are kept for future trials, they cannot be used for any other capacity between trials and must be stored away from odour to avoid any contamination.
 - A combination of different types of containers can be used, for example: cardboard take away and paint tins.
 - Quantity
 - Cardboard containers will require a larger number as they can be damaged.
 - Example – 30 competitors would require 60 cardboard boxes, or 45 other types of containers.
 - Approximately 5 warm-up boxes/containers will be required.
 - Any queries regarding suitability of containers contact the ACSW® Trial Coordinator.
- DOG IN WHITE
 - A dog in white is a dog used to run the hides prior to starting a trial (this is mandatory) to provide information to the CO regarding the suitability of the hides.
 - When selecting the dog, it needs to be at the same experience level of the trial being hosted.
 - Example 1 – the team may have competed at a NW2 or NW2 Plus trial and did not title, the handler decides not to enter this NW2 or NW2 Plus, they would be suitable to run DIW at a NW2 or NW2 Plus.
 - Example 2 – the dog has their NW1 or NW1 Plus title and has been training for a period and ready to compete at a NW2 or NW2 Plus, they would be suitable to run DIW at a NW2 or NW2 Plus.
 - Example 3 – the team is only new to nose work, they achieved their NW1 or NW1 Plus title recently, they are not ready to compete at a NW2 or NW2 Plus level, they are **not suitable** to run as DIW at a NW2 or NW2 Plus.

18.7 NW2 & NW2 Plus Competitor Entry Fee

The Host can determine a fair trial entry fee based on their expenses to host. The competitor entry fee price range for a NW2 and NW2 Plus trial is \$85.00 - \$110.00.

18.8 NW2 & NW2 Plus Competitor Numbers

Maximum of 30 competitors, if > 30, a ballot may be required.

18.9 NW3 Specific Requirements

- Minimum six (6) separate search areas
 - This includes separate search areas for the four (4) elements.
 - The 5th & 6th search area will be one of the four (4) elements and will be determined by the suitability of the locations available at the trial venue.
- Interiors – can be adjoining rooms
 - Examples - office, classroom, library, workshop, garage, bathrooms, kitchens, conference room, warehouse.
- Vehicles – five (5) required
 - Examples – car, trailer, truck, buggy, semi-trailer, boat (must be on a trailer), tractor, bobcat, excavator etc (no motorbikes).
 - Open space to accommodate five (5) vehicles.
 - Any ground surface is permitted.
- Exteriors
 - Examples – exterior of a building, carpark, grassy field, courtyard, playground, picnic areas, tennis court.
 - A location may be used as is or additional items may be added to the area.
- Containers
 - 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.
 - Boxes and containers must be new and unused.
 - Boxes that were used in the search area are not permitted to be used in future trials, even if they did not contain odour. They can be saved for use in classes, practice groups, given away to trial participants for their own use, or thrown away (recycled).
 - Containers other than boxes for example plastic, paint tins etc, if they did not contain odour, they can be returned to second-hand stores, or kept for future trials.
 - If they are kept for future trials, they cannot be used for any other capacity between trials and must be stored away from odour to avoid any contamination.
 - Can be different types of containers.
 - Quantity
 - Cardboard containers will require a larger number as they can be damaged.
 - Example – 30 competitors would require 60 cardboard boxes, or 45 other types of containers.
 - Approximately 5 warm-up boxes/containers will be required
 - Any queries regarding suitability of containers contact the ACSW® Trial Coordinator.

- DOG IN WHITE
 - A dog in white is a dog used to run the hides prior to starting a trial (this is mandatory) to provide information to the CO regarding the suitability of the hides
 - When selecting the dog, it needs to be at the same experience level of the trial being hosted.
 - Example 1 – The team may have competed at a NW2 or NW2 Plus trial and did not title, the handler decides not to enter the NW3, they would be suitable to run DIW at a NW3.
 - Example 2 – The dog has their NW2 or NW2 Plus title and has been training for a period and ready to compete at a NW3, the team missed the entry closing date for the upcoming NW3 they are suitable to run DIW at a NW3.

18.10 NW3 Competitor Entry Fee

The Host can determine a fair trial entry fee based on their expenses to host. The competitor entry fee price range for a NW3 trial is \$110.00 - \$125.00.

18.11 NW3 Competitor Numbers

Maximum of 25 competitors, if > 25, a ballot may be required.

18.12 Elite Division

- TO BE INCLUDED AT A LATER DATE

18.13 Summit League

- TO BE INCLUDED AT A LATER DATE

18.14 Equipment – Full Trial

ACSW® supplied

- Stop watches
- iPads
- ACSW® Banner for official photos
- Official odour (delivered directly to CO)
- Full ribbon package
- Printer (if required).

Host to supply

- Tables & chairs i.e., check-in, presentation, refreshments etc
- Garbage bins and bags for each dog toileting area
- Bags for rubbish
- Cones

- Gazebos (if required)
- Tarps, screens to block areas from view (if required)
- Caution tape or bollards to prevent access to areas (if required)
- Paper towel
- Brown paper to cover window or doors (if required)
- Power board (if required)
- Stationary
 - Clipboards
 - Pens
 - Sticky tape
 - Scissors
 - Ruler.
- Signage
 - Toilets
 - Parking – reactive, non-reactive.
- Refreshments
 - Urn or kettle if not supplied by venue
 - Paper cups, plates cutlery
 - Serviettes.
- First aid kit and signage
- Contact details of the closest veterinary clinic including opening hours
- Containers & vehicles for search areas.

19. DOCUMENTS – FULL TRIAL

The Host is required to obtain the relevant event documentation from the Membership Portal @ <https://app.acsw.com.au/members/#/> refer to Section 23 for full details.

19.1 Master Check-In Sheet

- This is the document used to record the competitors have checked in on the day of the Trial
- It is also used as the Run Order
- Print on A4 white paper

Consider copies for the following areas:

- Check in registration desk
- Car parking areas
- Car park steward
- Gate stewards
- On deck areas – this will assist volunteers to know what competitor to expect and if the dog is reactive.

19.2 Run Order

The document generated by selecting Run Order is not required to be printed – refer to Section 19.1.

19.3 Judges Master Score Sheet

- Print a copy on A4 white paper. There will be a separate master sheet for each element. A copy of each element will need to be printed. It is recommended to print a spare copy of each.

19.4 Score Sheets | Score Cards

- Score Cards – Print double sided on A4 white paper, or
- A4 210gsm white card, this is the better option if windy and raining.

19.5 Volunteers Registered

- This document includes the names and availability of the volunteers registered for the event.
- The Host is responsible for allocating the roles of the volunteers.

19.6 Competitors Registered

- This document includes the names and emails of the competitors registered for the event.
- The Host is responsible for contacting the competitors one (1) week prior to the event with full event details.

