



UKC[®] NOSEWORK **TRIAL MANUAL**

EFFECTIVE DATE: NOVEMBER 1, 2021

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INTRODUCTION

Planning and staging top-quality trials is challenging for any club, even those with many years of experience. As UKC All-Breed Sports programs continue to grow, entries are rising at a rapid rate, and many new clubs are forming.

This manual is intended to serve in defining, understanding, and communicating basic information and examples that are specific to UKC Nosework trials. It is designed to help clubs at all levels of experience execute a safe, professional, fun-filled family event. It will be particularly useful as a general reference guide, an outline to be followed, and a reference for required procedures.

Timelines will be found within the sections of the manual that outline the requirements of specific committees. The trial chairperson may find these timelines helpful in defining the requirements of committee members.

We hope you find this manual a useful tool in the planning of your event. If you have any questions, please feel free to contact the United Kennel Club All-Breed Sports department at any time.



CHAPTER 1 - TRIAL COMMITTEES

In This Chapter:

- Section 1.** Committee Requirements
- Section 2.** Appointing Additional Trial Committee Members
- Section 3.** Trial Committee Information on the Trial Application
- Section 4.** Prohibition Against Trial Chairperson and Trial Secretary Serving as Judges
- Section 5.** Presence of Trial Chairperson and Trial Secretary at Event
- Section 6.** Replacing Trial Chairperson or Trial Secretary
- Section 7.** Trial Chairperson Duties
- Section 8.** Trial Secretary Duties

Section 1. Trial Committee Requirements. At least one year prior to any event, the club shall have appointed a trial committee consisting of one of the following:

- **Minimum of Two Persons:** Trial chairperson and trial secretary. The trial chairperson may appoint additional committee members to assist with event duties at their discretion. The trial chairperson and the trial secretary, as well as any additional trial committee members, must be in good standing with UKC. If the club is a provisional club, neither the trial chairperson or the trial secretary may exhibit their dogs in the trial.
 - **Trial Chairperson:** is responsible for planning and conducting the event in accordance with UKC rules. The trial chairperson must be thoroughly familiar with planning and implementations of Nosework events and have the time and willingness to perform their duties. The trial chairperson is responsible for relating all pertinent information to committee members and the coordination of all aspects of the event is ultimately the responsibility of the trial chairperson.
 - **Trial Secretary:** is responsible for organizing and preparing all event paperwork including, but not limited to, trial publications, taking entries, and preparing judges books and armbands.
- **Using an Event Manager:** Only a fully licensed Nosework club may use an event manager. A licensed UKC event manager may act in the capacity of both chairperson and event secretary and fulfill all duties assigned to both positions, or, at the club's discretion may be assigned to only fulfill the duties of the event secretary. The club must contract with the event manager and outline their duties of responsibilities of the club's event management. The club may appoint additional committee members to assist with event duties at their discretion who must be in good standing with UKC.

Section 2. Appointing Additional Trial Committee Members. The trial chairperson may appoint additional committee members to assist with such duties as they may delegate. The trial chairperson should consider enlisting the help of volunteers to assist before, during, and after the event. These volunteers should be trustworthy and dependable; however, they should not be given positions that influence the outcome of the event. A successful event requires the organization and coordination of several aspects, all of which fall under the direction and responsibility of the trial chairperson. Due to the wide variety of factors that should be considered when planning an event, the trial chairperson shall, and is encouraged to, call on other members of the host club to act as members of the trial committee and assist the trial chairperson as needed.

When selecting trial committee members, the trial chairperson should appoint persons who will take the direction of the trial chairperson but be able to manage the various aspects of their position with minimal supervision. The trial chairperson may consider appointing committee members to oversee (either separately or in combination with other duties) the following aspects of an event:

- Chief Ring Steward: Steward selection and steward scheduling
- Hospitality Chairperson: Hospitality to judges, stewards, volunteers, and judge transportation to and from airport, lodging, and event.
- Site Preparation/Equipment Coordinator
- Site Facilities Coordinator (Restrooms/Hospitality Room, etc.)
- Parking Coordinator
- Concessions
- Publication Coordinator: Create and distribute trial flyer, premium list, trial catalog, and judging program creation and distribution.
- Securing Veterinarian Services
- Securing Photographer/Videographer Services
- Securing Vendors
- Point of Contact for Media Relations
- Point of Contact for Motel and Lodging

Section 3. Trial Committee Information on the Event Application. Once the trial committee has been appointed by the host club, the names, addresses, telephone numbers, and email addresses of the trial chairperson and the trial secretary must be listed on the trial application for a scheduled weekend.

Section 4. Prohibition against Trial Chairperson and Trial Secretary Serving as Judge:

- No person may serve as a judge for the host club at any UKC licensed event held on the same weekend when that person is serving as trial chairperson or trial secretary.
- The Judge (or back-up Judge) for any event they are judging may not be designated as the individual to accept pre-entries and day-of-show entries for that event.
- Entries should not be received at the Judge's mailing address for any event in which they are judging.
- An officiating judge's telephone number or email address cannot be used as contact information for club event information. Furthermore, an officiating judge shall not prepare or handle any entries for any event hosted by a club on the same weekend for which they are judging.

Section 5. Presence of Trial Chairperson and Trial Secretary at Events. The trial chairperson and trial secretary must be present on site during the event hours at which they are serving in these capacities.

Section 6. Replacing Trial Chairperson or Trial Secretary. Once an application to hold an event has been approved by UKC, the club may not replace the trial chairperson or the trial secretary unless the change has been requested in writing and approved by UKC. If circumstances prevent the trial chairperson or the trial secretary from serving on the day of the event, the club president or other club officer must appoint a replacement. The trial secretary must include notice of the replacement with a written explanation of the reasons for the change when submitting the event results to UKC.

Section 7. Trial Chairperson Duties (these include but are not limited to):

- Responsible for the overall planning, conducting, and reporting
- Ensure that the event applications, judging panel, and other necessary documents are submitted to the UKC by their deadlines
- Work with trial secretary and other committees
- Coordinate with the event secretary regarding the preparation of the premium list, event flyer, event catalog, event flyer, judging program
- Assign all committee chairpersons
- Contract official photographer and videographer
- Determine legal requirements, such as obtaining raffle and other permits that may be required
- Check with local authorities. Agencies that issue permits include but are not limited to the local township, health, fire, and police departments
- Consider federal, state, and local taxes to avoid any possible penalties imposed for failure to follow such requirements
- Review the UKC procedures detailed in Dealing with Misconduct with all members of the Show Committee in advance of the event
- Have at least one completed copy of the Disaster and Emergency Plan form readily accessible at the event. Have multiple copies of emergency telephone numbers, directions to the emergency facilities, the hours that the facilities operate, and information on alternate facilities. Make sure there is at least one working cell phone available during show hours.

Section 8. Trial Secretary Duties (these include but are not limited to):

- **Submitting application with all pre-event and post-event paperwork to UKC within required time limits**
 - Paperwork may be filled out by hand or by computer
 - A Nosework trial computer program is available that handles all event paperwork as well as tracking exhibitor's results, scores, and mailing lists.
- **Organizing and preparing all event paperwork (including but not limited to):**
 - Pre-Trial: Filling out and submitting event application, publications (premium list, event flyer, event catalog, event flyer, judging program), secure judges, submit required fees, prepare check in sheets, judge's books, judges score sheets, etc.
 - During Trial: Taking DOS entries, preparing judges books and score sheets, entering, and tracking event results, making sure each judge receives final paperwork before they leave, etc.
 - Post-Trial: Results, final reports, submitting appropriate fees, etc.

CHAPTER 2 - PROPOSED BUDGET

In This Chapter:

- Section 1.** Trial application fees
- Section 2.** Trial site fees
- Section 3.** Trial service fees
- Section 4.** Costs for equipment

Section 1. Trial Application Fees: Multiple element trials may be offered at each trial. Please contact UKC for current fee schedules.

- **Element Trials:** Fees are charged per element
- **Class Trials:** Fees are charged per level
- **Handler Discrimination:** Fees are charged per trial

Section 2. Trial Site Fees. Trial site fees can be very costly. Clubs must be sure and have signed contracts between the trial site managers and club trial chairperson or representative. Contracts should contain details as to what is included in the event site fees. This includes any charges that are applicable for the club, the hours the charges are applicable for, any additional after hours fees charged to the club if the show runs into overtime, what areas of the event site are included in the fees, who is responsible for general supplies such as trash bags, clean up, and general maintenance supplies.

Section 3. Event service fees. Clubs must budget for all after event fee expenses regarding submitting results to UKC. Event service fees are charged for every individual entry in the trial, which includes entries that were entered and marked absent or excused.

Section 4. Costs for equipment. Specific equipment needed for Nosework events is dependent on the elements that the club is offering. Boxes are required for all trials hosting Container and Handler Discrimination classes. Boxes can be purchased in bulk. Cost must also be considered if any equipment must be rented, such as tables, chairs, tents, portable restroom facilities.

CHAPTER 3 - CLASSES AND REQUIREMENTS

In This Chapter:

Section 1. Selecting Classes:

- Elements Trials
- Class Level Trials
- Handler Discrimination

Section 2. Required Equipment:

- Essential oils
- Containers
- Search items – Interior/Exterior
- Vehicles
- Distractions
- Handler Discrimination Gloves/Articles
- Additional equipment

Section 3. Dog in White

Section 4. Running Trials

Section 1: Selecting classes to be held. Clubs have the option of hosting Element trials, Class trials and Handler Discrimination trials. The club must limit the trials to no more than eight hours of judging with no more than a total of 12 hours per day. Clubs that exceed the per hour limit per judge or go over the 12 hours per day may be subject to disciplinary action.

- **Element Trials:** These trials can be offered by choosing which element the club would like to host. The elements consist of Container, Interior, Exterior and Vehicle. Clubs can choose the elements as well as the levels they would like to host within those elements. Levels are divided in the following order from lowest to highest: Novice, Advanced, Superior, Master, and Elite. Clubs do not have to offer all the levels; however, they must offer all levels below the highest level they choose to host.
- **Class Level Trials:** These trials are offered by level and include all four elements. Clubs can choose which level they would like to offer which will include all four elements. For a class trial, all four elements must be offered within each level the club chooses. Clubs do not need to offer all levels, nor do they need to offer lower level classes if they choose a higher-level class.
 - o **Example:**
 - Novice Level Class Trial: All four Novice elements: Containers, Interior, Exterior & Vehicles
 - Advanced Level Class Trial: All four Advanced elements: Containers, Interior, Exterior & Vehicles
 - Superior Level Class Trial: All four Superior elements: Containers, Interior, Exterior & Vehicles
 - Master Level Class Trial: All four Master elements: Containers, Interior, Exterior & Vehicles
 - Elite Level Class Trial: All four Elite elements: Containers, Interior, Exterior & Vehicles
- **Handler Discrimination Trials:** These trials may be offered in conjunction with any element or class trial or as a stand-alone event. Trials are offered by choosing the levels you would like to host from Novice through Master. All levels below the highest level chosen must be offered.

Section 2. Required equipment.

• Essential Oils:

- o **Novice** – Birch Sweet Oil (Betula Lenta)
- o **Advanced** – Aniseed Oil (Pimpinella Anisum)
- o **Superior** – Clove Oil (Eugenia Caryophyllata or Syzgium Aromaticum)
- o **Master** -Myrrh Oil (Commiphora Myrrha)
- o **Elite** – Vetiver Oil (Vetiveria Zizanoides)

- **Containers (Boxes):** Containers can be ordered in bulk. There are several sources where containers can be ordered. Be sure to order the correct size as required in the rules. Containers must be uniform in size and cannot specify anywhere on the container for use by any shipping industry (government or private, i.e. Fed-Ex, USPS). Additional pre-loaded or blank containers must be

available for replacement if any of the containers become damaged or contaminated. The bottoms of the boxes **must** be taped shut.

- **Container size requirements:** *Containers must be at least 12 inches by 9 inches with any container not being less than 3 inches or over 8 inches tall.*
- **Minimum Requirements:** Boxes can be reused if not compromised in any way. Extra boxes are recommended in addition the required numbers.
 - **Novice Containers** – 12 boxes in addition to at least two odor boxes
 - **Advanced Containers** - 12 boxes in addition to at least two odor boxes
 - **Superior Containers** – 16 boxes in addition to at least two odor boxes
 - **Master Containers** – 20 boxes in addition to at least two odor boxes
 - **Elite Containers** – 24 boxes in addition to at least two odor boxes
- **Practice Containers** – Clubs have the option of offering practice boxes with the odors that they are offering for the trial. The practice area must not be adjacent to the trial area and must not interfere with the trial.
- **Handler Discrimination Requirements.** There must be a total of 12 boxes for the classes **plus** a box for each handler participating in the trial. The handler box must be dedicated to the handler it is issued to.
 - **Novice Handler Discrimination** - 12 boxes for the line-up plus one additional box per handler.
 - **Advanced Handler Discrimination** - 12 boxes for the line-up plus one additional box per handler
 - **Excellent Handler Discrimination** - 12 boxes for the line-up plus one additional box per handler
 - **Master Handler Discrimination** – One box with flaps removed or folded in for each handler and additional boxes to make up sets of 12 for each competition round.
- **Search Items: Interior and Exterior**
 - **Interior.** Search items include, but are not limited to, the following: Stationary objects such as furniture including chairs, tables, kitchen counters, storage drawers, file cabinets, desks or children’s toys (provided they are large enough to place a concealed hide), closets, etc. A desk would be considered one hide location even though there are multiple areas within the desk that could be used for a hide.
 - **Exterior.** Search Items include, but are not limited to, the following: Any such items used for Interior searches that can be placed outside, additionally stationary, or moveable objects such as playground equipment, picnic tables, barrels etc. A swing set would be considered one hide location even though there are multiple areas on the swing set that could be used for a hide.
 - **The following are limits for hide locations (items) for Interior and Exterior elements:**
 - **Novice:** No less than eight and no more than 12 potential hide locations.
 - **Advanced:** No less than 10 and no more than 14 potential hide locations.
 - **Superior:** No less than 14 and no more than 20 total potential hide locations, including distractions.
 - **Master:** No less than 16 and no more than 24 total potential hide locations, including distractions.
 - **Elite:** No less than 18 and no more than 26 potential hide locations, including distractions.
 - **Vehicles.** Vehicles must be no less than four feet and no more than six feet apart with one hidden odor on any one vehicle. **Vehicles and vehicles considered other than automobile must meet the specifications outlined in the rulebook.**

A good system to track vehicles is to section off a poster board into the number of squares needed and by level. Mark the squares to be able to identify which keys go into them and who they belong to (i.e.: Novice T1: silver Chevy Trailblazer, purple key chain, J. Doe). Place keys into the proper squares and use as needed. Replace keys and you could use a sticker system of red and green to allow the owner of the borrowed vehicle to pick up their keys when the vehicle is no longer in use (for example, a red sticker could mean the vehicle is still needed and a green sticker placed over the red could indicate they are ready to leave). Laminated cards can also be made with numbers on them to place on the dash of the vehicle so that the vehicle coordinator can easily determine which vehicle needs to be moved or the location of each vehicle. Matching key fobs can also be made to attach to the keys to match the poster board square and the vehicle card.

