

**ANKC SCENT WORK**

**DOGS QUEENSLAND**

**GUIDE TO RUNNING  
A SCENT WORK  
TRIAL**

**ODOUR SEARCH DIVISION**

## Table of Contents

<b>INTRODUCTION</b> .....	<b>2</b>
<b>DEFINITIONS</b> .....	<b>2</b>
<b>MEMBER BODY DOCUMENTS</b> .....	<b>3</b>
<b>AFFILIATES RESPONSIBILITIES</b> .....	<b>4</b>
Selection of Trial Venue.....	4
Assessing the Search Areas .....	4
Working with your Judge .....	5
Organising the Trial .....	6
<b>ENTRY REQUIREMENTS</b> .....	<b>6</b>
<b>THE ROLE OF STEWARDS</b> .....	<b>7</b>
Hide Steward .....	7
Official Timer .....	7
Assembly Steward .....	8
Scorer.....	8
Volunteers.....	8
<b>LAYOUT OF TRIAL VENUE</b> .....	<b>8</b>
<b>SETTING UP SEARCH AREAS</b> .....	<b>9</b>
Container Search .....	9
Interior Search.....	9
Exterior Search .....	10
Vehicle Search.....	10
<b>PREPARATION FOR THE SEARCH</b> .....	<b>10</b>
Preparation and Storage of Odours .....	10
Placement of Odours.....	10
Consistent Location of Odour .....	10
Distraction Items.....	11
<b>CONDUCT OF THE TRIAL</b> .....	<b>11</b>
<b>COMPLETION OF TRIAL</b> .....	<b>12</b>
<b>APPENDIX 1: TRIAL SUPPLIES</b> .....	<b>13</b>
<b>APPENDIX 2: TRIAL TIMELINES</b> .....	<b>14</b>

## **INTRODUCTION**

The purpose of this document is to provide Queensland affiliates organising an ANKC Scent Work trial with a guide to the Rules for the Conduct of Scent Work Trials, including requirements specific to affiliates. While most affiliates are generally experienced in conducting ANKC trials, scent work is a new and emerging sport that presents some unique requirements and challenges. The guide is intended to assist the affiliate to prepare and conduct a trial from start to finish to ensure all member body requirements are met.

An affiliate may prepare a guide that is in line with their particular clubs' circumstances such as how the competitors entry numbers are formatted. However, the affiliate must not prepare a guide containing any information that is in contradiction to the ANKC Rules for the Conduct of Scent Work Trials such as the level of action taken against a competitor which breaches of any of the rules. Any club guide applies only to that club and in all other cases the ANKC rules take precedence

This guide will (among other things) assist the affiliate to choose an appropriate trial venue, to set up the search areas and understand the responsibilities of the various officials required to make the trial a success including the affiliate, the judge and the various trial officials.

The appendices provide a timeline guide to assist in planning a scent work trial.

## **DEFINITIONS**

For a full list of trial rule definitions, refer to Section 2 Definitions in the Rules for the Conduct of Scent Work Trials.

## **MEMBER BODY DOCUMENTS**

Affiliates should be aware of the following documents which provide a framework for the conduct of ANKC Scent Work trials:

ANKC Rules for the Conduct of Scent Work Trials:

<http://ankc.org.au/media/9409/21-canine-scent-work-rules-01-07-20.pdf>

ANKC National Scent Work Committee: ANKC Scent Work Rules Trialing  
Stewards Course Handbook

Member Body Rules and Regulations (including Hot Weather Policy, Aggressive Dog Incidents)

Member Body Performance Fixture Levy Form

ANKC Judges Contracts (clearly setting out classes, elements and odours to be used)

ANKC Scent Work Rules Trialing Stewards Course Handbook

Official Scent Work Entry Form (see Appendix B in the Rules for the Conduct of Scent Work Trials)

Guidelines for Scent Work Trial Schedule (see Appendix C in the Rules for the Conduct of Scent Work Trials)

Official Scent Work Score Sheets (see Appendix A in the Rules for the Conduct of Scent Work Trials)

Qualifying Certificates

Dogs Queensland Public and Products Liability Insurance

Dogs Queensland Fixture Report and Surcharge form

Dogs Queensland Trial Results form

Dogs Queensland Trial Manager's report form.