19.7 Day of Trial

A Host can determine what time they arrive at the venue, factors to consider include security arrangements to access the venue, event start time, number of volunteers, type of event, the amount of preparation to set up the search areas etc.

AM Start Full Event – SAMPLE Only		
6.30 am	Host arrives – security alarm deactivation, open areas, turn on urn	
7.00 am	CO arrives	Confirm search areas, aim to have odour hides in place by 7.30 am.
	Volunteers arrive	Assist with set up – example signage, team registration desk, paper for windows & doors, tarps or covers for fencing, carpark areas, cones for routes, open amenities areas, assemble boxes etc.
7.15 am	Volunteer orientation	Allocate roles and provide orientation.
7.30 am	Judges arrive	Orientate & introduction etc & advise CO of arrival.
8.00 am	Registration opens	Check-in volunteer to advise registration is open and commence checking in teams. Make a note of teams parked in reactive or bitches in season parking areas.
	Dog in white	Run dog in white team on first two (2) elements.
	Photos	Videographer to take a photo of search area using the iPad.
8.30 am	Briefing & walk through	CO briefing for competitor teams & walk through if conducted.
9.00 am	Event commences	
	Host duties	Follow up with: <ul style="list-style-type: none"> • Volunteers – toilet break, drinks etc. • Competitors in car parks. • Officials in search areas. • SRL.
11.30 am	Prep for lunch	
12 Noon	Lunch	iPads to be put on charge upon completion of morning run.
	Hide placement	Confirm CO has set hides for afternoon search elements.
	PM volunteers arrive	Lunch, and assist set up as needed.
12.30 pm	Volunteer orientation	Allocate roles and provide orientation.
12.45 pm	Dog in white	Run dog in white team on second two (2) elements.
	Photos	Videographer to take a photo of search area using the iPad.
1.00 pm	Briefing & walk through	CO briefing for competitor teams & walk through if conducted.
1.15 pm	Afternoon commences	

	Host duties	<p>Follow up with:</p> <ul style="list-style-type: none"> • Volunteers – toilet break, drinks etc. • Competitors in car parks • Officials in search areas • SRL.
4.00 pm	Afternoon prep	<ul style="list-style-type: none"> • CO to collect all hides • SRL to print reports for Judges and title certificates • Host to set up for presentation • Volunteers to assist with packing up search areas.
4.30 pm	Presentation	<p>Thank volunteers, officials, competitors and sponsors.</p> <p>Optional</p> <ul style="list-style-type: none"> • Take photos of prizes or sponsors donations • Take photos of award ceremony.
5.00 pm	Event close	Complete pack up, lock up, alarm reactivation etc.

20. HOSTING AN ELEMENT SPECIALTY TRIAL (EST)

20.1 Expenses

ACSW®	≤ 20 competitors – 10% per entry fee ≥ 21 competitors – 15% per entry fee
Combined CO & Judge	\$200/up to 5hrs \$15/hr > 5 hours, not including lunch
JUDGE	\$75/up to 5hrs \$15/hr > 5 hours, not including lunch
SRL	TBA
ODOUR	Odour x 1 - \$17 Odour x 2 - \$24 Odour x 3 - \$31 The number of jars of odour required will vary depending on the type of element e.g. container element Host keeps jar of odour
TITLE RIBBON	\$8/each
FOOD & DRINKS	Beverages to be provided, lunch only required if hosting two ESTs or hosting an extended EST
VENUE HIRE	Cost at host's discretion

NOTE: If a Judge, CO or SRL requests travel expenses this must be discussed and negotiated with the event Host prior to them accepting the appointment.

20.2 Identify a suitable location

General Requirements

- Will the location allow dogs on site?
- Locations cannot be a business where dogs are on site daily such as a dog day care, training facility, shelter etc
- The location must be exclusively used for the ACSW® event. No other classes or activities in the same room. Half walls and/or barriers are not sufficient to separate the event from another activity.
- Adequate indoor and exterior locations that are not visible from each area

- Movement to and from search areas and on deck areas must restrict handler/dog teams encountering other handler/dog teams
- Competitors must not be able to observe or hear anything from the search areas whilst moving between search areas or whilst waiting on deck
- Note search area one (1) and two (2) may be visible from each other as they are run consecutively, this also applies to search area three (3) and four (4).

Parking

- Adequate number of areas to park for the number of officials, volunteers, competitors
- Separate parking for competitors with reactive dogs and dogs in season
- Away from public recreational areas, and neighbouring housing
- Street parking is not permitted unless permission is obtained in writing from the local council
- Competitors must not be able to observe or hear anything in the search areas from the parking area.

Amenities

- Adequate number of separate toilet facilities for males and females
- Competitors must not be able to see or hear anything from the search areas at the toilets
- Hire is an option if access to onsite toilets is restricted
- Kitchenette facilities for volunteers, for example, fridge, power point to use an urn.

20.3 Element Specialty Requirements – All Elements

- If two (2) EST are scheduled for the same day, there would need to be eight (8) separate search areas.
- DOG IN WHITE
 - A dog in white is a dog used to run the hides prior to starting a trial (this is mandatory) to provide information to the CO regarding the suitability of the hides.
 - When selecting the dog, it needs to be at the same experience level of the trial being hosted.
 - Example 1 – The team may have competed at a NW1 or NW1 Plus trial and did not title, the handler decides not to enter this L1 EST, they would be suitable to run DIW at a L1 or L1 Plus.
 - Example 2 – The team is new to nose work, they achieved their NW1 or NW1 Plus title recently, they would be suitable to run DIW at a L1 or L1 Plus.
 - Example 3 – The team is new to nose work and unsure if they are ready to compete at a full trial, they would be suitable to run DIW at a L1 or L1 Plus EST.

20.4 Container EST Specific Requirements

- Minimum four (4) separate search areas
- Separate location for storage of spare hot containers
- Separate location for storage of spare cold containers
- Internal or external locations may be used for search areas
- For L1 or L1 Plus, containers shall be cardboard, of any shape or size
 - Tape must not be used to assemble or secure any boxes
- For L2, L2 Plus or L3 containers may be any shape or size, boxes, paint cans, plastic bins, shoeboxes, or any similar type of non-fabric container which may collect the scent
- Purchase 50 – 75 containers per search area
- Purchase options for cardboard
 - <https://www.signet.net.au/>
 - <https://ozpack.com.au/>
- Any queries regarding suitability of containers contact ACSW® Trial Coordinator.

20.5 Interior EST Specific Requirements

- Minimum four (4) separate search areas
- Examples - office, classroom, library, workshop, garage, bathrooms, kitchens, conference room, warehouse
- Any queries regarding suitability of the interior areas, contact the ACSW® Trial Coordinator.