- **Novice Vehicle** – Four vehicles (automobiles) all facing the same direction and set in a line.
- **Advanced Vehicle** – Three vehicles (automobiles) all facing the same direction and set in a line.
- **Superior Vehicle** – Four vehicles. Three of the vehicles must be automobiles, one may be other than automobile, set in a line with no specific orientation
- **Master Vehicle** – Five vehicles, three of the vehicles must be automobiles, two can be other than automobile, set in a scattered pattern and may face any direction with no specific orientation.

- **Elite Vehicle** – Six vehicles. Four vehicles must be automobile, two vehicles may be other than an automobile set in a scattered pattern and may face any direction with no specific orientation.
- **Normal Required number of vehicles for running trials** *(based on full number of hides allowable)*
 - **One trial per day:**
 - Novice trial: Three vehicles
 - Novice and Advanced Trial: Four vehicles
 - Novice through Superior: Seven vehicles or six vehicles plus one other.
 - Novice through Master Trial: 10 vehicles or eight vehicles plus two others.
 - Novice through Elite: 14 vehicles or 12 vehicles plus two others.
 - **Two trials per day:**
 - Novice trial only: Four vehicles
 - Novice and Advanced trials: Six vehicles
 - Novice through Superior trials: 11 vehicles or 10 vehicles and one other.
 - Novice through Master trials: 18 vehicles or 14 vehicles and five others
 - Novice through Elite trials: 28 vehicles or 20 vehicles and nine others.
 - **Level Trials** (one level with all four elements)
 - Novice – Three vehicles
 - Advanced – Three vehicles
 - Superior – Four vehicles or three vehicles plus one other.
 - Master – Five vehicles or three vehicles plus two others
 - Elite – Six vehicles or four vehicles plus two others.
- **Distractions:** The club is responsible for providing items such as food and toys for the Advanced Superior, Master, and Elite Element classes. A variety of items must be available for the Judge to choose from. Toys, food, and other materials used for distractions must be non-toxic. When food is used as a distraction, the food must be contained so that the dog cannot eat it. Judges may also bring their own distractions.
- **Handler Discrimination**
 - **Gloves.** The club must furnish gloves for use in the Advanced, and Excellent Handler Discrimination Classes. Gloves used in these HD classes must be made of cotton and can be of any color. Handlers will each be required to have their own personal glove for the Novice class.
 - **Articles.** Handlers must provide one personal item such as keys, a shoe, a sock, a shirt and so forth for this class. The personal item cannot be a glove, an under garment such as underwear, must be free of food and must fit inside a cardboard box that is 12" x 9" x 4". The article must not show over the top or sides of any box.
 - If there are not enough exhibitors to make up the required amounts in each level, the club will provide the needed gloves and articles. Additional items, if needed, for Master HD classes can be from the judge, steward, or club member.
- **Additional Equipment: (not limited to)**
 - Two stopwatches & timers that record 1/100th of a second for each ring/search area.
 - Scented Q-tips
 - Tins
 - Other containers, accessories
 - Jars for storing Q-tips

Section 3. Dog In White (DIW). Clubs must coordinate a DIW for each Nosework class that uses essential oils. A DIW is not required for Handler Discrimination classes. It is recommended that experienced dogs be designated as DIW. Clubs can use more than one dog to perform this duty. The dogs must search the entire area not just the immediate area where the hide was placed. Searching the designated hide area not only verifies the integrity of the hide but will alert the judge to potential problems that might exist. Experienced DIW dogs will find problem areas relevant to each level as well as items that could have been previously scented but were unknown to the Judge or equipment manager that the item was contaminated. It is preferred that dogs used for DIW are not entered

in the trial. However, once a dog is finished competing it is acceptable to use them as a DIW for classes they are not entered in. If, in unusual situations, a DIW is not available, the first dog in the running order will complete the search. The run must occur after the briefing and immediately prior to the other dogs in the class. If this dog encounters difficulties such that the judge needs to adjust the hide location(s), that dog will be re-run at the end of the class, with no penalty.

Section 4. Running Trials. Trials can be run as single trials per day or two trials per day. They can be run either one after the other, back-to-back, or concurrently if the space and time requirements are met.

- Once trial per day. When running one trial per day, clubs need to be aware of space requirements and adhere to those requirements for each level.
- Two trials per day. If two trials are being run at the same time, clubs also need to be aware of space requirements as well as how to set up the running of classes for smooth transitions between trials. There are three ways to run more than one trial per day as follows:
 1. All of trial one with all levels hosted can be run before the beginning of trial two. Example: Club is hosting Container trials, Novice through Elite in two trials. Trial one would be run in its entirety, with all classes Novice through Elite before beginning Trial two. At the entire conclusion of Trial one, Trial two would begin.
 2. Running each level of each class offered for Trial one and then running each level of each class offered for Trial two immediately following one another. This is the most efficient way to run more than one trial per day when using only one judge. For Container Trials, the same target odor box can be used for Trial two if it has not been compromised. It is simply moved to a different location in the line from Trial one to Trial two. For interior, exterior and vehicle trials, odor from Trial one must be totally removed from the area before Trial two for each level begins. Search areas can be nested as described in the rules and built upon, however only the odors for each level being judged can be placed during judging.
 - Example: Element offered: Containers Novice through Elite. The order of classes would be:
 - o Trial one Novice Containers followed by Trial two Novice Containers.
 - o Trial one Advanced Containers followed by Trial two Advanced Containers.
 - o Trial one Superior Containers followed by Trial two Superior Containers.
 - o Trial one Master Containers followed by Trial two Master Containers
 - o Trial one Elite Containers followed by Trial two Elite Containers.
 3. Running Trial one and Trial two concurrently. If the club has the resources and enough judges to run Trial one and Trial two concurrently there are restrictions on how the areas can be used. If odor is out and placed for both trials, the trial one and trial two areas cannot be adjacent to one another without a permanent type of barrier or significant space between them.
 - For instance: The club cannot set up a trial one search area such as containers and then immediately set up the trial two search area adjacent to it without a permanent type of barrier or at least 50 feet of space between them when odor is placed at the same time in both search areas. An exhibitor cannot run their dog in trial one and then just move over to trial two within the same open area. If clubs choose to run trials concurrently and use the same judge who follows the exhibitor from one search area to the other, they also need to be aware of time restraints within the judging day. This method is effective for events with two judges, but is not recommended if the club has only hired one judge. If two judges are used, trial one and trial two must not be run in adjacent areas without a permanent type of barrier between them or within at least 50 feet of open-air space. Each trial must be specifically marked for ring areas with some type of ring markers, ring gates, ropes, etc., around the perimeter of each ring.

CHAPTER 4 - TRIAL SITE REQUIREMENTS & SPECIFICATIONS

In This Chapter:

- Section 1. Securing a Trial Site & Specifications
- Section 2. Space and Ring Requirements
- Section 3. Trial Site Timeline
- Section 4. Parking Coordinator
- Section 5. Site Preparation or Equipment Coordinator Timeline
- Section 6. Change of Venue
- Section 7. Emergency Disaster Plan
- Section 8. Emergency Disaster Plan Timeline

Section 1. Securing a Trial Site & Specifications. The trial chairperson is responsible for procuring a suitable trial site. This includes the responsibility for executing all contracts and acquiring all permits that may be required by local jurisdictions.

An appropriate trial site is important to accommodate the activities, classes, and elements the club wants to offer that will take place during an event. Trial site specifications and layout will be based on the specific elements and classes offered in accordance with the Official UKC Nosework Rulebook.

All Nosework working areas must have firm and safe footing for dog and handler. Grass surfaces must be mowed so that the grass is short and as level as possible. Working areas may be designated as such, or marked off with caution type tape, paint, cones, ring ropes, gates, chalk lines or any clear visual demarcation acceptable to the Judge. Staging areas must be provided for exhibitors waiting to compete. The staging area must be monitored by a steward.

To facilitate the Judge designing a search area that fits the working area, the club is responsible for providing the Judge with the exact dimensions of the working area no less than 30 days prior to the first day of the trial. After determining the size and shape of the trial area on which the elements are to be located, the Judge should select appropriate search patterns or search areas that are compatible with that location.

The trial chairperson is responsible for ensuring all necessary facilities are available and functioning during the hours of the event. This would include a clean, safe, and drinkable water source, restrooms (including necessary commodities), concessions (if available), etc. The trial chairperson should appoint a site facilities committee and a site equipment committee to handle specifics.

When choosing a trial site, the trial chairperson should consider if the site:

- Is affordable and within the club's event budget.
- Is within the club's territory. Clubs will only be approved to host events within 200 miles of their designated city.
- Provides enough space to include all necessary event equipment.
- Provides enough space to comfortably include the expected number of attendees.
- Provides enough space for dog preparation activities such as crating.
- Provides enough parking and accessible facilities.

When considering an indoor venue, the trial chairperson should consider the following:

- Special attention should be given to the spacing and placement of event equipment, ring barriers, dog crating areas, spectator areas, aisles, vendor booths, etc. to safely and comfortably accommodate all activities while not interfering with the ability of the dogs, participants, judges and stewards in conducting the event.
- Be satisfied that there is proper lighting, adequate ventilation, adequate heating or air conditioning, adequate unloading facilities, adequate parking for the expected entry (including handicapped and motor home parking), multiple entrances and exits, and existing restroom facilities.
- At indoor events, a non-slip surface that provides maximum safety for both exhibitors and dogs should be provided. Matting should be wide enough to allow both the dogs and handlers secure footing. All matting should be secured to prevent tripping. Ring

sizes should be large enough to allow matting to be laid several feet from the ring barriers.

- Schools, fair grounds, dog training businesses, etc., if available, are excellent facilities for trials.

When considering an outdoor venue, the trial chairperson should consider the following:

- The need for a contingency plan if inclement weather occurs the date of the event.
- The need for additional time, resources, and personnel to prepare the area, including but not limited to, mowing grass, removing any hazards, repairing any damaged ground, leveling uneven ground, and filling holes.
- All activity areas should be placed with enough distance from the parking area and any moving traffic to ensure the safety of the dogs and participants. This also reduces the amount of distraction for the dogs and participants.
- Tenting should be provided for shade and for protection from inclement weather. All rings should be partially tented with additional tenting for crating should be provided whenever possible. When planning to erect tenting at an event site, contact the site management for permission and consult with local authorities because sometimes there are local ordinances that govern tenting and permits may be required.

Section 2. Space and Ring Requirements. Clubs must have adequate space to run trials. Each level and element have specific parameters for space requirements.

Containers and Handler Discrimination

- All Container searches and all Novice, Advanced, and Excellent Handler Discrimination classes require an area at least 40' x 50' or 2,000 square feet.
- All Master Handler Discrimination classes require an area at least 40' x 60' or 2400 square feet.

- **Exterior & Interior Areas:** These areas may be nested, meaning they can be started and built upon into larger areas as long as no objects remain in the search area that contained odor or were used to place odor on (for example, a 10' x 10' area used for a Novice interior trial that had one hide placed in it, and then removed prior to the next level, where no residue could remain in the search area, such as inside a folding chair pocket where the entire chair is removed after the search, can be made into a 10' x 15' Advanced area with a new hide placed in it). Areas that are stationary and cannot be removed such as trees or walls, may only be used for hides one time over a weekend.

- **Exterior** - (Areas may be within a larger area and marked off as a designated search area with caution tape, ring gates, etc.)

- **Novice Exterior** – One area a minimum of 200 square feet and a maximum of 400 square feet.
- **Advanced Exterior** - One area a minimum of 500 square feet and a maximum of 750 square feet.
- **Superior Exterior** - One area a minimum of 1000 square feet and a maximum of 1500 square feet.
- **Master Exterior** - One area a minimum of 2000 square feet and a maximum of 3000 square feet.
- **Elite Exterior** – One area a minimum of 3000 square feet and a maximum of 4000 square feet.

- **Interior** - (Areas may be within a larger area and marked off as a designated search area with caution tape, ring gates, etc.)

- **Novice Interior** - One area a minimum of 100 square feet and a maximum of 150 square feet.
- **Advanced Interior** - One area a minimum of 150 square feet and a maximum of 300 square feet.
- **Superior Interior – Two areas:** One area must be a minimum of 100 square feet with a maximum of 200 square feet. The second area will be a minimum of 300 square feet and a maximum of 400 square feet.
- **Master Interior - Two areas:** One area must be a minimum of 100 square feet with a maximum of 200 square ft. The second area will be a minimum of 300 square feet and a maximum of 400 square feet.
- **Elite Interior - Three areas:** One area must be a minimum of 100 square with a maximum of 200 square feet. The second area will be a minimum of 300 square feet and a maximum of 400 square feet. The third area will be a minimum of 400 square feet and a maximum of 600 square feet.

- **Vehicles** – The area must be large enough to accommodate the correct number of vehicles with the required spacing as well as allowing exhibitors and dogs to work around the vehicles.

- Vehicles must be no less than four feet and no more than six feet apart. The average size of a vehicle is 14' – 16' long and 6' wide.
- A Novice and Advanced level trial can be held comfortably in a 50' x 60' area.
- Size areas must be accounted for as vehicles are added with different orientations.

- **Novice Vehicle** – Three vehicles (automobiles) **all facing the same direction and set in a line.**
 - **Advanced Vehicle** – Three vehicles (automobiles) **all facing the same direction and set in a line.**
 - **Superior Vehicle** – Four vehicles. Three of the vehicles must be automobiles, one may be other than automobile, **set in a line with no specific orientation.** This means they can be forward, backward, or sideways but still must be set in a straight line.
 - **Master Vehicle** – Five vehicles. Three of the vehicles must be automobiles, two can be other than automobile, **set in a scattered pattern and may face any direction with no specific orientation.**
 - **Elite Vehicle** – Six vehicles. Four vehicles must be automobile, two vehicles may be other than an automobile **set in a scattered pattern and may face any direction with no specific orientation**
- **Staging Areas.** Also known as on-deck areas, it is an area provided by the club for all dogs who have not completed their search. Only one staging area will be required. A steward is required for monitoring the staging area and making sure the dog and handler team on deck is prepared when called.
 - **Warm-Up Area.** A host club may elect to set an area or ring aside for warm-ups. The warm-up area must not disturb or interfere with the trial area. It is recommended that the warm-up ring be in a separate facility or area and consist of three to five boxes. There will be at least one identified hide in the warm-up designated area. One handler and dog team at a time can use this area. Dogs on deck will have priority. All rules governing Nosework trials shall apply in the warm-up area. If there is not designated warm-up area, exhibitors may use an area **outside** of trial grounds to warm-up their dogs if the handler and dog are not disruptive to competition and the dog is on a leash that is being held by the handler. Clubs should periodically check the warm-up area.

