



## HOSTING A RALLY TRIAL

### GENERAL INFORMATION, GUIDELINES & PROCEDURE FOR EXHIBITORS, OFFICIALS, TRIAL HOSTS

#### Eligibility or Who May Host a Rally Trial

- Any club, organisation or individual may apply to host a rally trial. Trial hosts do not have to be members of the Association of Pet Dog Trainers.
- APDT, UK Rally trials may be run in conjunction with other dog sports events but may not be run in conjunction with other organisations' rally events.
- Trial hosts must indicate on the Trial Application if an APDT, UK rally trial is being held in conjunction with another dog sports event and if so, describe the event.
- APDT, UK Rally reserves the right to deny trial applications that do not meet eligibility criteria. In such cases, the application fee shall not be refunded.

#### Equipment

It is the trial host's responsibility to provide the following:

- Rally Obedience Exercise signs, station numbers and appropriate holders. Stations must be numbered on both sides to aide the judge & steward
- A ring space that is equal to or exceeds the minimum size requirement.
- Tables and chairs for trial officials.
- A large flip chart and easel or blackboard for posting order and score information.
- Ribbons & Awards
- Armbands or adhesive labels for team identification
- Stop watches, clipboards, jumps for Levels 2 and 3, cones for obstacle exercises.
- It is advisable to have several buckle collars available for loan in the event an exhibitor does not have the appropriate collar on her dog.
- Markers for Serpentine, Figure of Eight and Spirals to be spaced between 5 feet (1.5 metres) (measured centre to centre )
- Base of markers not to exceed 200mm diameter

#### Trial Officials / Staff

- Approved APDT, UK Rally Judge
- Trial Secretary.
- Judges Scribe
- Scorekeeper/Scoring Steward
- Desk Steward
- Floating Volunteers

## Forms & Procedures

1. Trials must be approved/sanctioned by the APDT, UK Rally office. To receive approval the trial host must submit a Trial Application Form to the rally office, and it must be received by the office a minimum of four months prior to the proposed trial date. The submission must include the trial application.

Once a trial application has been approved, any subsequent trial applications submitted for the approved trial date(s) by a host organisation within a 75 (seventy five) mile driving distance of the approved trial site shall be denied for that date(s). This is in order to insure equal opportunities for host organisations, exhibitors and trial officials.

2. At the conclusion of the trial(s), the trial host must send the following post trial paperwork to the APDT, UK Rally Coordinator.

- Trial Recap Sheet for each trial course held.
- Trial Score Reporting Sheet for each trial course held (must be attached to the Trial Recap sheet)
- Payment to APDT, UK Rally of £1 per entered team administrative fee (regardless of whether the team actually competed or not)

Post trial paperwork must be completed and returned to the APDT, UK Rally Coordinator within ten working days of the trial(s). All post trial paperwork must include dog registration numbers. In the event post trial paperwork is submitted with missing or incorrect registration numbers, exhibitors will not receive credit for any qualifying scores. A £20 fine will be assessed to any trial host that submits post trial paperwork with missing numbers. The APDT, UK Rally Coordinator must receive post trial paperwork within ten working days of the conclusion of the trial. Late receipt of post trial paperwork by the APDT, UK Rally Coordinator will result in a £20 fine for the first offence and a £40 fine for all subsequent offenses.

Judge and Representative Evaluation forms must be sent to the APDT, UK Rally Coordinator within 10 business days following the trial.

The trial host must keep the score sheets for a minimum of one year following the trial.

**ALL entry forms** must include the following information

<b>Level One</b>	1st qualification	Venue	Date
	2 <sup>nd</sup> qualification	Venue	Date
	3rd qualification	Venue	Date

## Dog Registration Numbers

- All teams entered in a trial must have an APDT, UK Rally dog registration number. Exhibitors do not have to be members of the APDT, UK to obtain an APDT, UK Rally dog registration number. Dog registration numbers are obtained directly through the APDT, UK Rally office and require a 2-4 week processing time.
- Trial hosts may not accept entries from exhibitors that do not have APDT, UK Rally dog registration numbers or numbers listed as "pending".

## **Trial Schedule**

Trial hosts must prepare a Trial Schedule to distribute to any exhibitor who requests one, either electronically or via Royal Mail.