20.6 Vehicle EST Specific Requirements

- Minimum four (4) separate search areas
- Examples – car, trailer, truck, buggy, semi-trailer, boat (must be on a trailer), tractor, bobcat, excavator etc (no motorbikes)
- Open space to accommodate three (3) to five (5) vehicles
 - L1 or L1 Plus three (3) vehicles required
 - L2 or L2 Plus four (4) vehicles required
 - L3 five (5) vehicles required.
- Any ground surface is permitted, however, be mindful of the type of ground surface, for example bitumen/concrete/asphalt heating up or retaining heat
- Any queries regarding the suitability of a vehicle or the combination and number of vehicles to be used, contact the ACSW® Trial Coordinator.

20.7 Exterior EST Specific Requirements

- Minimum four (4) separate search areas
- Examples – exterior of a building, carpark, grassy field, courtyard, playground, picnic areas, tennis court
- A location may be used as is or additional items may be added to the area
- Any queries regarding the suitability of an exterior area, contact the ACSW® Trial Coordinator.

20.8 EST L1, L1 Plus, L2, L2 Plus & L3 Competitor Entry Fee

The Host can determine a fair trial entry fee based on their expenses to host. The competitor entry fee price range for an L1, L2 and L3 EST is \$40.00 - \$60.00

20.9 EST L1 & L1 Plus Competitor Numbers

- Single EST on the same day – maximum 70 competitors.
- Two (2) EST on the same day – maximum 35 competitors (per element trial).

20.10 EST L2 & L2 Plus Competitor Numbers

- Single EST on the same day – maximum 65 competitors.
- Two (2) EST on the same day – maximum 30 competitors (per element trial).

20.11 EST L3 Competitor Numbers

- Single EST on the same day – maximum 60 competitors.
- Two (2) EST on the same day – maximum 25 competitors (per element trial).

20.12 Equipment – EST

ACSW® supplied

- Stop watches
- iPads
- ACSW® Banner for official photos
- Official odour (delivered directly to CO)
- Full ribbon package
- Printer (if required).

Host to supply

- Tables & chairs i.e. check-in, presentation, refreshments etc
- Garbage bins and bags for each dog toileting area
- Bags for rubbish
- Cones
- Gazebos (if required)
- Tarps, screens to block areas from view (if required)
- Caution tape or bollards to prevent access to areas (if required)
- Paper towel
- Brown paper to cover window or doors (if required)
- Power board (if required)
- Stationary
 - Clipboards
 - Pens
 - Sticky tape
 - Scissors
 - Ruler.

- Signage
 - Toilets
 - Parking – reactive, non-reactive.
- Refreshments
 - Urn or kettle if not supplied by venue
 - Paper cups, plates cutlery
 - Serviettes.
- First aid kit and signage
- Contact details of the closest veterinary clinic including opening hours
- Containers & vehicles for search areas.

21. DOCUMENTS - EST

The Host is required to obtain the relevant event documentation from the Membership Portal @ <https://app.acsw.com.au/members/#/> refer to Section 23.

21.1 Master Check In Sheet

- This is the sheet to record the competitors have checked in on the day of the trial
- Print a copy on A4 white paper.

Consider copies for the following areas:

- Check in registration desk
- Car parking areas
- Car park steward
- Gate stewards
- On deck areas – this will assist volunteers to know what competitor to expect and if the dog is reactive.

21.2 Run Order

The document generated by selecting Run Order is not required to be printed – refer to Section 21.1

21.3 Judges Master Score Sheet

- Print a copy on A4 white paper. There will be a separate master sheet for each search area. A copy of each search area will need to be printed. It is recommended to print a spare copy of each.

21.4 Score Sheets | Score Cards

- Score Cards – Print double sided on A4 white paper or A4 210gsm white card.

21.5 Volunteers Registered

- This document includes the names and availability of the volunteers registered for the event.
- The Host is responsible for allocating the roles of the volunteers.

21.6 Competitors Registered

- This document includes the names and emails of the competitors registered for the event.
- The Host is responsible for contacting the competitors one (1) week prior to the event with full event details.

21.7 Day of EST

A Host can determine what time they arrive at the venue, factors to consider include security arrangements to access the venue, event start time, number of volunteers, type of event, the amount of preparation to set up the search areas etc.

AM Start EST – SAMPLE Only		
6.30 am	Host arrives – security alarm deactivation, open areas, turn on urn.	
7.00 am	CO arrives	Confirm search areas, aim to have odour hides in place by 7.30 am.
	Volunteers arrive	Assist with set up – example signage, team registration desk, paper for windows & doors, tarps or covers for fencing, carpark areas, cones for routes, open amenities areas, assemble boxes etc.
7.15 am	Volunteer orientation	Allocate roles and provide orientation.
7.30 am	Judges arrive	Orientate & introduction etc & advise CO of arrival.
8.00 am	Registration opens	Check-in volunteer to advise registration is open and commence checking in teams. Make a note of teams parked in reactive or bitches in season parking areas.
	Dog in white	Run dog in white team on all search areas.
	Photos	Videographer to take a photo of search areas using the iPad.
8.30 am	Briefing	CO Briefing for competitor teams (no walk through required).
9.00 am	Event commences	
	Host duties	Follow up with: <ul style="list-style-type: none"> • Volunteers – toilet break, drinks etc. • Competitors in car parks. • Officials in search areas.
	iPad	iPads to be put on charge if a full day event.
1.00 pm	Event close	Complete pack up, lock up, alarm reactivation etc.

22. INCIDENT REPORTING

Any safety event, incident or injury (including incidents that require first aid) involving any person, dog or property must be reported to the CO immediately. The CO is required to complete an incident report if a dog or person is dismissed from the event.

The CO is required to complete an incident report and email a copy to admin@acsw.com.au within 48 hours of the incident or event.

Any questions or concerns regarding anything that happens at a trial, should be directed to the Certifying Official on trial day.

Details of the event must be clearly stated - date, location, extenuating circumstances, necessary contact information, etc.

23. ACSW® MEMBERSHIP PORTAL

23.1 General

- It is recommended you use any of the following browsers when accessing the system – Google Chrome, or Firefox only. Safari and Microsoft Edge are NOT recommended.
- Access @ <https://app.acsw.com.au/members/#/>

23.2 Adding a Host Club

When hosting for the first time a person wanting to host will need to be set up in the membership portal. Access can be requested by emailing info@acsw.com.au

23.3 Adding an Event

When the host has approval from the Trial Committee, they are required to add the event in the membership portal.