Section 3. Trial Site Timeline

- **12 months prior to the event:** Reserve the trial site for the dates of the event.
- **Six months prior to the event:** Contact trial site management to coordinate the Site Facilities and Equipment schedule.
 - Secure all event site facilities including clean, safe, and drinkable water, electrical service, and bathroom facilities at the event site for the dates of the event, (portable facilities may need to be transported to the site).
 - It is recommended a contract be drawn up and signed identifying expected services, fees, post event requirements, on-site availability, etc.
- **Four months prior to the event:**
 - Set vendor fees and secure vendors for the event (dog supplies, dog food, etc.).
- **Two months prior to the event:**
 - Send contracts to vendors and collect fees for concession space. When you receive the signed contracts and payment, send vendors a confirmation and a simple map of the event area, showing their reserved space.
- **One week prior to the event:**
 - Visit the event site, as site management restrictions allow, to prepare grounds for event; including repair of any activity areas that become damaged, uneven, or maybe hazardous during the event.
 - Verify that event site is properly prepared for event, in accordance with event Site contract (i.e. grass mowed, drinkable water, electrical service and bathroom facilities are operational and available).
 - Coordinate site facilities and equipment activities to ensure event site is properly prepared prior to the morning of the event.
 - Prepare ring layout and site map for crating, vendor, and concession area.
- **One or two days prior to the event:**
 - Obtain necessary keys and access to the event site.
 - Lay out and mark individual concessions areas, use rope, signs, or paint to mark concessions and crating space. Make certain that concession space does not encroach upon ring or crating space.
 - Display event signage needed for event (directions, rings, etc.)
- **During the Trial:** Ensure the event site remains clean and well maintained, including all facilities.
 - Coordinate the repair of any activity areas that become damaged, uneven, or hazardous during the event.
 - Directing exhibitors to the location of the facilities they may need during the event
 - Distributing any materials needed for exhibitors during the event
 - Assisting in the use of any audio/video equipment (playing national anthem, etc.)
 - Ensure all necessary facilities are available and functioning during the hours of the event (facilities are well-stocked, and area is clean)

- o Check concessions area and visit vendors
- o Site facilities requirements that must be handled immediately after the event: Spot clean facilities; leave in the same condition as they were found, unless otherwise specified in contract with event site management.
- **After the Trial:**
 - o Inspect event site to verify condition.
 - o Clean and repair event site as necessary to return to original condition
 - o Obtain security deposit from Event Site Management, if applicable.

Section 4. Parking Coordinator:

- Responsible for mapping out parking areas so exhibitors will not be able to view searches while accessing their vehicles.
- Assist in bringing vehicles in and taking vehicles out of search area for Vehicle trials.

Section 5. Site Preparation or Equipment Coordinator Timeline: The trial chairperson is responsible for ensuring that the grounds and event equipment meet the requirements outlined in the *Official UKC Nosework Rulebook*. The Judge must approve the equipment before the start of judging and must report to UKC any substandard conditions of equipment.

The trial chairperson should reference the *Official UKC Nosework Rulebook* to determine the required equipment, such as rings, barriers, signs, tents, mats for indoor events when the surface is not suitable for the planned activity, and suitable supplies to be used for cleanup such as scoopers, baggies and disinfectants.

Equipment Timeline

- **Six months prior to the trial:**
 - o Secure all event equipment as identified in the *Official UKC Nosework Rulebook* for the classes being offered. Some equipment may be available from surrounding dog event clubs or may need to be rented or purchased, as necessary. For rented or borrowed equipment, it is recommended a contract be drawn up and signed identifying expected services, fees, delivery, condition in which the equipment must be returned, post event delivery, etc.
- **Six weeks prior to the trial:**
 - o Inspect all event equipment to ensure its safety and good condition. Secure a sound system if needed and available.
- **One Week prior to the trial:**
 - o Verify that all event equipment has been secured and is ready to be transported to the event site.
- **One or two days prior to the trial:**
 - o Install all event equipment in accordance with the specification and layout requirements provided in the rulebook for each class offered.
- **Day of the Trial:**
 - o Ensure all Nosework working areas have firm and safe footing for dogs and handlers
 - o Ensure all working areas are designated and marked off so that they are clearly identified
 - o Provide exercise area for dogs away from search areas with disposal options (baggies, scoops, lined trash cans)
 - o When applicable, ensure all boxes used for Container and Handler Discrimination searches meet specifications and are at ringside when needed
 - o When applicable, ensure all search items required for interior and exterior searches are at designated areas
 - o When applicable, ensure there are enough vehicles for searches and maintain identification and keys for moving them in and out of searches
 - Make a chart using poster board with appropriate number of drawn in squares to place keys onto for tracking vehicles
 - o Ensure all areas remain clean and maintained,
 - o Prepare all search areas as directed and be sure all search areas are properly marked off and clearly recognized
 - o After the event, inspect site to verify conditions
 - o Clean and repair event site as necessary to return to original condition
- **Day After the Trial:**
 - o Inspect all rented or borrowed equipment to verify condition
 - o Clean as necessary to return to original condition
 - o Verify all equipment is transported off the site and the grounds
 - o Coordinate the return of all rented or borrowed equipment to owner

Section 6. Change of Venue. If a club must change their event location after it has been published on the UKC website, the following procedures must be followed to assure adequate notice of the changes is given to all exhibitors that may attend the event.

- **New Site Procured.** As soon as a new event site is procured, the UKC All-Breed Sports department must be notified so the appropriate change can be made to the Upcoming Events listings.
 - The club must provide UKC with the new event site location, as well as the approximate time it takes to travel from the original location to the new location.
 - The club must notify the officiating judges and all exhibitors who have pre-entered the event of the change of location and include directions to the new event site.
 - Cubs must send out notifications of the event site change to all exhibitors who were mailed a Premium List for the event.
- **Signage:** The club must have signs posted at the old event site directing exhibitors to the new location. Additionally, the club should provide someone at the old event site to direct exhibitors to the new location.
- **Day of Trial Entry:** Because of the change of location, it is possible that exhibitors might miss the Day of Show entry deadline time. To accommodate these exhibitors, the club must be prepared to extend the Day of Show entry deadline and the event start time. Driving time between the old and new locations should be used as a guideline in setting the new entry deadlines and event start times. The club must post a sign with the extended entry times and start of event times at both the old and new locations.
- **Entry Refunds:** Clubs must refund any pre-entry fees, upon the exhibitor's written request made prior to or at the event, for any dog that was not exhibited due to the change in location.

Section 7. Emergency Disaster Plan. It is strongly encouraged that the trial chairperson develop an Emergency and Disaster Plan in the event of individual health emergencies or natural disaster on the day of the event. The Emergency and Disaster Plan should also include details of what should be done in the event of an emergency change of venue.

- The local hospital and veterinarian contact numbers, location, directions, may from the event site and any other pertinent information (such as the veterinarian must be called before an animal is brought to the office and off-hours emergency contact information) should be posted at the entry table and throughout the event site.
- A written plan should also be developed in conjunction with local emergency response providers, keeping in mind the potentially remote location of the event site, response time for the emergency response providers, on-site facilities to care for individuals experience health emergencies, on-site facilities to house event attendees, including dogs, during a natural disaster or severe weather.

Section 8. Emergency and Disaster Plan Timeline:

- **Six months prior to the trial:**
 - Contact emergency response providers from the municipality in which the event will be held to create a written Emergency and Disaster plan.
 - Plan should include emergency telephone numbers, directions to local emergency response facilities with hours of operation and event site map identifying emergency shelters.
- **Two weeks prior to the trial:**
 - Create several duplicate copies of the Emergency and Disaster Plan and distribute to several members of the host club who will be present during the trial.
 - Review plan with members of the host club so that they will be able to assist during an emergency.
- **One week prior to the trial:**

Include a copy of the Emergency and Disaster Plan with required documentation being brought to the trial.

- **Day of trial:**
 - Transport a copy of the Emergency and Disaster Plan to the trial.
 - The Trial Secretary should have a sign at the entry table with local emergency contact numbers, the name of the trial chair and secretary, the phone number, and directions to the show veterinarian.
 - Refer to the appendix section of this manual for a complete list of the signs that should be posted at the event.
 - Emergency and Disaster Plan requirements that should be handled if, on the day of the event, an emergency change of venue is required:
 - As soon as a new event site is procured, the club must make every effort to notify all exhibitors who have pre-entered the event of the change of location and include directions to the new site.
 - Signs should be posted at the entrance of the original event site announcing the change of venue and listing all pertinent information including directions to the new location.
 - A Trial Committee or club member must stay at the original event site as able during the previously scheduled event hours to

provide all exhibitors or spectators all pertinent information including directions to the new location.

- **Emergency and Disaster Plan requirements that should be handled if, on the day of the Trial an emergency cancellation is required:**
 - Every effort should be made to individually contact each exhibitor as soon as possible by phone or email to alert them that the event has been cancelled.
 - Signs should be posted at the entrance of the event location announcing the cancellation.
 - A Trial Committee member must stay at the event site as able during the previously scheduled event hours to inform all exhibitors or spectators that the event was cancelled.

CHAPTER 5 - SCHEDULING UKC LICENSED EVENTS

In This Chapter:

Section 1. Applying for a UKC Licensed Event

Section 2. Application Forms for New Events

Section 3. Club Territories

Section 4. Historical Dates

Section 5. Adding Activities to a Scheduled Weekend

Section 6. Receiving Event Paperwork

Section 7. Dates for the Event Applications for a Scheduled Weekend to be received at UKC

Section 8. Incomplete, Late Applications or Applications Sent Without Fees

Section 9. Special Requests

Section 10. Multiple Clubs Using Same Location and Date

Section 11. Event Type Specifications and Variances

Section 12. Specialty Events

Section 1. Applying for a UKC Licensed Event:

- **Corresponding Weekend Date.** UKC schedules events by a corresponding weekend of the year rather than by which weekend an event falls within a month. The dates of your club's scheduled event may vary each year, and approximately every five years the actual date of the event may be up to five days different. Clubs should be sure to check the Weekend Date Table located on the UKC website to view yearly dates of their historical weekend.
- **New Event Dates.** The following steps are recommended for new clubs scheduling for their first event or established clubs who are scheduling a new weekend date.
 - **Conflict Checks:** Before contacting UKC for scheduling, determine the number of events to be held each day and determine the show site location.
 - It is best to contact the event site manager and inquire about open weekends before contacting UKC and deciding on an event date.
 - Make a list of the available event dates for reference.
 - Contact UKC to inquire which weekends might be available for your club to schedule your event. UKC will check for conflicts and provide the club with the current open weekends based upon the location of the event, the dates, and type of events the club is wishing to schedule.
- **Scheduling Request.** Once a club has determined which weekend and dates the club will host their licensed event, based upon the open dates provided by UKC, the club must send a Licensed Event Request Form to UKC. The form is available at the UKC website. Clubs may also send the request via email to clubs@ukcdogs.com. The following information must be included:
 - **Name of Club**
 - **Dates of Event**
 - **Type of activities to be scheduled**
 - **Number of each activity to be scheduled per day**
 - **City and State location of event site**
- **Nosework Specifications.** All Nosework levels (Novice through Elite), and Nosework elements are not required to be offered at every licensed trial. If the club schedules classes from lowest to highest (Novice to Elite), the class order need not be outlined on the Event Application or published in the upcoming events listing. Any other judging order must be outlined on the Event Application and be published in the upcoming events listing.

Section 2. Application Forms for New Events. When a new club request is granted, UKC will mail or email an Event Application to the club's corresponding officer on file at UKC. If all other applications for that period have already been mailed, the Event Applications for approved dates will be sent by email (unless mailing via the USPS is requested). If the Event Applications for that mailing period have not been sent, the Event Application for the new event will be send during the regular scheduled mailing period.

- **Number of Events in a Year.** UKC Clubs may host as many events per year as the club may properly support. However, UKC has the right to limit the number of events held by any club or event manager at their sole discretion.

- **Events Per Day.** A club may apply to host more than one type of event on the same day. Up to two Nosework trials can be held per day. UKC reserves the right to limit the number and types of events a club may hold per day at their sole discretion. Clubs may offer different options for each trial but may not exceed two trials in one day or exceed the 8-hour judging limit or the 12-hour total time limit per day.
- **Elements/HD Per Day.** Clubs may offer one of each element (Container, Interior, Exterior, or Vehicle), or one of each class trial (Novice, Advanced, Superior, Master, or Elite), and one Handler Discrimination Novice through Master per trial.

Section 3. Club Territories. Clubs may schedule events that are within 200 miles from their club's designated city. All UKC licensed clubs are required to submit their designated city in writing to the UKC club's department. Clubs may not schedule outside of their territory without written permission from UKC.

- **Mileage Conflicts.** UKC will not license events of the same event type on the same day to be held by different clubs within 100 miles of each other. Distance shall be calculated using the closest driving route, not air miles.

Section 4. Historical Dates

- **Clubs with Historical Event Weekend.** A club that has hosted an event in any one year shall have the first right to hold an event on the same weekend number the following year. UKC will mail an Event Application to the club's corresponding officer. A club that fails to return their application shall lose the right to claim that corresponding date the following year. If a club does not intend to hold an event on their reserved corresponding date, a club officer must notify UKC in writing or by email no later than 60 days prior to the event. If a club fails to request that the date is held for the following year, that date will become available to other clubs on a first-come, first served basis.
- **Application Forms for Historical Events.** Approximately nine months before the club's reserved weekend date, UKC will mail an Event Application to the club's corresponding officer on file. The application will be for the same number and type of events that were offered the previous year. Any changes or additions must be requested in writing either by email or on the Event Application form.

Section 5. Adding Activities to a Scheduled Weekend. Clubs that wish to add additional activities to a scheduled weekend, including scheduling on additional days, must submit their request in writing to clubs@ukcdogs.com and receive UKC approval. If approved, UKC will either:

- Resend and updated Event Application outlining the club's new schedule of events for the club to complete and submit, or,
- Approve and instruct the club on how to alter the application and request club to submit the UKC approval notice with the completed Event Application when it is sent to UKC

Section 6. Receiving Event Paperwork. The clubs corresponding officer receiving the event application is responsible for ensuring that the event packed is promptly sent to the event chairperson.