Schedules should contain:

- Name and address of the host organisation
- Dates of the Trial(s), Opening and closing dates
- Contact information for the Trial Chairman and/or Trial Secretary
- Clear directions to the show site
- An APDT, UK Rally registration form to be sent to the Rally Coordinator at following address:
- Information on A classes and B classes including requisites for entering those classes
- Level entry limits (if any)
- Judges officiating and which Levels they are judging
- Level start times
- Official entry forms and General Agreement
- A list of trial specific instructions (for example, whether or not the host organisation is going to allow, after the closing date, move ups from Level 1 to Level 2 or Level 2 to Level 3 )
- Refund policy exceptional circumstances as quoted in the 5<sup>th</sup> clause under Miscellaneous.

## **Responsibilities to the APDT, UK**

The trial host must conduct a professional, efficient trial. Post trial paperwork must be submitted on APDT, UK official forms. Paperwork submitted in any other format will be returned.

## **Responsibilities to the Judges/Representatives**

The trial host must arrange for approved judges and representatives. The terms of agreement are negotiated between the host organisation and judge; the APDT, UK will not enter into judge/representative negotiations. It is the trial host's responsibility to send the Judge and Representative two copies of the Confirmation Letter for signature, confirming all details. The Trial Secretary or Trial Chairman will countersign both copies and mail one back for the Judge's records. The host organisation will keep the other signed copy for their records. Verbal agreements are not considered valid and are not binding.

The Confirmation Letter should include the following information:

- Date(s) of the trial,
- Site of the trial (including a to-scale map of the ring showing problems, like support columns)
- Directions to the site,
- Level(s) to judge and their limit, if any
- Judge's expenses, refreshments
- That the host organisation will provide all necessary equipment: signs, sign holders and station numbers, ring barriers, jumps
- Provision for judge's/representative fees in case of cancellation/rescheduling of the trial,

- That the trial host is to make copies of the course(s) and score sheet(s) and the date they are to be received by the host organisation.
- Ring size and surface
- Judges may advise the trial host of the maximum number of dogs they are willing/able to judge in a class. This should be clearly noted in the Confirmation letter if part of the agreement and trial hosts may not exceed this number on the day of the trial without the Judge's agreement.

### **Trial Host**

The trial host must provide the judge with a minimum 50'x 80' or 15m x 24m level ring free of debris and feces. Trial hosts may request approval for a modified ring size in cases where the ring size is approximately 50 x 80 or 15m x 24m and/or odd-shaped. If outdoors, the grass must be mown short and the ring surface free of holes. If indoors, the ring must be matted with rubber matting material or other suitable non slip floor finish. The ring must be gated with a barrier from the ground to at least 2' tall; dog show gating and temporary fencing are acceptable, roping is acceptable for level one, netting or fencing to be used for higher levels.

- The trial host must provide the judge with an adequate number of stewards, preferably giving the stewards a briefing or mini-class on their duties before the trial.
- The judge is in charge of his/her ring and all their decisions are final. The trial host does not have the authority to overrule any decision made by a judge

**The trial Host must provide an envelope to accommodate the qualification certificate which is to be addressed by early leavers who have attained the qualifying standard.**

**Postage for this to be included in the entry fee.**

### **Judge's Class**

In order to accommodate Judges and Representatives who may wish to show their own dogs at trials at which they are officiating, trial hosts may offer a special Judge's Class as follows:

- Judge's Class entries are limited to the judges and representatives who are officiating at the trial.
- Scores earned in the Judge's Class are for titling purposes only and are not eligible for placements and/or special awards.
- Any combination of judges approved for the class level course being offered may judge the Judge's Class as per the following situations:
  - Example 1: Judge A and Judge B are both approved for Level 1, and wish to enter the Judge's Class. Both are officiating at the trial. They may judge each other in the Judge's Class.
  - Example 2: Judge A is officiating at the trial. Judge B is not officiating, but is entered as an exhibitor AND is approved to judge the class level. Judge B may judge Judge A in the Judge's Class.
- Trial hosts are not required to compensate any judge for judging the Judge's Class
- Post trial paperwork for the Judge's Class must be submitted on separate Recap and Trial Score Logs as per the general guidelines. Judge's Classes may be held prior to judging the regular class or at the conclusion of the regular class, after the class has been pinned.
- The course used for the Judge's Class may be the same course that is used for the regular class.
- Trial hosts are not required to charge an entry fee for the Judge's Class.

- Apprentice judges may not enter the Judge's Class. Apprentice Judge's may judge the Judge's Class.