4. Login @ <https://app.acsw.com.au/members/#/>
5. Select the *Trials* tab

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

ACSW Trials

6. Select Add New Trial

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

ACSW Trials

ADD NEW TRIAL

Entries	Type	Trial Date	Host	City	State	Details
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Note - If an error message appears as per below you will need to contact info@acsw.com.au to ensure your permissions in the membership portal have been updated to reflect the host status

app.acsw.com.au says

Could not find the host club you manage.

OK

- If the host permissions have been activated, when you Select ADD NEW TRIAL, a message like below will appear, select OK
- The host is required to complete details for the specific fields. The ID and Host fields will be greyed out, these fields cannot be altered.

Edit tbd null/null Change this to the name of your trial

ID 150	Host Ultimate K9	Name Change this to the name of your trial	Type Not Assigned	City City is required	State State is required	Postal Postal Code is required
Team Limit 40	Reg. F...	C.O.	Judge 1	Judge 2	Premium	
Trial date DD.MM.YYYY	Publ date DD.MM.YYYY	Open date DD.MM.YYYY	Draw date DD.MM.YYYY	Close date DD.MM.YYYY	<input checked="" type="checkbox"/> active	

[REGISTRATIONS](#) [VOLUNTEERS](#) [RUN ORDER](#) [SCORE SHEET](#) [SRL FILE](#) [RESULTS](#)

Upload results file

RESET CLOSE SAVE

The following fields require completing:

A. Name

- The following naming convention **MUST BE EXACTLY FOLLOWED** Trial Type – Date of Event – State
 - e.g., ORT Birch – 11 December 2021 – NSW
 - e.g., ORT Anise – 12 June 2022 – VIC
 - e.g., NW1 Plus – 4 February 2022 – QLD
 - e.g., L1C – 27 July 2022 – NSW
 - e.g., L2E Plus – 19 October 2022 – QLD
 - e.g., NW2 – 3 August 2022 – VIC

Edit tbd null/null Change this to the name of your trial

ID 150	Host Ultimate K9	Name Change this to the name c	Type Not Assi...	City City is required	State State is required	Pos... Postal Code is required
-----------	---------------------	-----------------------------------	---------------------	--------------------------	----------------------------	-----------------------------------

- Remember to save any changes before you close this screen.

RESET

CLOSE

SAVE

B. Type

- Drop down list, select the type of event .

Edit tbd null/null Change this to the name of your trial

ID 150	Host Ultimate K9	Name Change this to the name c	Type Not Assi...	City City is required	State State is required	Pos... Postal Code is required
-----------	---------------------	-----------------------------------	---------------------	--------------------------	----------------------------	-----------------------------------

Type

ORT Anise
ORT Birch
ORT Clove
Nose Work Lvl 1
Nose Work Lvl 2
Nose Work Lvl 3

Type

Nose Work Plus Lvl 1
Nose Work Plus Lvl 2
Nose Work Plus Lvl 3
Elem Spec Lvl2 Containers
Elem Spec Lvl1 Containers
Elem Spec Lvl3 Containers

Type

Elem Spec + Lvl2 Container
Elem Spec + Lvl1 Interior
Elem Spec + Lvl2 Interior
Elem Spec + Lvl2 Vehicles
Elem Spec + Lvl1 Container
Elem Spec + Lvl1 Vehicles

- Remember to save any changes before you close this screen.

RESET

CLOSE

SAVE

C. City, State & Postal

- Enter the Suburb (not city), State and Postcode where the event is being held

Edit tbd null/null Change this to the name of your trial

ID	Host	Name	Type	City	State	Pos...
150	Ultimate K9	Change this to the name c	Not Assi...	City is required	State is required	Postal Code is required

- Remember to save any changes before you close this screen.

RESET

CLOSE

SAVE

D. Team Limit

- This is the maximum number of handler/dog teams allowed to compete at this trial.
- This does not limit the actual number of entries that can be registered for this trial, if the entries received exceed the team limit number at the nominated close date for the trial, it will need to go to ballot.

Team Limit	Reg. F...	C.O.	Judge 1	Judge 2	Premium

E. Reg Fee

- Enter the competitor fee, refer to relevant section for full details on competitor fees
- Section 15.4 – ORT
- Section 17.4 – NW1 & NW1
- Section 17.7 – NW2 & NW2 Plus
- Section 17.10 – NW3
- Section 19.8 – EST

Team ...	Reg. Fee	C.O.	Judge 1	Judge 2	Premium

F. CO

- Dropdown list, select the CO

Team ... Reg. F... **C.O.** Judge 1 Judge 2 Premium

C.O.

- Fred Helfers
- Trinny Teigan
- Elizabeth Brimson
- Marion Brand
- Gilda Taurian
- Kim Dowding

C.O.

- Graeme Kerr
- Robyn Mayle
- Suzie Emery-Price
- Lesia Burford
- Sue Town
- Jennifer Gambell

- Becky Thomas
- Rosie Porter

- Remember to save any changes before you close this screen.

RESET

CLOSE

SAVE

G. Judge 1 & Judge 2

- Dropdown list, select Judge 1 and then Judge 2 (if relevant)

Team ... Reg. F... C.O. Judge 1 Judge 2 Premium

Judge 1

- Fred Helfers
- Trinny Teigan
- Jillian McCarthy
- Elizabeth Brimson
- Stephen Austin
- Marion Brand

Judge 1

- Glenn Cooke
- Gilda Taurian
- Jon Paul Rook
- Kim Dowding
- Graeme Kerr
- Robyn Mayle

Judge 1

- Suzie Emery-Price
- Lesia Burford
- Helene Robinson
- Michael Sikalas
- Amanda Larking
- Donna Williams

- Sue Town
- Jennifer Gambell
- Becky Thomas
- Rosie Porter

- Remember to save any changes before you close this screen.

RESET

CLOSE

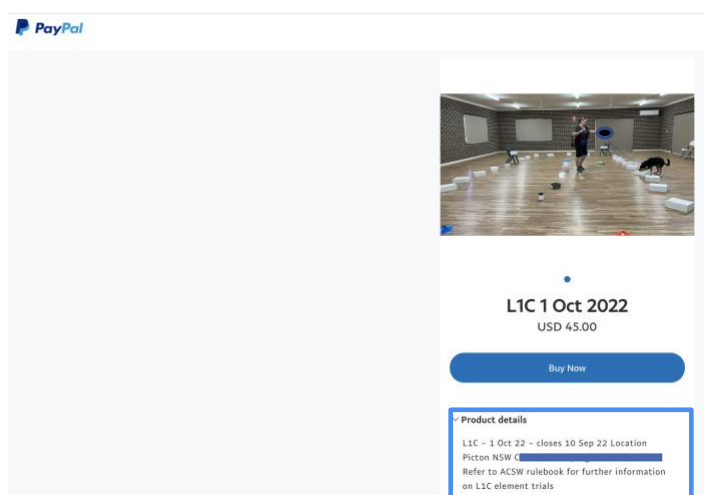
SAVE

H. Premium

- This field is for including a link to the payment screen for competitors to pay the fee for an ORT or trial
- Direct deposit transfer is not permitted

Team ... Reg. F... C.O. ▼ Judge 1 ▼ Judge 2 ▼ Premium

- Depending on the host's payment method there may be a field where extra information can be included e.g. refer to sample PayPal Product Details field below. Relevant key information for competitors should be included here i.e. they may be considering if the trial environment is suitable or may preclude them for entering an ORT or trial e.g. the area includes hills, no ramp access for persons using mobility aids, lots of steps, excess walking between search areas, no shade in car park etc.