Section 7. Deadline Dates for the Event Application. Completed applications must be returned to UKC with appropriate fees at least 60 days prior to their event. Permission from UKC must be granted and a penalty charge may be assessed if the application is not filed prior to 60 days of the event.

Section 8. Special Requests. Clubs with any special requests should include such requests in writing when submitting their Event Application.

Section 9. Event Type Specifications and Requirements.

- **Pre-entry Only:** The Event Application may be used to request that pre-entries only be accepted for an event. The following rules apply to pre-entry only events:
 - By the closing date of the event, pre-entered dogs must be permanently registered with UKC, have a Performance Listing (PL), Limited Privilege Listing (LP), or have a valid Temporary Listing number (TL).
 - The club must send each entrant a confirmation of the entry and a judging schedule. The judging schedule must include the club's refund policy and its policy on substitution dogs.
 - No additional entries may be accepted after the Pre-Entry deadline date
 - No day-of-event entries may be taken if the event is pre-entry only.
- **Special Requirements for Bringing Dogs into State Where Event is Held:** Clubs holding events in states with special requirements for bringing dogs into the state must list those requirements in writing when submitting the Event Application.

Section 10. Multiple Clubs Using Same Location and Same Date. Two or more clubs may not hold the same UKC events, at the same location, on the same day, without special permission from UKC. Any such request must be submitted directly to UKC by the new club, along with a permission letter from the historical date-holding club. The date-holding club has the right to approve or deny the request at their discretion.

CHAPTER 6 - EVENT JUDGES AND JUDGING

In This Chapter:

- Section 1. Judges
- Section 2. Selecting Judges
- Section 3. Judging Contracts
- Section 4. Judging Fees
- Section 5. Judging Schedule Prohibitions
- Section 6. Judging Schedule
- Section 7. Judge's Requirements Timeline
- Section 8. Change of Judges after Event has been posted
- Section 9. Appointing an Emergency Replacement Judge
- Section 10. Notifying UKC of Emergency Replacement Judge
- Section 11. Legs Earned under Emergency Replacement Judge

Section 1. Judges. The trial chairperson is responsible for hiring Judge who are properly licensed by UKC for the activities or classes they will be judging. Judges must be hired sufficiently in advance of the event so that their names and assignments can be included on the Event Application. When a club hires both a Judge and a back-up Judge for a single event, the required information for each Judge must be included on the Event Application. Each Judge's contract must be in writing and signed by the trial chairperson and the Judge. The trial chairperson must keep the Judge's contracts on file for at least six months after a trial. The regular Judge is responsible for supervising the trial.

Section 2. Selecting Judges. The trial chairperson is responsible for hiring Judges who are properly licensed by UKC for the activities and classes they will be judging. A list of UKC approved Nosework Judges is available on the UKC Judges' Directory, which can be found on the UKC website. UKC Judges are approved based on their knowledge of dogs, their understanding of the UKC rules, their dedication to the sport of purebred and performance dogs and their integrity. Judges are the role models for our sport and, as such, are expected to adhere to the highest standards of conduct both in and out of the ring.

Section 3. Judging Contracts. Judges must be hired sufficiently in advance of the event so that their names and assignments can be included on the Event Application. The contract should include all aspects of the services to be provided by the Judge as well as accommodations provided by the host club. Each Judge's contract must be in writing and signed by the trial chairperson and the judge. The trial chairperson must keep the Judge's contracts on file for at least six months after the event. *Please see the sample correspondence in the back of the manual.*

Section 4. Judging Fees. All fees associated with hiring a Judge, including an honorarium for judging, travel accommodations, lodging, transportation, etc., for the Judge during the event are the sole responsibility of the host club. All fees and services provided to the Judge during the event should be identified and agreed upon within the Judge's contract.

Section 5. Judging Schedule Prohibitions. The trial chairperson is responsible for coordinating the scheduling of each event official to ensure that no conflicts will result according to the stipulations listed below:

- **General Prohibitions:** Judges may not judge a conformation show on the same day.
- **Eight-hour judging limit per judge, per day.**
- **Nosework Specific Prohibitions.** Judges may have a dog they own or co-own exhibited or an immediate family/household member exhibit in the same event they are judging if they use the Back-up judging system. The back-up system for performance events outlined in the *Official Nosework Rules and Regulations* must be in place for an assigned Judge's dog that they own or co-own to be exhibited in the event in which they are judging.

Section 6. Judging Schedule. No dogs are to be judged prior to the published start time, except that Judges who are entered into the Nosework trial under the back-up judge system may be judged any time prior to or after the trial. Dogs should be present and at their ring or search area at the time of judging. Judges are not required to wait for dogs.

- **Pre-entry only:** Judging must start at the advertised start time.
- **All other events:** Judging must start at the advertised start time or as soon as possible if there is an extraordinary amount of day-of-event entries.

Section 7. Judge's Requirements Timeline:

- **12 months prior to the trial:**
 - Contact Judges sufficiently in advance of the event so that their names and assignments can be included on the Event Application, keeping in mind all schedule prohibitions referenced above and within the Official UKC Nosework Rulebook.
 - Each judging contract must be in writing and signed by the event chairperson and the Judge.
- **Nine months prior to the trial:**
 - Document the names and assignments of each Judge that is judging on the Event Application.
- **Six months prior to the trial:**
 - Schedule all judging assignments, keeping in mind all schedule prohibitions referenced above and within the Official UKC Nosework Rulebook. This must be done before an application deadline date since all Judges must be assigned when the application is submitted to UKC.
- **Three months prior to the trial:**
 - Distribute Judge's Hospitality Information Sheet to all Judge's and assist in travel arrangements and hotel reservations if necessary.
- **Two months prior to the trial:**
 - To facilitate the designing a search area that fits the working area the club is responsible for providing the Judge with the exact dimensions of the working areas.
- **Two weeks prior to the trial:**
 - Notify Judges of their airport, hotel, and event transportation arrangements.
 - Distribute judging schedules and event parking passes to Judges if available and necessary.
 - Give all Judges pre-entry numbers.
 - Give Judges a weather outlook and updated information on the event venue so they can be properly attired for the environment.
 - Provide all Judges with a phone number for both the trial chairperson and the trial secretary.
- **Day of the Trial:**
 - Confirm attendance of all scheduled Judges and verify judging assignments.
 - Coordinate access to hospitality room including food and beverages for lunch for all Judges.
 - Periodically visit each Judge and respond to any needs, questions, concerns, etc.

Section 8. Change of Judge after Event Has Been Published on the UKC Website:

- All judging changes occurring prior to the last weekday before an event must be approved by UKC by contacting clubs@ukcdogs.com.
- Changes will be posted on the UKC website.
- The host club must make every reasonable effort to notify exhibitors of the change and offer refunds to all pre-entered exhibitors who submit a written request for a refund of their entry fees.
- Official judging changes must be posted in plain view at the event site during event hours.

Section 9. Appointing an Emergency Replacement. If, on the day of the event, a Judge is unable to start or complete their judging assignment, the event chairperson must appoint an emergency replacement judge. Priority should be given in this order:

- To another Judge licensed for the events assigned to the original official.
- If a licensed Judge is unavailable, then to a UKC apprentice Judge approved for the specific activity.
- If no licensed or apprentice Judge is available, the club may appoint the available person best qualified to take the assignment.

Section 10. Notifying UKC of the Emergency Replacement Judge: All official event report forms must show the name, address, and phone number of the emergency replacement Judge. The trial secretary must include a written explanation for all assignment changes when submitting the event report to UKC and include the credentials of any emergency replacement Judge who is not a licensed or apprentice Judge.

Section 11. Legs Earned by Exhibitors Under Emergency Replacement Judge: Legs earned by exhibitors under emergency replacement judges shall be considered as if they were earned under the original judge for the purpose of calculating required wins under different Judges.

CHAPTER 7 - STEWARDS AND RIBBONS

In This Chapter:

Section 1. Trial Chair responsibility

Section 2. Chief Ring Steward

Section 3. Steward Requirements

Section 4. Steward Timeline

Section 5. Awards, Trophies, and Ribbons

Section 6. Awards, Trophies, and Ribbons Timeline

Section 1. Trial Chair Responsibility. The trial chairperson is responsible for ensuring that the proper number of experienced stewards are available to assist the Judges and to ensure the event runs smoothly. The stewards are a vital component of a successful event. Each steward is to assist the Judge. No steward other than the table steward may mark scores or placements in the Judges' book or change any figures on the score sheet. A steward must notify the Judge of any errors they discover. The Judge is responsible for supervising the event stewards in their ring.

- Steward suggestions are found in Appendix Section I.

Section 2. Chief Ring Steward. It is strongly recommended that the trial chairperson appoints a chief steward to oversee the hiring, scheduling, and coordination of the activities of all other event stewards. In selecting a chief steward, the trial chairperson shall choose someone with experience as an event steward who has knowledge of the Nosework rules, the various aspects of each steward position for Nosework, and is able to organize and coordinate the activities of several individuals. The chief ring steward is responsible for scheduling stewards and making sure the rings are ready for judging.

The chief ring steward should work directly with the club members processing the day-of-show entries into the Judges' books. It is important that the day's events begin on time. If there are a large number of day-of-show entries, the chief ring steward should pick up the Judges' books for the first few classes and deliver them to the appropriate ring. This allows the trial to begin on time and gives the processors additional time to complete the remaining day-of-show entries.

Section 3. Steward Requirements and Duties:

• **Chief Steward**

- o Be familiar with all ring steward duties
 - Gate steward, table steward, timing steward, equipment steward, and box steward duties are defined in the Official UKC Nosework Rulebook, Chapter 12, Section 2, Judge and Steward Position Responsibilities.
- o Arrange for Nosework stewards' recruitment and training if needed
- o Set up ring identification and Judges' table
- o Gather ring supplies such as pens, pencils, clipboards, dry erase boards, dry erase markers, easel, etc.
- o Prepare and distribute judging schedule to Judges and ring stewards.
- o Provide refreshment items as needed for the Judge
- o Consult with the judge regarding their ring procedure
- o Provide a copy of the Official UKC Nosework Rulebook for the Judge
- o Have all required equipment at the rings or trial areas as needed
- o Have available the specified essential oils for classes, scenting aids, search boxes, interior or exterior search items, vehicles, distractions, stopwatches and timers, and cotton gloves for HD if needed
- o Provide area to prepare scenting aids and have gloves available (nitrile recommended)
- o Set up practice area with practice boxes and odors
- o Organize Dog in White schedule for all required classes
- o Prepare Ring boards
 - After delivering the judge's books to the ring, the chief ring steward should assist the ring gate steward in posting the order of the dog's armband numbers, such as on dry-erase ring boards.
- o Prepare ribbon, prizes, and trophy awards

- **Gate Steward:**
 - Work closely with the table steward and to maintain the running order
 - Ensure the next dog in sequence is on-deck and ready when it is their turn to enter the search area
 - Advise the table steward of any changes in sequential order
- **Table Steward:**
 - Prepare score sheets for the Judge
 - Verify score sheets for accuracy
 - Record scores and running time in any electronic program used for the event
 - Calculate placements for the Judge
 - Verify and to help arrange awards
- **Timing Stewards. At least two stopwatches that record time to 1/100th of a second must be available for each Nosework ring.**
 - Time each performance
 - Make sure their stopwatch is set back at zero and ready prior to each performance
 - For the Novice and Advance levels, only one timing steward is necessary
 - Primary timer will time the performance from the start through the end
 - For the Superior, Master, and Elite levels two timing stewards are necessary.
 - The primary timer is responsible to time the actual search times
 - The secondary timer will be utilized to keep track of the time for the entire search
- **Equipment Steward:**
 - Responsible for all Nosework articles, equipment, distractions, and other such items that are used by the club for Interior or Exterior searches (minus vehicles)
 - See that all boxes used for Handler Discrimination and Container searches are available and if required, correctly numbered
 - Makes sure everything needed meets the specifications for each class
 - Have the correct number of containers available for all classes being offered at the trial
 - Set aside the odor boxes that are required to be under the care of the Box Steward
- **Box Steward. No one except the Box Steward should handle any of the odor boxes, nor should the Box Steward handle any of the blank or distractor boxes.**
 - Care for the odor boxes
 - Make sure the boxes used at the start of any trial is free of any other residual target odors
 - Wipe the odor box down using a clean towel or paper towel if needed between each search
 - Set the boxes back in line if disrupted
 - Alert the Judge to inspect any boxes that may be damaged or need to be replaced
 - In the Handler Discrimination classes:
 - If necessary, adjust any of the handler's personal items using tongs or some other type of instrument in order not to transfer their scent onto the item

Section 4. Steward Timeline:

- **Six months prior:**
 - Coordinate experienced event stewards
- **Six weeks prior:**
 - Schedule an event steward to cover all steward positions outlined in the Official UKC Nosework Rulebook
- **Two weeks prior:**
 - Distribute any event parking passes and judging schedule to all stewards
- **During the trial:**
 - Confirm attendance of all scheduled event steward and verify assignments
 - Confirm all required equipment is on hand for each activity
 - Periodically visit each event steward and judge to resolve any problems

- o Coordinate access to hospitality room, including food and beverage for lunch for all event stewards

Section 5. Awards, Trophies and Ribbons. The trial chairperson is responsible for procuring all awards, trophies, and ribbons prior to the event.

- **UKC policies regarding awards, trophies, and ribbons include:**
 - o Cash prizes: UKC clubs may offer cash prizes at performance events without written authorization from UKC. Cash prizes include but are not limited to, cash, gift cards, and gift certificates.
 - o Awards and trophies: Clubs may give such awards and trophies as they choose; however, awards and trophies given by a club must be given consistently to all winners at the same level. Clubs may accept trophies donated by individuals or other organizations. These trophies may be designed for specific breeds or accomplishments.
 - o Class Placements. The Judge shall give up to four placements for passing searches in each section of each class.
 - o Ribbons and rosettes: All ribbons and rosettes must include the UKC logo. Placement ribbons are mandatory. Passing search ribbons are optional. Ribbons awarded for all other wins may be any other colors or combination of colors.
 - o All awards and prizes must be made available prior to the event and must be offered to be won outright.
- **Section A and Section B ribbons will be awarded separately as follows:**
 - o Nosework Trial Ribbon Colors:
 - 1st place – blue
 - 2nd place – red
 - 3rd place – green
 - 4th place – yellow
 - Optional Ribbons: Passing Search – light blue
 - Total Dog Qualifier – Red, Black & White

Section 6. Awards, Trophies, and Ribbon Timeline:

- **Three months prior to the event:**
 - o Order all awards, trophies, and ribbons.
- **Three weeks prior to the event:**
 - o Receive all awards, trophies, and ribbons
 - o Verify that you have the correct number and type
 - o Sort the ribbons into separate envelopes or boxes by trial and ring
- **Day of the event:**
 - o Transport all awards, trophies, and ribbons to the event site
 - o Distribute awards, trophies, and ribbons to event rings and activity sites prior to the start of judging

CHAPTER 8 - HOSPITALITY

In This Chapter:

Section 1. Chairperson Requirements & Timeline

Section 2. Trial Veterinarian & Timeline

Section 3. Trial Photographer

Section 4. Parking Coordinator & Timeline

Section 5. Signs

Section 6. Media Relations & Timeline

Section 7. Hotels, Accommodations & Timeline

Section 1. Hospitality Chairperson & Requirements. The trial chairperson is responsible for assisting in coordinating the travel itineraries and lodging for all event Judges. The extent to which the host club is responsible for booking travel accommodations, lodging, and arranging transportation for each event Judge will be stated in the Judge's contract and the Hospitality Judge's Information Sheet.