### **Responsibilities to the Exhibitors**

First and foremost, the trial host must provide a safe environment, courteous volunteers and to act in a manner to ensure that the exhibitor's impression of the trial is professional and fair.

- The trial host has the discretion to refuse moves from one level to another after entries close. However, moves from the A class to B class must be allowed, even on the day of the trial.
- The trial host is responsible for providing Exercise Modification forms.
- Trial hosts will not delay judging to accommodate late-arriving exhibitors. Judges are allowed to enter a course they are not judging, provided it does not conflict with their judging assignment. However, host organisations will not interrupt or delay any course to accommodate judges. Trial hosts are not required to refund any entry fees for exhibitors or judges unable to show their dogs under these situations.
- Trial hosts may limit the number of entries they accept. When determining how many dogs can be efficiently judged, trial hosts should allow 4 minutes per dog plus an allowance for walk-through, any run-offs and class awards.

### **Once entry limits are reached,**

- The trial host must promptly notify the sender that the host organisation is no longer accepting entries and return or shred entries and cheques.
- It is also recommended that the trial host notify the Rally Coordinator who will then make a notation on the trial listing on the APDT, UK Rally website.
- Trial hosts are not required to maintain waiting lists, but may choose to do so. If a trial host chooses to maintain a waiting list, all entries placed on the waiting list should receive prompt notification of such.

The trial host should promptly notify senders of entries with missing or incomplete information. Entries with missing or incomplete information do not constitute valid entries.

The trial host must send out confirmations for all accepted entries.

- The trial host may do so immediately following processing or after the closing date.
- Confirmations should include running order/ team number(s), walk-through times and all other pertinent information.

### **Miscellaneous**

- The trial host should provide exhibitors with a space to exercise their dogs complete with clean up materials and dog waste bins.
- The trial host is responsible for providing water.
- The trial host is not responsible for providing food.
- Trial hosts are not required to refund entry fees if the trial cannot open or be completed by reasons of riots, civil disturbances, fire, Acts of God (including but not limited to weather conditions such as thunderstorms, snowstorms, heavy rain, severe cold, severe heat) public emergency, act of a public enemy, strike or any other cause beyond the control of the organizers.
- In the event of a tied score and course time a run off will be held using the Bonus exercise.

## **Staffing the Trial**

*The following Stewards must be present at each ring:*

### **Desk Steward**

- Checks exhibitors in and gives them their armband number (or sticker).
- Checks that the host organisation has the correct information for the team on the score sheet (for example, A or B class)
- If, day of trial the trial host is allowing move ups from one level to another, the Desk Steward will update the score sheets. While the trial host has the discretion to disallow moves from one level to another after the closing date, moves from the A class to B class must be allowed and the Desk Steward will update those score sheets as well.
- Gives the score sheets to the Scoring Steward after check in and before the start of the class.
- Is responsible for ensuring that all paperwork is complete, legible and accurate at the end of the trial.

### **Timing executed by Judge**

- Times each run with a stopwatch. The judge should be placed in a position where they can clearly see the team cross both the start and finish line.
- Timing begins when the judge gives the team permission to start the course. Timing ends when both parties of the team cross the finish sign. Ideally times will be to the hundredth of a second (i.e. 3:26.12).

### **Scoring Steward**

- Before the class begins, the Desk Steward will give all score sheets, in numbered order, to the Scoring Steward. The Scoring Steward coordinates with the Gate Steward to review the score sheets and update the gate sheet (i.e. moves to the food group, teams that are absent, etc).
- Takes the score sheet from the judge at the completion of each team's run. The scoring steward totals all deductions and calculates the team's score.
- When a team has completed its run and the judge has given the score sheet to the scoring steward, the scoring steward must have the next team's score sheet ready to give to the judge.

### **Gate/Ring Steward**

- Before the class begins, the Gate Steward coordinates with the Scoring Steward to review the score sheets and update the gate sheet (e.g. moves to the food group, teams that are absent, etc).
- Is responsible for making sure the correct exhibitor is ready to go in the ring and calls the number of the next team to insure they are near the gate when it's their turn.
- Is responsible for ensuring that the working team can exit the ring at the completion of their run by keeping observers, etc away from the ring entrance.
- Works with the Scoring Steward to post unofficial scores following each run.

It is recommended that the trial host also have a *Chief Course Builder*

The Chief Course Builder is responsible for coordinating with several volunteers to layout the trial courses before each level and changes each course if the ring is being used for more than one course.