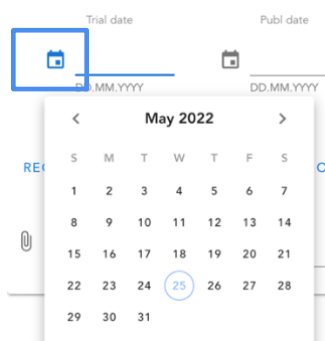


I. Trial Date

- Click on the calendar icon to open the date picker, select the relevant date

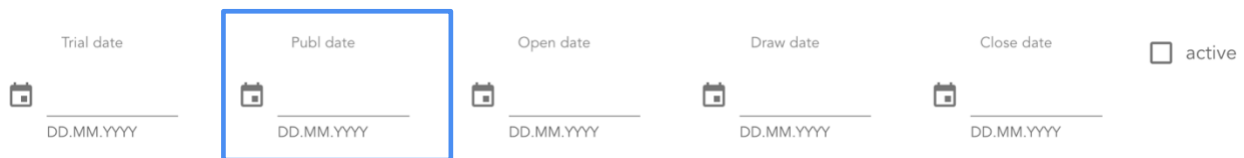
Trial date Publi date Open date Draw date Close date ☐ active

DD.MM.YYYY DD.MM.YYYY DD.MM.YYYY DD.MM.YYYY DD.MM.YYYY



J. Publ Date

- This is the date you would like to commence advertising the trial (publicise date). The event can be publicised at any timeframe prior to the event
- Click on the calendar icon to open the date picker, select the relevant date (as per above)



Trial date:

Publ date:

Open date:

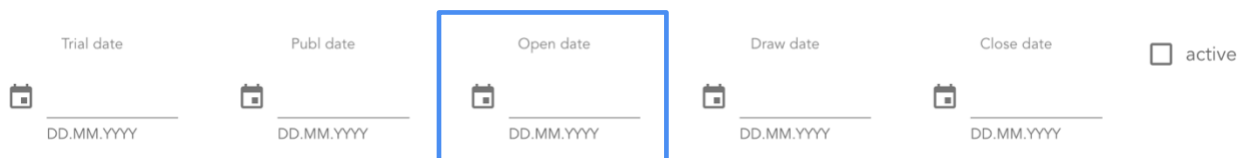
Draw date:

Close date:

☐ active

K. Open Date

- This is the date you would like to open the trial for competitor registration - as a guide for example 4 – 5 weeks prior to the close date.
- Click on the calendar icon to open the date picker, select the relevant date (as per above)



Trial date:

Publ date:

Open date:

Draw date:

Close date:

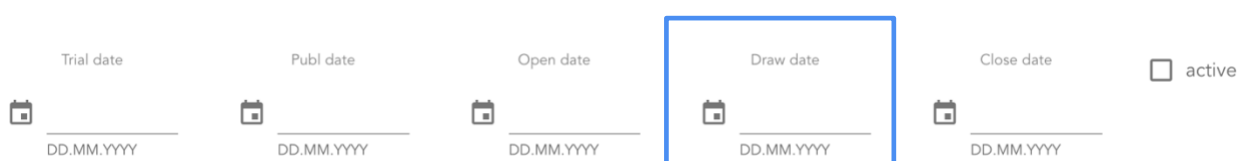
☐ active

- When the open date is reached the Compete (blue) & Volunteer (green) icons will be visible



L. Draw Date

- This date should be *after* the closing date, this is when the running order can be generated and a ballot if the number of teams entered is exceeds the maximum team limit set for the trial.
- Click on the calendar icon to open the date picker, select the relevant date (as per above).



Trial date:

Publ date:

Open date:

Draw date:

Close date:

☐ active

M. Close Date

- This is the date you would like the competitor registration to close - as a guide for example – 5 -10 days prior to the event.
- Click on the calendar icon to open the date picker, select the relevant date (as per above).

Trial date DD.MM.YYYY
 Publ date DD.MM.YYYY
 Open date DD.MM.YYYY
 Draw date DD.MM.YYYY
 Close date DD.MM.YYYY
☐ active

N. Active

- To activate the dates selected above, select (tick) the active field

Trial date DD.MM.YYYY
 Publ date DD.MM.YYYY
 Open date DD.MM.YYYY
 Draw date DD.MM.YYYY
 Close date DD.MM.YYYY
☒ active

- Remember to save any changes before you close this screen.

RESET

CLOSE

SAVE

23.4 Viewing details of an event

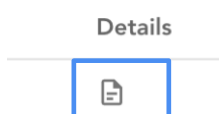
To view or edit any details of the event you are hosting.

1. Login @ <https://app.acsw.com.au/members/#/>
2. Select the *Trials* tab

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

ACSW Trials

3. Select the *Details* icon for the event you are hosting



23.5 Advertising an event

ACSW® will advertise the event on the ACSW® website trial calendar page and on social media i.e., Facebook page.

The Host will advertise on their website or a business social media page to advertise the event.

23.6 Registration - Volunteers


Once the event *Open Date* is reached the host can view volunteer entries at any time

1. Login @ <https://app.acsw.com.au/members/#!/>
2. Click on Trials

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)





3. Locate the trial you are hosting

4. Click on  in the column labelled Details, this will open the trial details

Host	City	State	Details
Ultimate K9	Palmwoods	QLD	

5. Click on VOLUNTEERS to view the list of volunteers.

[REGISTRATIONS](#) | [VOLUNTEERS](#) | [RUN ORDER](#) | [SCORE SHEETS](#) | [MASTER SHEET](#) | [MASTER CHECK](#) | [SRL FILE](#) | [RESULTS](#)

So far, 2 volunteers for this trial:				
Volunteer	Available	Unable to do:	Comments	Actions
	7am - 1.30pm	Judges Steward,	test additional comments	
	7am - 1.30pm	Gate Steward,	Testing comments	
<div>Rows per page: 15 1-2 of 2 <</div>				
EXPORT TO EXCEL				

- The list of volunteers can be exported to Excel by selecting the Export to Excel option