The trial chairperson (unless a hospitality chairperson is appointed) is responsible for providing food and beverages for Judges, stewards, and volunteers. The ordering, delivery, set up, and removal of incidentals such as tables and chairs, as well as plates, cups, cutlery, etc., must also be coordinated. It is advised that hospitality services be made available within a limited-access hospitality room or area to prevent participants and spectators from using the facility and also to allow Judges, stewards and volunteers to remove themselves from the event in a relaxed atmosphere.

- **Hospitality Chairperson Duties Include:**

- Communicate with judges, providing them with your contact information, transportation, and lodging needs
- Note any dietary restrictions
- Arrange Judges' transportation to and from airport, lodging, and event site
- Prepare welcome bags or gifts for Judges if applicable
- Be sure hotel has the hospitality chairperson's phone number for any issues or problems
 - Make sure hotel areas are kept clean
 - Follow up after show to make sure the hotel grounds are completely clean
- Arrange for meals for the days of the event. Ensure that Judges have an area to eat and provide snacks and drinks during judging for judges and stewards.

- **Hospitality Requirements Timeline:**

- **Six months prior to the trial:**
 - Reserve a block of rooms for all event Judges and committee members.
- **Three months prior to the trial:**
 - Send *Hospitality Judge's Information Sheets* (found in Appendix II) to all Judges and help coordinate Judge transportation and hotel reservations if necessary
- **Six weeks prior to the trial:**
 - Place final order for food service. Verify that all Judge travel itineraries are finalized.
- **One week prior to the trial:**
 - Verify food service order.
- **One day prior to the trial:**
 - Set up hospitality area at the event site.
 - **Confirm** transportation from airport to the lodging venue.

- **Day of the Event:**

- Provide judge transportation to and from lodging venue, event site, and airport.
- Verify delivery and placement of all hospitality food and beverages
- Periodically visit hospitality room to ensure food and beverages are well stocked and area is clean

- **After the Event:**

- Ensure each event judge safely departs or has club transportation
- Clean up hospitality room and remove all food and beverages

Section 2. Trial Veterinarian. The trial chairperson must ensure that there is a veterinarian in attendance or on call for each UKC event. Where local laws require that a veterinarian be in attendance, the trial chairperson is responsible for ensuring that the club is compliant. The club should have all veterinary information and have directions from the event grounds to the veterinarian's office, along with all pertinent information such as phone numbers, clinic hours, after hours emergency info, etc., prominently displayed at the event site.

- **Veterinarian Timeline:**

- **Six months prior:**

- Secure veterinarian services. It is recommended a contract be drawn up and signed identifying expected services, fees, onsite or on-call availability, etc.

- **One week prior:**

- Verify veterinarian services will be available.

- **Day of the event:**

- On site: Verify veterinarian services are on site (if required by local laws).
- On call: Verify veterinarian services are on call. Prepare a hand-out that will include a map and contact information for the veterinarian on call

- **After the event:**

- Write and provide payment check for veterinarian services (as required).
- Should payment for services not be applicable, sending a thank-you note is recommended

Section 3. Trial Photographer. Clubs are encouraged to provide a photographer to take photos at events. A club may designate an official photographer or videographer for use in the search area. If the club designates an official photographer or videographer, they may restrict all other people from taking photos or videos while in the search area.

If no designated photographer or videographer is present, the exhibitor is only allowed one (1) person to take photos or videos while in the search area. To ensure services, it is recommended that a contract be drawn up and signed to identify expected services, fees, etc. Give the photographer a general account as to what is normally allowed at a Nosework event. Be sure to contact the photographer closer to the event for any particulars that may need to be discussed.

Section 4. Parking. The trial chairperson must ensure there is enough parking on the grounds of the trial and the designated parking area is clearly marked. To help direct exhibitors and public to the event, it is recommended that clubs put out signs advertising the event at main cross-roads and at the event site location entrance. Parking areas must be considered when holding exterior and vehicle trials as special areas must be designated that will not be in view of the general exhibitor parking area.

- **Parking Coordinator Timeline:**

- **One day prior to the event:**

- Set up and mark all designated parking areas including handicapped and large vehicle parking. If hosting exterior and vehicle trials, set up and mark designated areas with signage to ensure that exhibitors or spectators do not use these areas.

- **Day of the event:**

- Monitor parking areas to verify they are maintained and free of hazards.
- Make sure all cars are parked in correct areas, use sound system to alert any owners of the need to move illegally parked vehicles or vehicles that need to be moved for other reasons.
- Contact towing services to remove any illegally parked vehicles if necessary.

- **After the event:**

- Write and provide payment check for towing service (as required)
- Remove parking and search area markers set up that were used for the event.

Section 5. Signs Needed for a Trial

- Parking
- Directional signs locating the Event Secretary and Day of Show entry location
- Crating Allowed or Not Allowed
- Ring or Search Area Placements
- Judging Schedule

- Move-up Policy
- Refund Policy
- Event Committee Persons
- Emergency Contact Numbers including Veterinarian on call if not present on the grounds

Section 6. Media Relations: The trial chairperson is responsible for coordinating efforts to advertise the event to the public, including creating and distributing a pre-event press release as well as pre-event posters and flyers and conducting interviews with local media outlets. The trial chairperson should be available as a point of contact for the media before, during, and after the event.

- **Media Relations Timeline:**
 - **Nine months prior to the trial:**
 - Begin considering Media Relation materials including event flyers and press release.
 - **Six months prior to the trial:**
 - Create Media Relation materials
 - **Three weeks prior to the trial:**
 - Distribute event flyers throughout the community and distribute press release to local media
 - **One week prior to the trial:**
 - Conduct any pre-event interviews with media contacts.
 - **Day of the trial:**
 - Meet and greet any media contacts present during the event.
 - Conduct any on-site interviews with media contacts.
 - Consider taking candid photos to include with post-event press release.
 - **After the event:**
 - Write post-event press release announcing winners.
 - Distribute post-event press releases and photos.

Section 7. Hotels and Accommodations. The trial chairperson is responsible for appointing a member of the host club to serve as a representative to the local motel managers and for notifying local motel managers how to contact this representative with complaints about exhibitors.

- **Hotel and Accommodations Timeline:**
 - **Six months prior to the trial:**
 - Contact local hotels and explain your event. Many hotels will offer discounts for local events.
 - Know the hotel pet policies and if they charge any additional fees.
 - Negotiate any discounts or blocking rooms if needed.
 - Make reservations for Judges and committee members.
 - **One week prior to the trial:**
 - Contact local lodging providers to introduce as a point of contact for any complaints of misconduct.
 - Remind hotels of the nature of the event and UKC policies regarding misconduct.
 - Provide contact information to the hotel in case of any problems.
 - **One or two days before the trial:**
 - Pre-pay for any Judges' or committee members' accommodations if applicable.

CHAPTER 9 - EVENT PAPERWORK

In This Chapter:

- Section 1. Computer Program
- Section 2. Ordering Trial Paperwork
- Section 3. Required Forms
- Section 4. Taking Entries
- Section 5. Setting Up the Trial Secretary Area
- Section 6. Organizing Event Paperwork
- Section 7. Event Paperwork Timeline
- Section 8. Submitting Event Reports

Section 1. Computer Program: Computer programs are available and may be used to process trial paperwork. If using a computer program, all required trial forms must be available at the trial and must be properly submitted.

Section 2. Ordering Event Paperwork. All event paperwork orders may be made through UKC's online store. It is suggested that the club place their event paperwork order well in advance (such as 6-8 weeks) of the event. The trial secretary should be sure that the appropriate rulebooks are available at the event. All UKC rulebooks are available for free download on the UKC website.

Section 3. Required Forms. The trial secretary or appointed committee member will be responsible for making sure all the required forms are available at the event. All the following forms can be found and downloaded from the UKC website. The trial secretary must bring all entry forms, judges' books, and armbands to the event. Additionally, there may be Junior Membership Applicants completing Junior Member Applications as well. Include any Junior Member Applications when submitting the club's event results.

- **Forms**
 - Official Trial Report Forms (one for each trial)
 - Judge's Books for all offered classes
 - Disqualified for Attacking Forms
 - Misconduct and Hearing Reports
 - Junior Membership Applications

Section 4. Taking Entries. The trial secretary is responsible for accepting only completed and signed entry forms. The trial secretary assigns an armband number to each entry, which **must be written on the entry form**, score sheets, and in the judges' book.

- **Pre-Entry Requirement Deadlines:**
 - Prior to the event:
 - The club may open event pre-entries at any time following the publication of the event on the UKC website.
 - The trial secretary is responsible for accepting only completed and signed entry forms that are received by the pre-entry deadline date.
 - Processing a pre-entry and assigning an armband number:
 - Upon receipt of a pre-entry, check the entry to be sure that it is properly completed in accordance with the UKC rules.
 - Assign an armband number
 - Pre-entry checks should be deposited in the club's bank account as soon as possible after receipt. This ensures that if any checks are returned by the bank the club is notified before the event and may address payment with the exhibitors at the event.
 - Organize pre-entries using a three-ring binder or a hanging file. They should be filed lowest number to highest number by armband number.
 - Entries that fail to arrive by the pre-entry deadline date may be accepted at the club's discretion; however, the exhibitor must pay day of show entry fees.
 - Entries cannot be accepted after the closing of pre-entry is the trial is a pre-entry only trial.

Accepting Day of Show Entries. Clubs must have enough experienced day of show entry takers who can quickly look over an entry form for missing information, collect the entry fee, and assign the armband number to the entry before placing the entry into its designated space. It is a good idea to highlight in advance the areas on the entry form that must be filled out, such as host club, date and trials

entered, UKC number, dog's registered name, breed, search cue and alert behavior, and owner information. The entry taker should indicate on the bottom of the entry form how the entry was paid (check or cash) and the total fees paid for the individual entry.

- **Day of the event:**

- Supplies needed:
 - Pre-numbered event armbands for day of show entries
 - Pens, pencils, highlighters, and paperclips
 - Enough starting cash for day of show entries
 - Prepared and blank judges' books

- **Entries received without UKC numbers.** The trial secretary must never accept any entry form that does not have a UKC permanent registration number, Limited Privilege (LP), or Performance Listing (PL), or a valid Temporary Listing (TL) number. It is not the responsibility of the club to know whether a UKC number is valid or invalid, but entries with the UKC number line left blank must not be accepted.

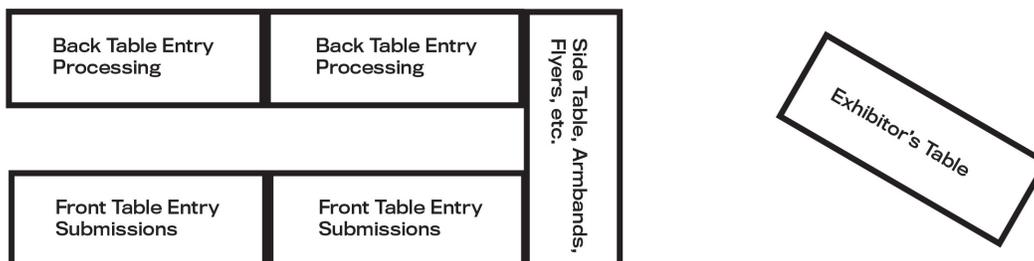
- Exhibitors who submit entry forms prior to the event are to be contacted and told that their entry cannot be accepted without a valid UKC number. If the exhibitor does not have one of these numbers, they may visit the UKC website and purchase a Temporary Listing number online.
- Exhibitors who submit their entry on the day of the event without a UKC number are ineligible to enter the event and must be refused unless one of the following applies:
 - The club should suggest the exhibitor purchase a TL number on the UKC website.
 - If the dog does have a UKC number, the owner must secure the dog's UKC number prior to the close of entries.

Common Entry Problems. It is important that clubs understand the UKC rules that govern the events they host. Club members need to be able to communicate with one another and work together for the common goal of hosting an outstanding event. When seeking volunteers to fulfill the positions of trial chairperson and secretary, the club must provide those volunteers with the tools necessary to accomplish their task. Secretaries may want to consider making a trial checklist that outlines who is assigned to a task, when it must be done, and when it was completed. Utilization of a checklist will provide the necessary details so anyone who may have to take over a project will know what has been done and what is left to do. Comments should be attached to the checklist about each individual task regarding what works well or what could be done better. Try to have people who know how to accomplish a specific task work with someone new and train them in proper procedures.

Section 5. Setting Up the Trial Secretary Area. It is important to have the entry table and trial secretary table organized. Directional signs should be posted instructing exhibitors where to submit their day of show entry, where to pick up their pre-entry armbands, and where to find a club representative if they have questions. Here are some recommendations to make your set-up as efficient as possible:

- Have additional worktables set up behind or beside the entry table, preferably against a wall for those who are entering information onto judge's books and preparing score sheets. These tables should be away from exhibitors so that those working at this table are not disturbed and have ample room to process the day of show entries.
- Have the entry table and trial secretary table set up in a way to avoid exhibitors walking behind the table and into the workspace.
- Have a separate table and chairs available to exhibitors to use while they complete their day of show entry forms. This table should have ample amounts of entry forms and pens. When the exhibitor has completed their entry form, they should bring the entry form to the main entry table.
- If entries are being taken outside, make sure there is something to keep papers on the table. Paperweights or plastic boxes with drawers should be available.
- A plastic box with tiered drawers is also a good place to keep move-up or class change forms, extra entry forms, pens and pencils, and extra armband numbers.
- Keep the work area organized. Do not clutter the entry table with miscellaneous flyers, raffle items, prizes, ribbons, and especially food. These items should not be part of the entry taking area.
- Nosework events may also consider a tiered system for placement of accepted day of event entries, results as they come in, processed results, etc.
- Place the pre-entry armbands in a recipe-type file box in alphabetical order by the owner's last name. Exhibitors may pick up the armbands at their leisure.
- Place the following signs on the entry table or post very near the table:
 - Judging Schedule
 - Move-up Policy
 - Refund Policy
 - Event Committee members

- o Emergency Contact Numbers
- **Suggested Layout of Entry Table.** Depending on the size of the event there should be between three and five people assigned to help at the entry table.
 - o Two people to take entries
 - o One, preferably two people, to place accepted day of show entries on the judges' books and scoresheets
 - o If your club has five assistants, one should hand out pre-entry armbands and answer questions, two should take entries, and two should place entries onto the judge's books and scoresheets.



