

Quick Reference for the Small Club Trial

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Before starting, everyone involved in organizing and running the trial should carefully review IPO trial rules and regulations. Tracking and trial field's availability and conditions for your area are critical concerns. Acquiring signed contracts on both fields is important for smooth running trials.

After studying the rules and regulations, the next step is to discuss the date to hold the trial. Try to come up with a few dates in case the judge you want is busy on the weekend of your first choice. After plans are tentatively made, call your Regional Director. S/he will let you know if other clubs in the Region have a trial already scheduled on or very near your choice of dates. Once you have cleared the dates with your Regional Director, call the judge you have picked, to coordinate dates and times. Remember some judges can be booked up more than a year in advance.

If you would like an SV judge, you must fill out the SV Judges Request Form found in the Schutzhund USCA magazine or on the USCA website (www.germanshepherddog.com). Follow all the instructions. The SV Judges Request form should be submitted six (6) months in advance. When hosting an SV judge or USCA judge, the judge needs to know exactly what titles your club would like to offer so s/he can decline or accept those titles. The judge can resign from this commitment if the trial secretary has not informed him/her a minimum of three (3) days before the event of the location and the start time.

When you have found your judge, let the Regional Director know in writing or by e-mail, so s/he can get your club its Event Authorization form. The Regional Director needs the date, the judge's name and what titles your club is offering. It is a good idea to offer every title, because as the trial approaches you may need the entries or have people in your club ready for different titles. You are not required to have every title provided at the trial, but as noted, it is a good idea.

Your club must publicize the event to all Full Member Clubs in the host club's region in writing or to valid email addresses at least three weeks before the trial. If the trial is not publicized, all scores and ratings could be null and void. If more than one club is hosting an event, the Co-Host Agreement form must be filed with the Regional Director at the time you request the Event Authorization.

When preparing for a trial, remember how you would like to be treated if you were showing. Providing practice tracking fields is helpful. Allowing prospective dog/handler teams to work with your helpers a week or two before the trial is also courteous and very much appreciated

Trial Secretary

A USCA trial secretary should be a very organized person. It helps if s/he knows a little about trialing. S/he also must be a USCA member in good standing, and s/he cannot be showing a dog in the same

trial. Forms needed in advance from the USCA Office or off the USCA website (whatever may apply to your club's trial) include:

Judge's Sheets for APr 1,2 and 3; IPO 1, 2 and 3; FPr 1, 2 and 3; UPr 1, 2 and 3; IPO-VO; BH; FH1; FH2; IPO-FH; StP 1, 2 and 3; RH; AD; or AWD 1, 2 and 3. Note that some judge's have their own sheets. Please ask the judge to send you his/her trial sheets far enough in advance of the trial, so the trial secretary has time to fill them out.

- Trial Score Sheet: Summary
- Trial Score Sheet: Entries, also called Bewertungsliste
- BH Certificate
- BH Written Exam

Before and during the trial, these forms are to be filled out. At the end of the trial, send the Summary and Entries Trial Score Sheet to the USCA office, according to the instructions at the bottom of the Summary Sheet. The Trial Score Sheets are very detailed. An

instruction sheet is available on the USCA website or from the USCA office to help you fill out these forms correctly. You have five (5) days from the end of the trial to send the completed forms to the USCA office.

If a competitor passes the BH Written Examination, whether or not s/he passes or fails their BH, s/he needs to receive a certificate that shows s/he has passed the written exam so s/he need not take it again. You also may have Certificates of Achievement for each dog that passes (optional). You can create these or get them from the USCA office or website.

**** It is VERY important to fill out all the information for the helpers and the tracklayers. If this information is not provided, the Trial Score Sheets will be rejected by the USCA office! ****

Trial Secretary's Trial Bag

A club should put together a Trial Secretary's Bag to store trial information and paperwork from past trials to present, preferably in a bag, box, or briefcase that is water proof. As an example files can be labeled as follows:

1. APr 1, IPO 1, FPr1 and UPr1 Judge's Sheets
2. APr 2, IPO 2, FPr2 and UPr2 Judge's Sheets
3. APr 3, IPO 3, FPr3 and UPr3 Judge's Sheets
4. BH Judge's Sheets
5. AD Judge's Sheets
6. FH, STPr Judge's Sheets
7. RH Judge's Sheets
8. Trial Score Sheets and Summary Sheets
9. Competitors Scorebooks: Put these in order of participation and separated by rubber bands or plastic bags by title, such as IPO 1, 2, 3, BH, AD, and so on. For example: Joe, Peter, Patrick and Sarah are all showing for an IPO 1. Their scorebooks should be placed in order that they will

- trial, all separated inside the IPO 1 file.
10. Helper Books: Check to see if the helper book(s) is correct by matching it to the USCA Helper List on the USCA website. Check to see if the helper's USA membership is current.
 11. Entry Forms: This file includes completed entry forms for all competitors, as well as a few blank forms.
 12. Completed information to be sent to the USCA office, including Trial Score Sheets, Summary Sheet, a check for \$4 per dog entered.
 13. All Passing Certificates: Fill these out after trial, but before the awards presentation.
 14. BH Written Exam and Answer Sheet: Keep this file current as the BH Written Exam changes from time to time.
 15. Old Trial Score Sheets, Summary Sheets and Entry Forms.

A lot of paperwork can and should be filled out before a trial. The Trial Secretary should fill out the top of each Judge's Sheet with information on the competitor and dog and also fill out all the information on the Trial Score Sheets, except the results and scores. Do not fill out the scores on any of these forms unless under direction and approval of presiding Judge.