Volunteers for DO NOT ENTER - TEST L1C Elem Spec Lvl1 Containers 28.09.2021												
Host Scentsational Sniffers												
Certifying Official: [REDACTED]												
Judges: [REDACTED]												
ACSW#	Name	Email	Phone	All Day	AM	PM	Check in	Video-grapher	Timer	Judges Steward	Gate Steward	Box Setter
M034	[REDACTED]			Yes			Yes		Yes	Yes	Yes	Yes
M052				Yes			Yes		Yes	Yes	Yes	Yes
M024				Yes				Yes	Yes	Yes	Yes	Yes
M022				Yes			Yes	Yes	Yes	Yes	Yes	Yes

- The host is responsible for all communication with the volunteers
- If a volunteer is not an ACSW® member --- contact the host directly they are still required to sign a liability waiver


23.7 Registrations - Competitors

Once the event *Open Date* is reached the host can view competitor entries at any time

- Login to <https://app.acsw.com.au/members/#/>
- Click on Trials

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

- Locate the trial you are hosting & click on  in the column labelled Details, this will open the trial details

Host	City	State	Details
Ultimate K9	Palmwoods	QLD	

- Click on REGISTRATIONS to view the list of competitors

REGISTRATIONS	VOLUNTEERS	RUN ORDER	SCORE SHEETS	MASTER SHEET	MASTER CHECK	SRL FILE	RESULTS
---------------	------------	-----------	--------------	--------------	--------------	----------	---------

Handler ↑	Contact	Dog	Breed	Status	Actions
MC [REDACTED]			Labrador	E , rank: 0	
MC [REDACTED]			German Shepherd	P , rank: 0	

- Once the trial entry has closed, print the list to check registration entries against payments received.
- When you are finished viewing click Close, this will redirect to the ACSW®Trials page

[RESET](#)
[CLOSE](#)
[SAVE](#)


- If you edit the details at all click Save, this will redirect to the ACSW®Trials page


[RESET](#)
[CLOSE](#)
[SAVE](#)

23.8 Trial Ballot

- Login to <https://app.acsw.com.au/members/#!/>
- Click on Trials

Members Trials Host Clubs Officials Member Detail Dogs About Log Out Change password
--

- Locate the trial you are hosting & click on  in the column labelled Details, this will open the trial details

Host	City	State	Details
Scentsational Sniffers	Tahmoor	NSW	

- When you initially register your trial in the membership portal under the field labelled Team Limit you would have included the maximum number of team entries allowed to compete at this trial. This does not limit the actual number of entries that can be registered for this trial, if the entries received exceed the team limit number at the nominated close date for the trial, it will need to go to ballot.

ID 128	Host Scentsational Sniffers	Name DO NOT ENTER - TEST TRIAL NW1	Type Nose Work Lvl 1	City Tahmoor
Team Limit 5	Reg. Fee 100	C.O. [REDACTED]	Judge 1 [REDACTED]	Judge 2 [REDACTED]
				Premium https://scentsationalsniffer
Trial date 28.09.2021 DD.MM.YYYY	Publ date 04.09.2021 DD.MM.YYYY	Open date 04.09.2021 DD.MM.YYYY	Draw date 27.09.2021 DD.MM.YYYY	Close date 26.09.2021 DD.MM.YYYY


- On the home page where all the registered trials are listed you will note the number of team entries compared to the team limit, sample e.g., below, 9/5 - 9 entries received for a trial that has a team limit of 5

ACSW Trials				
Search DO NOT ENTER - TEST TRIAL NW1 with				
Name	Register	Entries	Type	Trial Date
DO NOT ENTER - TEST TRIAL NW1 with BALLOT		9 / 5	NW1	28.09.2021

- A ballot is an automated random draw of all entries.
- If a handler enters two (2) dogs in the same trial the first dog entered displays a status of E (entered) and the second dog a P (provisional).

So far, 1 volunteers, 9 competitors for this trial:					
Handler	Contact	Dog	Breed	Status	Actions
[REDACTED]			Border Collie	E , rank: 0	[icon]
			Border Collie	E , rank: 0	[icon]
			Border Collie	P , rank: 0	[icon]
			German Shepherd	E , rank: 0	[icon]
			Dalmatian	E , rank: 0	[icon]
			Labrador	E , rank: 0	[icon]

- When you go to Run Order, you will see a random sort of teams and five (5) are listed to run & the remainder are tagged as WL (wait listed). The handler that entered two (2) dogs is marked as P for the second dog entered and at the very end of the list.



DO NOT ENTER - TEST TRIAL NW1 with BALLOT NW1 28.09.2021

Running Order

Order	Handler	Dog	Breed	P	B
<input type="checkbox"/> 1	[Redacted]			—	—
<input type="checkbox"/> 2				—	—
<input type="checkbox"/> 3				—	—
<input type="checkbox"/> 4				—	—
<input type="checkbox"/> 5				—	—
<input type="checkbox"/> 6 WL				—	—
<input type="checkbox"/> 7 WL				—	—
<input type="checkbox"/> 8 WL				—	—
<input type="checkbox"/> 9 WL Prov Border Collie				—	—


23.9 Run Order

The *Run Order* will not work until after the *Close Date* for the event has been reached

1. Login to <https://app.acsw.com.au/members/#/>
2. Click on Trials

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

3. Locate the trial you are hosting
4. Click on  in the column labelled Details, this will open the trial details

Host	City	State	Details
Ultimate K9	Palmwoods	QLD	

5. Click on RUN ORDER to view the team running order also known as Category Number (Cat No.)

6. IMPORTANT each time you click on the run order it will generate a new run order, therefore do not change this after you have printed all documentation, otherwise the documents e.g. score sheets | score cards, master judges' sheets etc. will be different.
7. The Running Order list is used to generate the running order, this document is for admin purpose only, it does not require printing. Refer to Section 23.10 Master Check for further details. Sample below shows:
 - a. Handler number 4 as Prov, they will only be permitted to run at the end of the running order if there is no ballot
 - b. The R after a dog name refers to reactive



DO NOT ENTER - TEST TRIAL NW1 NW1 18.09.2021

Running Order

Order	Handler	Dog	Breed	P	B
<input type="checkbox"/> 1	[Redacted]			—	—
<input type="checkbox"/> 2	[Redacted]			—	—
<input type="checkbox"/> 3	[Redacted]	Lexie R	German Shepherd	—	—
<input type="checkbox"/> 4 Prov	[Redacted]	Jink	Border Collie	—	—


23.10 Master Check


1. Login to <https://app.acsw.com.au/members/#/>
2. Click on MASTER CHECK to view and print the Master Check In sheet this includes the team run order, this sheet will be used to record the competitors at registration check in. It can also be used to record teams that are parked in a reactive parking area.