Section 6. Organizing Event Paperwork: Entry takers must never add information (such as class name) or alter any entry form. Any entry corrections or additions must be done by the exhibitor only.

- **Processing Entries.** Before completing any judges' books and scoresheets, all entry forms should be separated into their respective classes by division. When writing the information onto the judges' books, it is best that a minimum of two people works on the books. The main information should already be filled in, such as name of club, date of event and number. Verify that you have the correct book and class. One person should read the information from the entry form while the other is writing the information onto the book. If the club is hosting two events on the same day and the events are running concurrently, then to be most efficient three people should be working on the books, one to read and one to write for each event.
- **Entry Forms.** To help organize entry forms, pick a location on the worktable where all entry forms must be placed. This way they are not scattered all over the tables, and if you need to quickly find an entry, you will know where to look. From there, once the club has all the entry information transferred onto the judge's books, you will want to place the entries in numerical order, lowest to highest, and then place them with your other paperwork that must be submitted to UKC. This is the time to make certain that all entry forms are accounted for.
- **Class Change or Correction forms.** Class Change requests or corrections to any entry form must be done in writing. The exhibitor must complete an Official UKC Class Change or Entry Correction Form as provided by the club. The trial secretary or manager should paperclip the form to the original entry. This is to confirm that the owner has requested that the dog's entry into the club's event be altered from what was submitted on the original entry form.
- **Corrections to Entry forms.** If an exhibitor needs to make a correction to their entry form due to an error, they will have to complete the form, indicating that the owner or handler authorized the change and the club did not alter the entry form. Remember that when it comes to correcting the dog's information regarding its name or the UKC number, they may only correct one of these and not both (either the name is incorrect, or the number is incorrect. If both are incorrect, then the exhibitor is entering another dog and not the one they originally submitted).
- **Changing Classes.** UKC allows any exhibitor to request a class change (move up) to the next level of competition if according to their records, the dog has met the requirements for the title. When moving a dog to a higher level of competition, the exhibitor must complete the Class Change or Entry Correction form which authorizes the club to move the dog to the class in which the exhibitor has requested. It is not up to the club to verify the owner's wins and state that they have met the requirements for any title
- **Armbands.** The event secretary is responsible for ensuring that the club has an adequate supply of numbered armbands for exhibitors to wear while participating in the event. Armbands are ordered via the UKC online store. Stickers or labels may be used as armbands for Nosework trials.
 - o **Determining armband numbers:** It is suggested that the day of show armband numbers be assigned a separate number range so that the pre-entries armband numbers can be easily distinguished from the day of show armband numbers. For example, if the pre-entry armband numbers range from 101 to 175 then start the day of show armband numbers at 200 or 300. Additionally, it is suggested that numbers 1 through 4 never be used for any event.
- **Pre-Entry Armbands**
 - o All pre-entries must be assigned an armband number and written on the entry form and onto the judges' books and score sheets prior to the day of the event and separated by the event date and trial number.
 - o On the back of each pre-entry armband, write the owner's last name, the name of the dog (registered or call name), and class

the dog is entered in. Bring the pre-entry armbands to the show and have in alphabetical order by last name for exhibitors to pick up. You may find it helpful to have them in a small box such as a recipe box for exhibitors to pick up when they get to the show. If an exhibitor has multiple entries, putting them inside an envelope together with the owner's name on the outside also helps.

- **Judges' Books.** The trial secretary is responsible for preparing Judges books and individual score sheets for each performance class prior to the event. Additional blank Judges' books and score sheets should be prepared prior to the first scheduled event, outlining the name of the club and club ID number, for use on the day of the event. Immediately following judging, each Judge will return their signed Judges' books to the trial secretary. The trial secretary must give each Judge one copy of their Judges' book prior to the Judge leaving the event grounds. The club retains one copy in the club's records for one year and forwards the original (top copy) to UKC with the event report.
 - **Common Judge's Book Mistakes.** The trial secretary is responsible for verifying that all books are completed and signed. The secretary is also responsible for submitting all documentation to UKC so that it is received by UKC within ten business days. Sometimes books are missing or are not aligned correctly by trials and classes when paperwork is submitted. Missing books could affect exhibitors' trial win, so it is important that nothing be misplaced. If the club is not on provisional status, it is recommended that the trial chairperson and the trial secretary do not exhibit so that they are available at the secretary's table to accept and process paperwork as it is handed in. This allows for time to verify the accuracy of the paperwork and to place it in the proper order. To help this process along, here are some suggestions:
- **Sending out judges' books:** Judge's books should go out to the rings/search areas in separate class division folders or place each judge's assignment in a separate folder for each ring. Once an assignment is complete, the individual folder should be returned to the secretary's table with all the paperwork that was sent out in the folder.
- **Reviewing paperwork:** Check incoming paperwork for accuracy as it is handed in. If errors are found, bring the error to the judge's attention immediately and have them correct and initial the error. The sooner this is done after the judging the more likely that the judge will remember the actual or correct information.
- **Score Sheets.** The trial secretary must record the armband number, breed of dog and judge name on the score sheet. The score sheets should be arranged in numerical order by classes and divisions for use at the trial.

Section 7. Event Paperwork Timeline:

- **One week Prior to the Trial:**
 - Prepare Judges' books by writing the armband number and registration number of each dog pre-entered in the class as indicated on the exhibitors' entry form.
- **Day of the Trial:**
 - Transport Judges' books, all pre-entry armbands and entry forms, and required forms to the event site.
 - Record the armband number and registration number of each DOS entry. Distribute Judge's books to each Judge.
 - Receive each judge's signed book immediately following each event.
 - When EX or DQ is marked by a dog's number, be sure the Judge has written an explanation in the "Judge's Comments" area.
 - If the dog was DQ because of attacking, make sure a "Disqualified for Attacking" form has been filled out.
 - If a dog has attacked outside the ring, make sure to fill out a Misconduct Report and Hearing Form (the Misconduct Report and Hearing form is for rule violations).
 - Verify that the Judge has signed each Judge's book and that all placements and absentees have been marked.
 - **Aligning Paperwork:** At your worktable, separate the individual class Judge's books by trial (if applicable) and place them in order from lowest class to highest class. Separate each Judge's book into color coordinating piles (white for UKC, yellow for the judge, and pink for the club). Complete the Activity Report and then place this on top of the entire report. The event is now done.
 - It is suggested that the club make available the copies of the Judge's books at the event secretary's table to the exhibitors. Exhibitors should have the opportunity to review the markings and indicate to the event secretary any errors or omissions that must be taken care of at the event.
 - Give each Judge one copy of their Judges' book and retain one copy in the club's records.
- **Day after the trial:** The trial secretary is responsible for making a copy of each entry form before submitting the original entry forms to the UKC. The trial secretary must keep copies of the entry forms for one year after the event.
 - Forward the original copy of all Judges' books and all original entry forms to UKC with the event report.
 - Retain one copy of all Judges' books in the club's records for one year.
 - Retain one copy of each completed entry form in the club's records for one year.

Section 8. Submitting Event Reports. The trial secretary is responsible for submitting all event results to UKC within ten business days of the event using the forms provided by UKC for each event. Clubs will be fined \$25.00 per month per licensed event for late event

reports. Please follow these guidelines when putting together trial results:

- Judges' books should be sorted by trial, element, and class – Container, Interior, Exterior, Vehicle, with the matching levels under each element: Novice A/B, Advanced A/B, Superior A/B, Master A/B, Elite A/B, Handler Discrimination with the class levels – Novice A/B, Advanced A/B, Excellent A/B, Master A/B. Judge's books are to be correctly filled out with all registration numbers.
- The order of paperwork should be as follows:
 - o Trial 1 event results, followed by Trial 2 even results
 - o The top sheet should be the Official Trial Report for Trial 1.
 - This can be found on the website and lists the club name and ID, as well as the number of pre-entries, day of show entries and fees that should be paid. The event chair and secretary information must be listed with signatures and the form filled completely out.
 - o The Official Trial report should be immediately followed by the Judge's books for the classes offered from lowest to highest.
 - For instance, Novice container "A" followed by Novice Container "B" and so forth for all the classes offered for that trial, even if the class had no entries.
 - If the club hosts more than one element, the next element Judge's books will follow the first one, with all the classes from Novice to Elite in order.
 - o Paperclip, do not staple, all the Trial 1 paperwork together.
 - o If there is a second trial, it will go next in the same order, paperclipped and submitted under Trial 1.
 - o Entry forms are to be placed under the trial(s).
- All original entry forms are required in numerical order from lowest to highest armband number issued. Please do not sort them by breed, do not send multiple copies, do not attach them to a specific show or Judge's book, do not staple, and please do not fold them or cut them. Only one original copy of an entry form is required per dog and must show the owner's signature.
- All Junior Applications need to be at the top of the first trial report. Please do not place amongst entry forms.
- Move-up correction forms are to be behind the appropriate entry form within their numerical order.
- Event Service fees shall be calculated per dog for every entry taken. Please take advantage of the Event Fees Calculator on the UKC website.

Event Service Fee. The trial secretary is responsible for ensuring that the correct fee per entry is paid when the event results are submitted to UKC.

CHAPTER 10 - TRIAL PUBLICATIONS

In This Chapter:

Section 1. Trial Publications

Section 2. Trial Advertising

Section 3. Premium List

Section 4. Trial Catalog

Section 5. Trail Publications Timeline

Section 1. Trial Publications. Approved events will be published on the UKC website following the approval of an applications. These publications shall constitute the official notice of the upcoming event.

Section 2. Trial Advertising. There should always be a trial flyer printed that advertises the upcoming event. The trial flyer should be printed at least four months in advance of the event and distributed at as many other UKC events as possible. See a sample of a trial flyer in the appendix section of this manual. Information on the trial flyer should include:

- The wording “Licensed UKC Trial” alongside the UKC logo
- Name of club and club logo (if applicable)
- Club website address (if applicable)
- Name and address of event site
- Types of trials being offered
- Dates of the trial if it is an indoor, outdoor, or indoor and outdoor venue
- Names and assignments of each Judge
- Entry and trial times for each event
- Entry eligibility
- Pre-Entry Deadline date
- Breakdown of Entry fees
 - Day of Show Entry fee
 - Junior Entry Fee
 - Pre-Entry fee
 - Additional discounted fees for 2nd entries (outline qualifications to receive additional discount rate such as 2nd entry same dog, same show).
 - Weekend Pre-Entry Special entry fee (if applicable).
- How and where to submit entries
- Acceptable payment methods and payment restrictions (such as DOS – Cash only)
- Refund & Substitution Policy
- Hotel and Motel information
- Camping or overnight parking information
- Any additional rules, regulations, or restrictions made by the host club
- Any additional regulations required by the state or local ordinance
- Name and contact information for the trial chairperson and the trial secretary or event manager if applicable
- Trial photographer information
- Time when exhibitors may enter the site
- If food will be available for purchase at the site
- Any special events, social activities or attractions that will be offered in conjunction with the event.

Section 3. Premium List. The premium list is an official announcement of a club’s event and should contain the most recent, complete UKC entry form. If a premium list is going to be printed for an upcoming event, it should be ready to mail to exhibitors two months prior to the event. Information in the premium list should include everything listed under trial advertising plus the following:

- The trial secretary's mailing address.
- A list of all trial committee members (i.e. Hospitality, Camping, Vendors)
- A clear indication of who is to receive entries
- Name, address, and telephone number of the trial veterinarian and whether the veterinarian will be on-call or on location
- Notice that the club may cancel the event due to extreme weather conditions
- Listing of trophies and prizes
- Members of the hearing committee

Section 4. Trial Catalog

If a catalog is being offered, it should not go on sale until the morning of the event. Only those people directly involved in the preparation of the catalog may have prior access to the catalog information. Information on individual dogs entered may not be disclosed prior to the sale of the catalogs. A club may presell catalogs through the premium list. This assures a club of selling a minimum number of catalogs and allows a better estimate of how many catalogs should be printed. Payment for pre-event sales should be required with entries. Information in the catalog should include:

On the cover:

The date, name of event giving club, the events that are being offered, the works UKC Licensed Event next to the UKC logo, the exact location of the event.

The name and contact information of the trial chairperson, the trial secretary, the event manager, and the names of all members of the event committee and a list of the offers of the host club.

The club may choose to sort the catalog first by each class, then by sub class and then by division when applicable.

Section 5. Trial Publications Timeline:

- **Six months prior to the trial:**
 - Secure printing services to layout, print, bind and deliver trial flyer, premium list, and trial catalog if any are being offered. It is recommended a contract be drawn up and signed by identifying expected services, fees, etc.
- **Four months prior to the trial:**
 - Print and distribute event flyers
- **Three months prior to the trial:**
 - Trial secretary shall provide printing provider with estimated number of copies needed if premium list or catalogs are being offered and coordinate schedule to have documents printed and delivered at the appropriate times.
 - If premium lists are going to be mailed, they should be sent two months prior to the event.
 - If catalogs are being printed, the information is provided to the printer at the closing of entries and the catalogs must be delivered to the trial secretary the day before the event.
- **Day of the event:**
 - Transporting the catalogs and premium lists to the event site.
 - Selling catalogs to the exhibitors and public.
 - Have premium lists available to the exhibitors and the general public.

CHAPTER 11 - TRIAL TIMELINE

In This Chapter:

Section 1. Trial Timeline

- **12 Months before the Trial**
- **Nine Months before the Trial**
- **Six Months before the Trial**
- **Four Months before the Trial**
- **Three Months before the Trial**
- **Two Months before the Trial**
- **Six Weeks before the Trial**
- **Three Weeks before the Trial**
- **One Week before the Trial**
- **One/Two Days before the Trial**
- **Day of Trial**
- **Preparing Post-trial Records**

Section 1. Trial Timeline. All activities listed are the responsibility of the trial chairperson, unless otherwise noted. If an event manager is hired, all duties of the trial chairperson or the trial secretary being transferred to the event manager must be clearly stated in writing in a contract signed by all parties.

12 Months before the trial. Clubs that already have a historical weekend date established may go directly to the “Planning Trials” section.