While a trial can be successfully put together by one or two hard working individuals, a group of volunteers known as a "Trial Committee" can distribute the work load.

### **Example of a Trial Committee**

#### **Trial Chairman**

The Trial Chairperson is responsible for

- Obtaining the trial location to host the trial
- Filing the Trial Sanctioning application with the APDT, UK a minimum of 4months before the desired date.
- Arranging for judges/representatives.
- Ordering rosettes for placements/qualifiers
- Making sure all necessary equipment and ring gates/barrier are at the trial site.
- Printing course maps and score sheets—**Tip** it is very helpful to print score sheets for the A and B classes on different colored paper as they can easily get mixed up. Furthermore, printing Trial Recap sheets for Levels 1, 2, and 3 on different colored paper is also helpful.
- Putting together the Schedule and Catalogue.
- Collecting judge and representative's receipts and paying them at the conclusion of their last assignment. The Trial Chair is also responsible for
- Organizing the trial committee as outlined below.
- The Trial Chairperson must provide contact information for him/her self, address (PO Box is fine), email address and phone number.
- The Trial Chairperson together with the Trial Secretary is responsible for turning in post trial paperwork.

#### **Trial Secretary**

The Trial Secretary is responsible for

- Trial paperwork. Accepting entries and fees, assigning armband numbers.
- Acting as general contact that exhibitors will need to talk to so s/he must provide his/her contact information—address (PO Box is fine), email address and phone number.
- Keeping track of the entry and waiting list. Shreds or mails back the applications. Checks the trial entry list and available places. The Trial Secretary also handles exhibitors' changes to their entry before the closing date and prepares the Gate sheets/scoreboards.
- Ensuring post trial paperwork is correct, complete, legible and signed by all trial officials.

**When preparing score sheets exhibitors should be ordered as follows:**

The A class does not need to run separately from the B class. When preparing the Level 2 and 3 combined result/score sheets exhibitors in each class should also be grouped by jump height. either ascending or descending.

#### **Awards Secretary**

The Awards Secretary is responsible for

- Soliciting awards and cash prizes and any sponsorship from the organisation members if applicable, obtaining those awards and bringing them to the trial.
- Ordering rosettes for the trial
- Ensuring the rosettes are brought to the ring when a Level has finished.

#### **Hospitality Secretary**

In the event the trial host is offering Hospitality, the Hospitality Chairperson would be responsible for coordination. The trial host is responsible for providing trial official's meals during the trial.

#### **Advertising**

Once the trial application has been approved by the APDT, UK Rally office, it will be listed on the APDT, UK Rally website.

The trial host may advertise the trials in other places such as:

- Local dog event lists
- Forward flyers and/or Schedules to local dog-training clubs and schools.
- Keep a database of everyone who inquired about the trial, whether or not they could make it, and send them information on your next trial

#### **Entry Limits**

- APDT, UK does not have any rules regarding limited entry.
- In determining how many entries to accept for each level course, trial hosts should allow 10 dogs per hour. Trial hosts should also calculate in the time allotted for walk-through and time at the end of each class for A Class runoffs, awards and any course changes if the ring is being used for another course.

## **Rosettes**

The host organisation is responsible for providing placement rosettes to exhibitors who place first through fifth in the A classes. Placement rosettes are not required in the B classes.

Placement rosette colors are

- First - Red
- Second - Blue
- Third - Yellow,
- Fourth - Green
- Fifth - White

(The color of the qualifying rosettes issued, to be determined by the APDT, UK,)

The host organisation is responsible for providing qualifying rosettes to exhibitors who receive a qualifying score in the A classes.

Qualifying rosettes in the B class to be provided by the trial host.

Other rosettes are not required but may be given at the trial host's choice. Other rosettes seen at trials are High Scoring (HS) Member, HS Jr. Handler, HS Therapy Dog, and HS Rescue Dog. The trial host may offer special awards at their discretion.

## **Awards**

The host organisation may offer special awards for any distinction they see fit. Some examples: HS Labrador, HS Working Dog, etc. awards are often donated by organisation members. They can be dog toys, dog biscuit baskets, gift certificates, etc.

## **Resources**

Carole Samuels will make rosettes to your requirements

Email address below.

[samuels2@talktalk.net](mailto:samuels2@talktalk.net)

APDT, UK Rally is here to help you host a successful trial. If you have questions or require further assistance, please feel free to contact Carole Thornley [apdt.uk.rally@hotmail.com](mailto:apdt.uk.rally@hotmail.com)