23.11 Score Sheet | Score Card

- Login to <https://app.acsw.com.au/members/#/>
- Click on Trials

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)






- Locate the event you are hosting
- Click on  in the column labelled Details, this will open the trial details

Host	City	State	Details
Ultimate K9	Palmwoods	QLD	

- Click on SCORE SHEETS (known as Score Cards) this will download the pre-populated score cards (Microsoft Word document) for each dog / handler team competing in the trial.

[REGISTRATIONS](#) | [VOLUNTEERS](#) | [RUN ORDER](#) | [SCORE SHEETS](#) | [MASTER SHEET](#) | [MASTER CHECK](#) | [SRL FILE](#) | [RESULTS](#)

- Sample score card image. The document name will be e.g., scoresht-119.docx

ACSW® K9 NOSE WORK COMPETITORS SCORE CARD – L1 Element Specialty – EXTERIOR									
Trial Date	31.10.2021		Location	Palmwoods, QLD			Run Order Number	1	
Host	Ultimate K9								
Certifying Official			Judge 1			Judge 2			
Handler			Dog			Reactive	Rescue		
						No	No		
EXTERIOR SEARCH 1									
HIDE FOUND	YES	NO	FALSE ALERT	YES	Allocate Full Time	TIME ALLOWED	YES	Allocate Full Time	
	<input type="checkbox"/> 25	<input type="checkbox"/> 0		<input type="checkbox"/> 0		TIMED OUT	<input type="checkbox"/> 0		
TIME	MINUTES	SECONDS	H'DTHS SEC	SCORE ROOM USE ONLY					
For false alert or timed out full time must be recorded				TOTAL FAULTS			TOTAL POINTS		
FAULTS									
Food dropped compromising, contaminating search area	1	<input type="checkbox"/>	Elimination (toileting)	4	<input type="checkbox"/>	Unsafe situation (handler placing or allowing dog in unsafe situation or area)	1	<input type="checkbox"/>	
Disturbing or touching item in search area (handler)	1	<input type="checkbox"/>	Excused by Judge	4	<input type="checkbox"/>	Dog off leash in on-leash search	1	<input type="checkbox"/>	
Damaging search area	1	<input type="checkbox"/>	Absent from search	4	<input type="checkbox"/>	Delay in responding to Judge's request 'where'	1	<input type="checkbox"/>	
Start line (dog did not cross start line or threshold)	1	<input type="checkbox"/>	Dismissed	4	<input type="checkbox"/>	Excused (handler excuses self & dog from search)	0	<input type="checkbox"/>	
Dog under vehicle	1	<input type="checkbox"/>	Alternate signal in lieu of Alert	1	<input type="checkbox"/>			<input type="checkbox"/>	
JUDGES COMMENT (Optional)	Judges Name					Judges Signature			


- Print all the score cards double sided, it is recommended to print on A4 210gsm white card, this is the better option if windy and raining.

23.12 Score Room Lead File

1. Login to <https://app.acsw.com.au/members/#/>
2. Click on Trials

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

3. Locate the trial you are hosting
4. Click on  in the column labelled Details, this will open the trial details

Host	City	State	Details
Ultimate K9	Palmwoods	QLD	

5. Click on SRL FILE this will download the Microsoft Excel file for the Score Room Lead

[REGISTRATIONS](#) | [VOLUNTEERS](#) | [RUN ORDER](#) | [SCORE SHEETS](#) | [MASTER SHEET](#) | [MASTER CHECK](#) | [SRL FILE](#) | [RESULTS](#)

6. Sample SRL file. The file name will be e.g., srl-130.csv

srl-130 (1)												
Handler ID	Handler Name	Current Member	City	State	Zip	Entry Email	Phone	Dog Id	Dog Call Name	Breed 1	Breed 2	Rescue
M02		Yes	City	St	12345					Labrador		n
M00		Yes	City	St	12345					Border Collie		n
M03		Yes	City	St	12345					German Shepherd		n

7. The SRL will not have access to this file. The Host is required to email the SRL File to the SRL. Any concerns with accessing the file, contact info@acsw.com.au




23.13 Results – ORT – Uploading

1. Login to <https://app.acsw.com.au/members/#/>
2. Click on Trials

[Members](#) | [Trials](#) | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

3. Locate the ORT you hosted

4. Click on  in the column labelled Details, this will open the ORT details

ORA	15.05.2022	The Dog Project	Berkeley	NSW	
ORC	15.05.2022	The Dog Project	Berkeley	NSW	
ORB	15.05.2022	The Dog Project	Berkeley	NSW	

5. Click on SRL File this will download an Excel file called e.g. scoring-148.xlsx to your computer

REGISTRATIONS VOLUNTEERS RUN ORDER **SCORE SHEETS** MASTER SHEET MASTER CHECK SRL FILE RESULTS

6. Open the Excel file, it will only include details about the trial including the names of handler/dog teams

1	ORT Anise - 15 May 2022 - NSW ORT Anise 15.05.2022											
2												
3	Host The Dog Project											
4												
5	Certifying Official: Rosie Porter											
6												
7	Judge: Sue Town											
8												
9												
10	Entry	Team	Runnr	First	Last	Dogs	Handler	Dogs	React	Pass /	Judges	CO
11	ID	ID	Order	Name	Name	Name	ACSW #	ACSW#	Fail		Signature	Initial
12												

7. Transcribe the results from the ORT master sheet into the Excel file

1	ORT Anise - 15 May 2022 - NSW ORT Anise 15.05.2022											
2												
3	Host The Dog Project											
4												
5	Certifying Official: Rosie Porter											
6												
7	Judge: Sue Town											
8												
9												
10	Entry	Team	Runnr	First	Last	Dogs	Handler	Dogs	React	Pass /	Judges	CO
11	ID	ID	Order	Name	Name	Name	ACSW #	ACSW#	Fail		Signature	Initial
12												
13												
14												


8. Save the Excel file as an .xlsx

9. Click on RESULTS

REGISTRATIONS VOLUNTEERS RUN ORDER SCORE SHEETS MASTER SHEET MASTER CHECK SRL FILE **RESULTS**

10. Click on the paperclip symbol – UPLOAD RESULTS FILE

REGISTRATIONS
VOLUNTEERS
RUN ORDER
SCORE SHEET
SRL FILE
RESULTS

 Upload results file

RESET CLOSE SAVE

Place	Handler	Dog	Points	Time	Faults	Title
-------	---------	-----	--------	------	--------	-------

11. Browse to the saved Excel file, a RESULTS UPDATE LOG window will open

app.acsw.com.au says

RESULTS UPDATE LOG:

Creating new trial entry for mNbr:
 earned ORA
Creating new trial entry for mNbr:
 earned ORA
Creating new trial entry for mNbr:
 earned ORA
Creating new trial entry for mNbr:
 earned ORA