- **New Event Dates:** Clubs that are scheduling additional weekends, or are a new club scheduling its first event:
 - Contact UKC for a conflict check, providing the intended weekend date, schedule of activities and location of the event site.
 - Send written request to UKC for scheduling providing the information outlined in Chapter 5, Scheduling UKC Events.
 - Receive verification from UKC that the club has been approved and scheduled for requested date.
- **Planning Trials**
 - Appoint trial committee
 - Appoint additional committee members as necessary
 - Reserve and contract with event site
 - Contact potential Judges to verify availability for dates and classes being offered by the club
 - Contract with hired Judges

Nine Months before the Trial

- Receive the Event Application from UKC
- Complete the application by documenting the names and assignments of each Judge on the Event Application
- Secure and contract with photographer
- Develop and create media relation materials, including event flyers and press releases

Six Months before the Trial

- Secure block of rooms at the local hotel or motel for judges and club committee members
- Secure veterinarian services
- Contact event site management to coordinate the site
- Facilities, including potable water, electrical service, and bathroom facilities at the event site
- Secure all event equipment as identified in the Official UKC Nosework Rulebook.
- Contact emergency response providers from the municipality in which the event will be held to create a written Disaster and Emergency Plan
- Secure experienced event stewards
- Secure all necessary food service or catering
- Secure printing services for all printed materials that will be utilized

- o The trial secretary may open event entry any time after the event has been posted on the UKC website

Four Months before the Trial

- o Set vendor fees and secure vendors for the event
- o Print and distribute event flyers

Three Months before the Trial

- o Send Hospitality Judges Information Sheets (found in Appendix II) to all judges and help to coordinate travel if necessary
- o If premium list is offered, provide printer with all necessary information and order number of copies needed
- o Collect list of volunteers to assist before, during, and after the event
- o Order all awards, trophies, and ribbons
- o Order event paperwork from UKC

Two Months before the Trial

- o Mail out premium lists
- o Send vendors contracts and collect fees for concession space
- o Provide Judges with the exact dimensions of the working areas

Six Weeks before the Trial

- o Verify with the chief ring steward that all steward positions are covered
- o Finalize Emergency Services Plan (Chapter 4, Section 8)
- o Make sure all Judge itineraries are complete
- o Secure a sound system or means of communication
- o Place final order for food service or catering

Three Weeks before the Trial

- o If a judging program or catalog is offered, the trial secretary shall give all content information to the printer
- o Receive all awards, trophies, and ribbons, verify that you have the correct number and type. It is advisable to sort the ribbons into separate envelopes or boxes by trial and ring and search area
- o Distribute press release to local media
- o Inspect all event equipment to verify it is in good repair and ready for the event
- o If necessary, appoint members to clean up after the event

One Week before the Trial

- o Contact event site manager as a reminder of your upcoming event
- o If feasible, visit event site and coordinate any last-minute details or repairs
- o Verify that event site is properly mowed, potable water, electrical service and bathroom facilities are operational and available
- o Verify that all event equipment has been secured and is ready to be transported to the event site
- o Pass out copies of the Disaster and Emergency Plan to several members of the club who will be present during the event. Be sure to include a copy of this plan with all other required documentation being brought to the event
- o Verify order for food service or catering
- o Verify veterinarian services will be available or on site
- o Verify photographer services will be on site
- o Conduct any pre-event interviews with media contacts
- o Contact local lodging providers to introduce as point of contact for any complaints of misconduct; explain nature of the event and UKC policies regarding misconduct and provide contact information
- o Contact all third-party service providers to verify awareness of event and verify attendance; this would include emergency medical services, police, fire department and towing service

One or Two Days before the Trial

- o Pre-pay for Judges and committee's hotel rooms if applicable
- o Set up each ring and search area in accordance with the required size and activity
- o Transport to, and if able, set up all required equipment in each search area
- o Layout necessary ribbons at each ring
- o Set up and lay out trophies and special awards table

- o Set up trial secretary and entry table areas
- o Ensure facilities are well stocked and area is clean
- o Lay out and mark individual concession areas and vendor areas. Use rope, sign, or paint (marking paint in spray cans is available for outdoor venues on grass) to mark concessions space. Make certain that these areas are not encroach upon any ring, crating space, or search areas
- o Set up hospitality room area
- o Set up photographer area
- o Set up and mark all designated parking areas including handicapped and large vehicle parking and loading and unloading areas
- o Make sure the following are on hand:
 - Club's refund policy
 - Disqualified for Attack forms
 - Misconduct & Hearing forms
 - Entry forms
 - Class Change/Entry Correction forms
 - Current copy of the Official UKC Nosework Rulebook
 - Catalogs and printed judging programs if they are offered
 - Judges' books for pre-entered dogs are completed and packed prior to the event
 - Individual score sheets are prepared for all dogs who are pre-entered into each class, and packed prior to the event
- o Once the event site is set up, conduct a walk-through of the entire event site. Confirm all necessary areas are in accordance with pre-event layout plans. Confirm that site has:
 - Correct number of event activity rings and search areas
 - Dog preparation areas
 - Hospitality area
 - Operational facilities
 - Clearly marked parking
 - Functioning sound system (if applicable)

Day of Trial

If the club is unable to set up the event prior to the day of the trial, the club should follow the current outlined steps in the previous section. Arrive at least two hours or at the pre-arranged time before the event is scheduled to begin.

Bring:

- o A copy of the Disaster and Emergency Plan
- o All awards, trophies, and ribbons
- o All judges' books
- o Current copies of the *Official UKC Nosework Rulebook*
- o All pre-entry entry forms and armbands
- o Copies of all required forms including entry forms, Misconduct forms, Class Change or Entry Correction Forms, Junior Applications, and Disqualified for Attack Forms
- o Copy of club's refund policy
- o Copies of event catalog and judging program
- o Signage for Emergency Contact Information

Before Event Begins

- o Post direction signs to event
- o Confirm attendance of all scheduled event judges, event stewards, and event committee members; verify assignments and that all required equipment is on hand. Alert everyone to the location of event sites, facilities, and hospitality rooms
- o Distribute Judges' books to each ring or search area
- o Distribute awards, trophies, and ribbons to event rings and search areas and activity sites
- o Verify delivery and placement of all hospitality food and beverages
- o Have small coolers at each ring and search area with refreshments for Judges and stewards

- o Verify veterinarian services are on site (as required)
- o Verify photographer services are on site (as required)
- o Meet and greet any media contacts present during the event (as required)
- o Conduct any on-site interviews with media contacts (as required)

During the Event

- o Periodically visit each activity site to respond to Judge's or steward's requests, questions, concerns, etc., ensure equipment is in working condition, check small coolers to be sure they are filled and fill as needed
- o Coordinate the repair of any activity areas that become damaged, uneven, or hazardous during the event
- o Make sure the event site remains clean and well maintained
- o Periodically visit facilities to ensure they are well stocked, and area is clean and periodically visit hospitality area to ensure food and beverages are well stocked and area is clean
- o Monitor parking areas to verify they are being maintained and free of hazards, ensure all cars are parked in correct areas (use sound system to alert owners of need to move cars) and contact towing service to remove any illegally parked vehicles.
- o Consider taking candid photos to include with post-event coverage

As Activities End

- o Receive and check each Judges' book for completeness and judge's signatures
- o Separate Judges' books and provide each Judge with their copies before they leave the event grounds
- o Break down rings and search areas, stow or pack equipment and other items for transportation
- o Spot clean up each area as it becomes available
- o Clean up hospitality room and remove all food and beverages
- o Settle all judging fees and miscellaneous expenses per contractual agreement with each Judge
- o Make sure each judge safely departs or has club transportation

Before Leaving the Trial Site

- o Inspect entire event site to verify that it is in good condition
- o Clean and repair activity sites as necessary to return to original condition
- o Clean facilities and leave in the same condition as they were found, unless otherwise specified in contract with the event site management
- o Remove parking area markers set up for the event
- o Remove all directional signs set up for the event
- o Inspect all rented or borrowed equipment to verify in good condition
- o Clean equipment as necessary to return to original condition
- o Verify all equipment is transported off the site and the grounds

After Leaving the Trial Site

- o Coordinate the return of all rented or borrowed equipment to owner
- o Write and provide payment check for veterinarian services (as required)
- o Write and provide payment check for photographer services (as required)
- o Write and provide payment check for towing service (as required)
- o Obtain security deposit from event site management (if applicable)

Preparing Post-Trial Records

- o Forward all original and completed Judge's books to UKC with the Trial Report
- o Submit all event results to UKC within ten (10) business days of the event using the forms provided by UKC for each event.
- o Submit correct Event Service fee per entry with the event results to UKC
- o Retain club's copy of each Judge's completed book in the club's records for one year
- o Keep the Judges' contracts on file for at least six months after the event
- o Write post-event press release announcing winners
- o Distribute post-event releases and photos

CHAPTER 12 - JURISDICTION & HEARING COMMITTEE

In This Chapter:

Section 1. Jurisdiction

Section 2. Appointing a Hearing Committee

Section 1. Jurisdiction: All persons present on the grounds of a UKC event during the event hours are subject to the jurisdiction of UKC. UKC has jurisdiction over misconduct that may occur off the grounds of the event or outside event hours, provided that the misconduct is reasonably related to the event. This paragraph shall be interpreted as broadly as is necessary to regulate such off grounds misconduct as abuse or motel rooms by persons attending the events.

Section 2. Appointing a Hearing Committee. All reports of alleged misconduct shall be handled in accordance with the procedures published in the UKC Misconduct & Discipline Guidelines for Dog Events. A copy of the UKC Rules and Regulations for the activity must be on hand during the duration of any UKC licensed event. In the event alleged misconduct is reported to the event, the trial chairperson shall provide the complainant a UKC Misconduct Complaint form to complete and return to the trial chairperson as soon as possible on the day of the event.

In the event an alleged act of misconduct is filed during an event, the trial chairperson must appoint a Hearing Committee to investigate the report. United Kennel Club events are intended to be family-oriented recreation for dog lovers and their UKC Registered dogs. Accordingly, UKC expects the highest standard of conduct at events. All persons present on the grounds of a UKC event during the event hours are subject to the jurisdiction of the UKC. In addition, UKC has jurisdiction over alleged incidents of misconduct that may occur off the grounds of the event or outside event hours, provided the alleged misconduct occurs in conjunction with the event. This paragraph shall be interpreted as broadly as is necessary, at the discretion of UKC, UKC affiliated clubs and event committees to regulate off-grounds misconduct that is in direct opposition to established UKC rules and regulations or does not promote the ideals of UKC or the sport of dog events. Once a completed UKC Misconduct Complaint form is received by the trial chairperson, every effort should be made to conduct the Misconduct Hearing as soon as possible and on the same day as the event. All Misconduct Hearing proceedings shall be conducted in accordance with the published UKC Misconduct & Discipline Guidelines for Dog Events and recorded by the hearing secretary and subject to review by UKC officials. The event chairperson must be familiar with the UKC Misconduct Rulebook and follow the rulebook exactly in handling the complaint.

Appendix I: Ring Steward Suggestions

Section 1. Ring Stewards

Section 2. Expectations of the Ring Steward

Section 1. Ring Stewards. The ring steward is the Judge's clerical assistant and is instrumental in the efficient operation of the ring and search area. As a ring steward you should have the ring and search area prepared for exhibition. Your job is to manage the ring and search area for the Judge's convenience without disrupting the judging process.

Section 2. Expectations of the Ring Steward

- Be at the ring at least 15 minutes prior to the start of the trial
- Check the ring and search area and clear any debris or obstructions
- Be sure exhibitors do not have access to the search area prior to the Judge's briefing
- Arrange the working table to accommodate the Judge's workspace as well as the ribbons and trophies for ease of distribution. Make sure you have several pens, pencils, hand wipes, a spray cleaner and paper towels for clean-up, as well as a trash container.
- Make sure your workspace is outside the ring and search area. Stewarding should be done from outside the ring or search area. The ring is for judges and exhibitors.
- Introduce yourself to the Judge when they arrive and ask for any special needs, drinks, etc. Ask the judge if they have any special instructions.
- Call the exhibitors loud enough so they can hear when they are expected to the ring or search area.
- Make sure timers are ready and times are put into Judge's books at the end of each search
- Pay attention to the ring and search area. If a dog soils the area, have cleaner and towels for the exhibitor to use, and offer to hold the dog while the exhibitor cleans up.

Ribbons and Trophies. Have all applicable ribbons and trophies available when they are required. Optional qualifying ribbons may be given out after each search if allowed by the Judge. Placement or trophy awards are done after each class (both divisions) are finished. If there are special awards, have those ready and with an explanation for the Judge on how they are awarded.

A separate table may be used to layout ribbons and trophies at Nosework events.

You should be able to answer "yes" to all the questions below:

- Is the stewards table set in a good location for the Judge?
- Do you have all the necessary ribbons?
- Are ribbons set up on the table to allow easy access?
- Is there room on the table for the Judge's Book?
- Do you have extra ribbons on hand?
- Do you have a DQ form at the table?
- Do you have pens, hand wipes, and water for the Judge?

Paperwork. Be sure all paperwork has been correctly filled in, Judges have signed the Judge's books, any errors have been marked and any explanations noted as needed. Return all paperwork to the trial secretary at the end of each assignment or level.

Judging Boards. Before judging begins, it is helpful to write the judging schedule on large white boards next to the Judge's ring or in the staging area. Include the Judge's name, trial number, class, and entry numbers

Example:

Judge: John Doe

Show 1

Containers

Novice A Novice B

101 104

102 105

103 106

Advanced A Advanced B

107 108

Superior A Superior B

109 110

111 112

113

Master A Master B

114 115

116 117

118

Elite A Elite B

119 120

Boards can be pre-made with class information if there are enough of them or made as classes change. Boards are very helpful for check-in and running purposes. Two boards can also be used, one for check-in and one for the ring and search area. If using a computer program, printed sheets should be available that can be printed and placed on the boards with magnets. It would be helpful to exhibitors to post the judging order in the crating area.

Appendix II: Helpful Documents

- **Judging Contract – Optional Sample**
- **Hospitality Judge’s Information Sheet**
- **Judge’s Expense Sheet**
- **Event Photographer Agreement For**
- **Premium List Template**
- **Order of Judging**

Sample Judging Contract

YOUR CLUB'S LETTERHEAD

Return address

[Date]

[Judge Name, Number]

[Mailing Address]

Dear [],

This letter is to confirm your acceptance to judge at the [insert club name] to be held on [insert date]. Thank you for agreeing to be a member of our judging panel.

Your assignment to judge is:

- [Date] [Trial number]: [detail list of days assignment]
- [Date] [Trial number]: [detail list of days assignment]

The [insert club name] will pay an honorarium to its Judges of \$[insert amount] per [insert whether the honorarium is per day, per trial, etc.]. We will also reimburse reasonable expenses you may incur as detailed in this contract. Please submit and expense report and receipts to substantiate your expenses to the club Treasure [insert name] within 10 days of the event at which you judge. Expenses received after 10 days of the event will not be considered by the club.