Trial Entry Form / Competitor Information

Your club's trial entry form should include the following information, which the trial secretary will need to complete the Judge's Sheet, and Trial Score Sheets. The club's entry form also may include statement of release of liability. The following is an example:

Title going for at this trial _____ Scorebook#/Issuing Organization _____ Dog's Registered Name _____ Breed _____ Titles earned _____ Registration # _____ Sex: M F Date of Birth _____ Tattoo#/Chip#: _____ Owner _____ USCA member # _____ Handler _____ USCA member # _____ Address _____ City _____ State _____ ZIP _____ Phone _____ Handler-Owner-Trained Yes _____ No _____ I understand participation at this trial is at my own risk. I will not hold 'Schutzhund Club's Name' or any of its members responsible for damages that may occur to my person or property or dog as a result of this club. I understand that I am fully responsible for the actions of my dog. _____ Signature of applicant

All competitors must be members of USCA, AWDF, or a WUSV / FCI member club. Every non-USCA member will have an added fee, and it changes occasionally so make sure you call the USCA office for latest fees.

The Trial Secretary must collect a \$50 scorebook bond from the handler if a dog is shown without a scorebook being presented prior to the start of the event. All scorebook bonds are to be forwarded to the USCA office with the trial results. All paperwork needed to issue a USCA scorebook and scorebook fee is to be sent to the USCA office within ten (10) days of the trial. The \$50 scorebook bond will be refunded when paperwork is completed. Otherwise, the scorebook bond is forfeited. A foreign competitor with a foreign scorebook does not have to be USCA certified.

As the Trial Secretary collects the scorebooks from the competitors, make sure the name and address of the handler is on the last page of the scorebook. For better record keeping, the dog's name can be lightly written in pencil on the front of the scorebook. Call names and registered names are often different, and some handlers have not filled out the last page of ownership, making it difficult to know which dog goes with what scorebook.

Remember to put bitches in heat at the end of the trial except for tracking. Chip readers are the responsibility of the dog's handler not the club. Clubs should consider purchasing a universal chip reader to have for its members. The Trial Secretary is to be at the judge's disposal, including providing drinks, food and information.

Important Points

Do you need a host hotel? If so, make sure it take pets. If you are having a large trial, competitors appreciate having a car rental discount, if possible. It also is nice to have a planned get together for either Friday and/or Saturday evening. A present for the judge, agitators, tracklayers and anyone deserving can be bought for the award ceremony. Remember, if the judge is flying s/he might not have room for a big gift.

The judge's fee for trials is now \$100 a day and up to two (2) travel days at \$100 a day. The club is responsible for all of the judge's expenses to and from the trial, including mileage to and from the airport, food, rental

car, parking, to name a few examples. When scheduling a judge, a club may ask for an estimate of the judge's expenses before asking that judge to judge a trial for them.

Be prepared for all types of weather: Tents, awnings, umbrellas, rain gear, etc. Sometimes judges can be caught unaware of changes in climate, so offering them appropriate clothing is appreciated.

At the end of the last trial day, the trial secretary should assimilate all pertinent information and send the packet to USCA office **immediately**.

The packet should include:

- Appropriate number of copies of the Trial Score Sheet for each entry (Bewertungsliste) and the Trial Score Sheet Summary with the judge's and the trial secretary's signature.
- A check for \$4 per entry trial recording fee.
- Scorebook bond of \$50 for each dog not meeting the scorebook requirements.

*The Judge's Sheets are property of the judge. The judge also requires a copy of the Trial Score Sheets and Summary Sheet.

Helpers

Mandatory equipment for the helpers includes the following: scratch pants, soft stick, approved trial sleeve and jacket. Brand new covers or worn out covers should be avoided. The helpers (decoys) are

to be ready for the judge when the protection phase is about to start. All helpers must be USCA members in good standing and have a helper book.

Tracklayers

The tracking coordinator is in charge of the tracklayers. The club should have articles available that meet the current trial standard. Articles should be in the tracklayers possession at least 30 minutes before the track is to be laid and heavily scented by them. The host club provides the flags for the scent pad for the IPO 2's and IPO 3's. IPO 1 competitors provide their own flags and articles. Metal flags should be avoided as they can hurt farmer's equipment. Tracklayers should be able to know how to walk in a straight line using sights and notes, if needed. It is essential the tracklayers be able to find their track if the dog gets lost or does not complete the track. Tracklayers may or may not be USCA members.

Group Leader

The group leader is in charge of making sure the group is ready to be on the field the same time for each dog. It is a good idea to have extra group people on call for backup. The group leader will have the gun and make sure it is loaded at all times. Gunfire will be from a 6 mm or 22-caliber pistol with a closed barrel that does not release a projectile. Remember some blanks are duds, and the group leader should fill the blank gun often (or have a backup blank gun). Be aware that the judge may ask for a third gunshot, if s/he feels it is necessary. There is no longer gunfire during the BH phase.

Trial Field

The trial field should be legal size, clean and easy to walk on. Most judges like using tracking flags for the male and female long down position. Some judges like using flags to indicate the start position for the obedience pattern as well. The judge should mark the protection field.

Hurdle, A-Frame and Equipment

The hurdle (jump), A-frame (wall) and dumbbells should be of legal size and dimension. The jump is now solid to the top and the hosting club provides the dumbbells. A sturdy and non-slippery wall is mandatory. Jumps at a club level can be side-by-side unless instructed otherwise by the judge.