OK

12. Check for any errors against the master results sheet, and select OK

Creating new trial entry for mNbr:

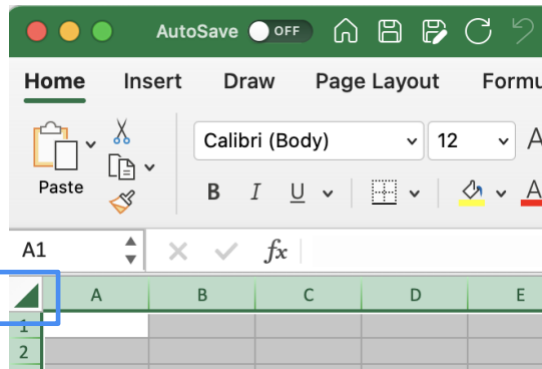
OK

13. Select SAVE before CLOSE

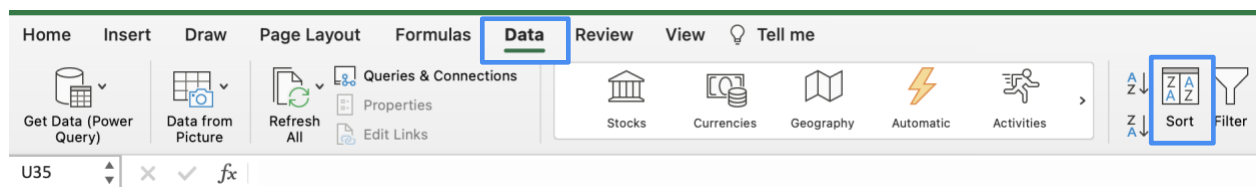
RESET CLOSE SAVE

23.14 Results – Full Trial – Uploading

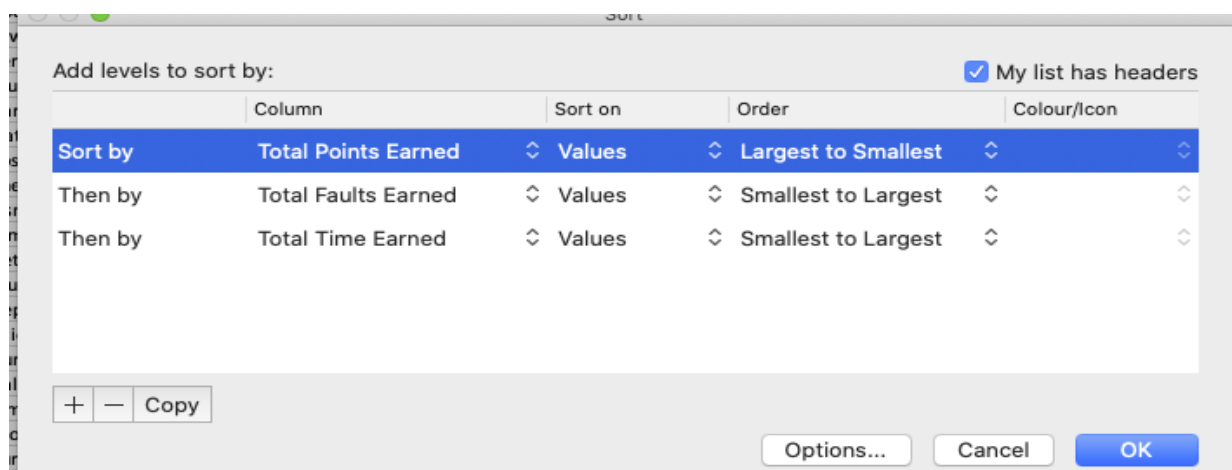
- 1 Post-trial the Score Room Lead (SRL) is required to email the host the results (one file) for uploading to the membership portal. The file will be named for example 28 08 2022, Galston, NSW, 4 searches
- 2 The host is required to edit this file in Excel
- 3 Click to SELECT ALL data



- 4 Click on DATA and then click SORT



- 5 Add the following sort by parameters



- 6 Save the file as a .csv file


7 Login to <https://app.acsw.com.au/members/#/>

8 Click on TRIALS

[Members](#) | **[Trials](#)** | [Host Clubs](#) | [Officials](#) | [Member Detail](#) | [Dogs](#) | [About](#) | [Log Out](#) | [Change password](#)

9 Locate the Trial you hosted

10 Click on  in the column labelled Details, this will open the trial details


Host	City	State	Details
Ultimate K9	Palmwoods	QLD	

11 Click on RESULTS

[REGISTRATIONS](#) | [VOLUNTEERS](#) | [RUN ORDER](#) | [SCORE SHEETS](#) | [MASTER SHEET](#) | [MASTER CHECK](#) | [SRL FILE](#) | **[RESULTS](#)**

12 Click on UPLOAD RESULTS FILE

[REGISTRATIONS](#) | [VOLUNTEERS](#) | [RUN ORDER](#) | [SCORE SHEETS](#) | [MASTER SHEET](#) | [MASTER CHECK](#) | [SRL FILE](#) | [RESULTS](#)

 Upload results file [RESET](#) [CLOSE](#) [SAVE](#)

13 Browse to locate the file you previously saved and click open; the results update log will upload

14 Thoroughly check the results update log for any upload errors. If there are no errors, select OK. If there are any errors email info@acsw.com.au and include details and a screen shot of the errors.

app.acsw.com.au says


RESULTS UPDATE LOG:

K90463: 75 Points. No leg or title earned this time
 Creating new trial entry for mNbr: M0347 kNbr: K90463
 K90788: 75 Points. No leg or title earned this time
 Creating new trial entry for mNbr: M0605 kNbr: K90788
 K90535: 75 Points. No leg or title earned this time
 Creating new trial entry for mNbr: M0419 kNbr: K90535
 K90460: 75 Points. No leg or title earned this time
 Creating new trial entry for mNbr: M0343 kNbr: K90460

OK

- 15 The results will be listed, and each team that passed will have that title added to the dog's title list

REGISTRATIONS VOLUNTEERS RUN ORDER SCORE SHEET SRL FILE RESULTS

 Upload results file
RESET CLOSE SAVE

Place	Handler	Dog	Points	Time	Faults	Title
8		Tom	100	2:49.20	1	NW1P
10		Vandor	100	3:27.40	1	NW1P
1		Jinx	100	2:43.50	0	NW1P
2		Portland	100	3:10.30	0	NW1P

- 16 Remember to SAVE any changes before selecting CLOSE

RESET

CLOSE

SAVE

24. QUESTIONS OR CONCERNS

Any questions or concerns regarding anything that happens at a trial, including but not limited to dismissal or disciplinary action, should be directed to the Certifying Official on trial day or to admin@acsw.com.au after the event.