The [insert club name] will pay for air travel within the following conditions: The [insert club name] will pay for round-trip economy ticket from an airport reasonably close to your home, purchased at least 30 days in advance of your travel date. If there are two airports reasonably close to your home, the club will pay for a ticket from the one with the lowest fares. Please note: [insert club name] will purchase your ticket if arrangements are made prior to 30 days of your departure date. If an overnight stay prior to departure is requested, this must also be done 30 days in advance of your departure and approved by the club. Any deviation from these restrictions will be at your expense.

The [insert club name] will arrange and pay for all hotel accommodations. The [insert club name] will arrange for ground transportation to and from the airport, hotel and show grounds. Please ask the front desk to imprint your personal credit card for incidentals. Upon checkout, please make sure you are not charged for your room. Please checkout only for the incidentals on your personal credit card.

Acceptable expenses:

- Airport parking: The [insert club name] will reimburse substantiated parking charges at the point of departure airport and mileage to and from the airport in the amount of [insert amount] per mile. (The club should also indicate if they will reimburse checked luggage charges and any seat assignment fees).
- Automobile: The [insert club name] will reimburse \$[insert amount] per mile plus tolls if you drive to/from your home to the trial site. If you live a considerable distance from [insert event site] and choose to drive from your home, the [insert club name] will only reimburse mileage up to the cost of a round-trip economy ticket, purchased at least 30 days in advance of your travel date. RV reservations at [if applicable] should be made by you and the cost submitted as an expense report item.
- Meals and Incidental Expenses: Reasonable charges from meals and incidental expenses not provided by the [insert club name] will be reimbursed up to a maximum per diem expenditure of \$[insert amount] for each day of travel.

Unacceptable charges include, but are not limited to: baby, house or dog sitters, special meals, airfare upgrades or charges, alcoholic beverages, phone calls charged to your hotel room, and car rentals. Exceptions must have prior approval by the [insert club name] in writing. Please find enclosed an expense report to help track your reimbursable expenses. Please read, sign, and return one copy of this contract and the judging assignment sheet to the [insert club name]. The additional copies are for your records. If you have any additional questions, please contact me the club Event Chairperson [insert contact information]. Thank you for being a part of our event.

Sincerely,

[Name]

[Club Name]

Trial Chairperson

[Trial Chairperson contact information]

I have read the contract for judging at [insert club name and dates] events. I accept and agree to the terms and conditions of the judging contract as listed above and to the attached Judging Assignment as presented to me:

Signature of [insert Judge's name]

Cell phone: _____

Email: _____

Hospitality Judge's Information Sheet

YOUR CLUB'S LETTERHEAD

Return address

Hi [insert Judges Name],

Thank you for agreeing to be a part of our judging panel. Could you please take a moment and fill out the following information in order that we may make accurate hotel reservations, any dietary needs during your stay in [insert location of event]. Please complete the following information and return to [insert name of Chairperson] the club's Event Hospitality Chairperson.

Please let us know whether you will be driving_____ or flying_____

If you are driving, please disregard the airline information and move down to the accommodation section. If you are flying, please note: If your airline reservations haven't been made yet, please contact the club immediately.

You will be flying into [insert location of event] [insert airport code]

Airport Pick-up Needed (Arrival) ____ Yes ____ No

Airline_____ Date_____ Flight #_____ Arrival Time_____ AM/PM

Transportation Needed to Airport (Departure) ____ Yes ____ No

Date_____ Flight #_____ Departure Time_____ AM/PM

Accommodations: During your stay in [insert location], you will be staying at the [insert name and contact information of the hotel]. [Other additional hotel information may need to be indicated here, such as if the hotel accepts pets or not, and if traveling with a pet who is responsible for any pet deposits or charges, etc.] Please complete the following questions:

_____ I DO REQUIRE a hotel reservation

_____ I DO NOT REQUIRE a hotel reservation

Hotel Check-In Date_____

Hotel Check-Out Date_____

Type of room preferred: Single_____ Double_____ King_____ Smoking _____ Non-smoking_____

Traveling with a pet or service animal: Pet:_____ How many_____ Service animal_____

Dietary needs: Please let us know if you have any dietary restrictions or needs that we should be aware of during your stay with us.

It would be most appreciated if you could get your information to me by [insert date and how information should be returned] that would be wonderful.

After entries close [insert date], we will send you a judging schedule and pre-entry information as soon as practicable, along with additional information about the events

Thanks, we look forward to seeing you soon. Please let me know if you have any questions. Have a great day.

[Insert Chairperson Name and Contact Information]

Judge's Expense Sheet

It is helpful to supply an expense sheet to the Judge prior to the event. The form can be sent with the Judge's contract, left with welcome materials at the hotel or given to the Judge the night before or the morning of the show. Request that the Judge complete the expense form and have it ready to turn in to the Event Chairperson by lunch so that checks can be written and ready as the Judge prepares to leave. Your club may want to include a thank-you card with the check.

YOUR CLUB'S LETTERHEAD

Date: _____ Name of Judge: _____

Expenses

Airfare _____	\$ _____
Airline Baggage Charges _____	\$ _____
Auto _____ miles @ _____ per mile _____	\$ _____
Airport Parking _____	\$ _____
Limo, taxi, or car rental _____	\$ _____
Lodging _____ nights @ _____ per night _____	\$ _____
Meals (Please attach receipts) _____	\$ _____
Miscellaneous (tips, tolls, etc.) _____	\$ _____
Total Expenses _____	\$ _____
Judging Fee _____	\$ _____
Total Due	\$ _____

Signature of Judge

Trial Photographer Agreement Form

YOUR CLUB'S LETTERHEAD
Return Address

Agreement between _____

Name of Photographer

And _____

Name of Club Holding Trial(s)

[Name of photographer] shall be engaged as the Official Photographer for the [insert club name] on [Date(s) of Event(s)] under the following conditions:

1. The event-giving club agrees to list the above-named photographer as the Official Photographer in all promotional flyers, Premium Lists, and/or Catalog advertising the Event.
2. Photographs shall be made on request, shall be of good technical quality and shall portray the exhibit to the best advantage that circumstances permit.
3. Photographs shall be the size, amount, medium (print/digital), color, as agreed upon between photographer and exhibitor. Photographer will respect any exhibitor that does not wish to be photographed when their dogs are working in the search areas.
4. Event manager assures the Official Photographer of the exclusive privilege of making photographs for sale to the Exhibitors and shall permit no other Photographer to do so. This clause does not affect newspaper and television photographers on specific assignment and/or actual owners of the dog/amateur photographers taking pictures for their personal use.
5. Other provisions (specify below):

Signed for the club: Name and Date

Signed for the photographer: Name and Date

Club Contact Address:

Photographer Contact Address:

Premium List Template. The following information below is an example and does not need to be followed exactly. Clubs may set their own policies regarding entry substitutions, cancellations, and refunds. The policies must be posted and sent to UKC with the official Event Application.

UKC Club Name

Trial Committee

Trial Chairperson: Name, contact info

Day of Show contact number – number and email address

Trial Secretary: Name, contact info

RV Parking and Vendor: names

Site Chairperson: names

Hospitality: names

#UKC Licensed Nosework Trial

Hosted by: Name

Date(s)

Date(s)

All Trial(s) held at: Location

Temporary Listing Numbers will be available at these events.

Crating area will be indoors. Please remember to keep all areas clean

Trial Secretary (Day of Show & Event Management): name, contact info

Day of Show contact number – number/email address

Trial Superintendent – PRE-ENTRY ONLY: address

Judges:

Revise as needed: List Trial type, elements offered, and levels

List order of classes

Notice to Exhibitors

1. All events are held under the Rules and Regulations of the United Kennel Club, Inc. By entering this trial, exhibitors acknowledge that they are familiar with the rules and regulations of this sport.
2. Absolutely no alcoholic beverages or illegal drugs may be consumed while competing in UKC-licensed events.
3. It is expressly understood that exhibitors alone are responsible for the behavior of their dogs and children. Any exhibitor whose dogs or children create unnecessary disturbances or repeatedly engage in unsafe or disruptive behavior may, at the discretion of the Event Committee, be asked to leave the show site. In that case, no refund of any fees paid will be made.
4. UKC, [name of host club, site name] their agents, and their employees assume no responsibility for any loss, damage, or injury sustained by spectators or by exhibitors, or to any of their dogs or property, and further assume no responsibility for injury to children not under the control of their parents or guardians. UKC, [name of host club, site name] are not responsible for loss, accidents or theft.
5. Exhibitors and dog owners are expected and required to clean up after their own dogs. Any person witnessing a violation of this rule must report it to the Event Committee. The Event Committee may ask any person violating this rule to leave the event grounds. No refund will be made if an exhibitor is asked to leave the grounds.
6. UKC will vigorously support any motel that files a complaint about exhibitors who fail to keep their dogs quiet or to clean up after them. In order that the bad conduct of a few exhibitors does not spoil it for the majority of responsible exhibitors, UKC will take strong disciplinary action against any offenders.
7. UKC encourages exhibitors to present their dogs in a natural appearance. Dogs should be clean, with nails cut to a length suitable for the dog to perform at the trial. UKC enforces rules against artificially altering pigment and coat color, coat texture, and surgical alterations as outlined in the UKC Rules and Regulations.
8. Dogs may not be left unattended when crated in soft mesh crates. No dog may be left in a crate which is not securely closed.
9. Except when being judge or crated, dogs must be kept on leash.

General Information

1. Building will be open to exhibitors [insert time]. Overnight security is not provided, and no dog(s) may be left in the building overnight.
2. All time are [insert time zone] Time
3. There will be absolutely NO SMOKING in any buildings and designated areas.
4. No general admission or parking fees.

Entry Information

1. Dogs must be permanently registered with UKC, have a Temporary Listing (TL) number, or have a Limited Privilege (LP), or Performance Listing (PL) number by the closing date and time to enter. No exceptions will be made.
2. An unentered dog may not be substituted for an entered dog.

Information

1. Advance Entry Fee: \$xx.xx and may be submitted online, faxed, mailed or hand delivered.
2. Advance Entry Deadline: Advance entries will be accepted by the Event Secretary/Event Manager until [insert date, time]pm. [insert time zone]. NO entries will be accepted or processed by UKC after that time. Entries received after the Pre-entry deadline will be charged Day of Show fees if Day of show entries are accepted. NO EXCEPTIONS.
3. Day of Show Entry Fee: \$xx.xx
4. Advanced online entries are available at: [insert website]
5. Mail advanced entries to: address
6. Fax advanced entries to: Number

Submitting Entries

1. Entries must be entered online at [insert website] or submitted on an official UKC entry form. Downloaded copies or photocopies of this form may be used as well.
2. Advance entries may be entered online, mailed, faxed, emailed, or hand delivered to the Trial Secretary.
3. Mailed entries must include fees. Mailed entries received without fees will not be accepted.
4. Faxed and emailed entries must be accompanied by a cover sheet stating the number of pages, what trials and how many dogs per trial. Credit card number and expiration date, as well as the printed cardholder's name and address must be included on the entry form. Entries must be received by the closing date and time. No exceptions.

Payment

1. Advanced Entry Payment may be made by cash, check, money order, or credit card.
2. Day of Show Payment must be made by cash, check, or money order, or credit card.
3. No entry will be accepted without payment
4. For Advanced Entries, make checks payable to "Club Name." For Day of Show Entries, make checks and money orders payable to "Name of Club". Check and money orders must be payable in U.S. funds.
5. When paying by credit card, entry must include the card number and expiration date, as well as the printed cardholder's name, address, daytime phone, and signature. Fax numbers and email addresses should be included, when applicable.
6. Post-dated checks, returned checks and declined credit cards to not constitute valid entry fees. The host club will add a collection fee to the amount of each returned check or money order. Exhibitors who repeatedly submit invalid entry fees may be put on a cash only basis.

Refunds

No refund of entry fees will be made for entries cancelled after the Advanced Entry deadline, except in the cases of bitches that come into season. In those cases, refunds may be obtained by providing the [insert name of club and contact] with a veterinarian's certificate verifying that the bitch came into season after the closing date. The certificate may e mailed, provided the postmark is no later than the date prior to the day of the trial, or delivered by hand to the Event Secretary before the start of the trials.

1. Entry fees shall not be refunded in the event that a dog is absent, disqualified, excused by Veterinarian or Judge, or barred from competition by action of Event Committee
2. If, because of riots, civil disturbances, or other acts beyond the control of the host organization it is impossible to open or to complete a show or trial, no refund of entry fee will be made.
3. Every effort will be made to find all duplicate entries before processing. If a duplicate entry is processed, however, no refund will be made.
4. If, in the opinion of the host club, the well-being of dogs, exhibitors, or spectators is at risk due to extreme weather conditions, such as, but not limited to, snow storms, hurricanes, lightning, or extreme heat, the host club may cancel or stop a show or trial before completion. No refunds will be made in such cases.

Entry Confirmation

Written confirmation of entries will be made by mail or email as soon as practicable after receipt of advanced entries. If you do not receive your confirmation by the Saturday preceding these events, please notify the Event Secretary.

Class Change/Correction of Entry

Owners are responsible for the accuracy of information in the entry forms, regardless of who may make such errors. Owners and exhibitors are responsible for correcting any errors in their entry.

Dogs that, according to their owners' records, have completed the requirements for a title after the closing of entries, may be moved up from the entered class to another class for which the dog is now eligible, provided that a request for move up is made in writing to UKC not later than one-half hour prior to the start of any regular judging at the trial.

All other corrections to entries must be made in writing to the Event Secretary not later than one-half hour prior to the start of any regular judging at the trial.

Armbands. Your armband numbers will be mailed at the time of the confirmation. If you do not receive your armband number or confirmation of entry, see the Event Secretary on the morning of the show (during entry times).

Entry, Trial Times

Revise as necessary

Day of show Entry times: Saturday times, Sunday times

Trial times: Saturday – Trial 1 and Trail 2 times

Saturday – T2 to follow T1 or at the discretion of the event committee or at the discretion of the judge

Sunday – times

Trail Times. Trial judging will begin at:

Saturday T1 times

Saturday T2 – concurrently with T1 at the discretion of the judge

Saturday T2 – immediately following completion of T1, or at the discretion of the event committee.

Sunday times – list as above or revise, as necessary.

EMERGENCY VETERINARIAN – Name and contact info

ROUTE TO SHOW - Directions

ACCOMODATIONS

CAMPING



Published by UNITED KENNEL CLUB
100 East Kilgore Road Kalamazoo MI 49002-5584
Tel: (269) 343-9020 www.ukcdogs.com

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