## **AFFILIATES RESPONSIBILITIES**

The affiliate is responsible for compliance with all ANKC and member body rules and regulations and has the authority to decide all matters relating to the trial except for those under the sole jurisdiction of the judge. Key areas for decision/action include:

### **Selection of Trial Venue**

The affiliate is responsible for locating and assessing suitable venues for the trial. The venue will need to include:

- search areas for each element being offered at the trial, separated by geographical features, walls and/or artificial barriers from all other areas, that is, competitors are not allowed to watch searches being conducted;
- a staging area for parking where competitors wait until called for a search and where they will spend much of the trial unless they are searching;
- a warm-up area where competitors may run their dog over the trial odours just before their search commences;
- a spectator area (not required for Novice class) subject to space availability. The Rules require that spectator areas are at least 8 metres from the search area;
- other areas such as a space for the trial secretary and catering and toilet facilities.

The affiliate can conduct a trial that offers all elements (containers, interior, exterior

and vehicles) at the novice level, the advanced level and so on provided that the venue is able to accommodate the different requirements for each class.

Alternatively, the affiliate can offer an element(s) trial, for example, containers and/or vehicles with different classes (novice, advanced, excellent and master). Obviously there will need to be some balance of elements in the trialing region to enable trialers to compete and obtain class titles. Non-titling classes may also be offered if there is capacity to do so.

### **Assessing the Search Areas**

When assessing a venue for suitability, the affiliate must consider:

- safety of the competitor and dog, for example, firm and safe footing is a priority though an outdoor search may occur on natural, uneven surfaces. Care should be taken to ensure the surface is free of prickles, ant nests, faeces and sharp objects.
- element search areas which are set out in Part 5 of the Rules. Key factors include:
  - i. the physical size of the area and whether it can be adjusted/extended for higher classes, or will another space be required?
  - ii. available buildings and/or rooms for the interior search which may include furnishings (can they accommodate hides adequately?) and obstacles (for example, poles or large items of furniture). Environmental issues such as windows and doors, large banks fridges etc should be noted and advised to the judge as they can influence how they can influence how dogs search.
  - iii. while containers can be conducted outside under the Rules, they are usually conducted inside but not in the same area as the interior search. Factors such as time of year and weather conditions will be a consideration in choosing a suitable area.
  - iv. a suitable search area for an exterior search. It is usual at the lower levels for an exterior search to be near a structure, for example, an exterior wall or courtyard to create a border for the area and minimise excessive air flow and other distractions for the novice dog.
  - v. an open outdoor area for the vehicle search based on the class level.
  - vi. space between the search areas to minimise distractions and unintentional viewing of another competitor's search, as well as ease of movement between search areas and back to the staging area at the conclusion of the search.
  - vii. the impact of the surrounding environment on search areas, for example, placing the vehicle search within 100m of an oval with dogs being exercise off lead may provide too much for some searching dogs and may result in unwelcome visitors to the search area.

### **Working with your Judge**

Once the trial venue is largely decided, a judge can be contracted for the elements and the classes to be offered at the trial.

The judge's contract should clearly set out the elements and the classes to be judged

and the odours to be used in each class. It is strongly recommended that the affiliate delegate the responsibility of odour preparation to the judge and request the judge to supply the target odour, scent aids and scent vessels for the trial. This should be set out in the judge's contract.

Judges supplying their own odours can be difficult due to several circumstances including the distance the judge has to travel or weather conditions or difficulty in transporting the odour. In these situations, the affiliate should consult with the judge to resolve the situation in the best way possible.

The affiliate is responsible for covering all reasonable judges' expenses (as specified in the contract, for example travel, accommodation, meals, as well as reimbursement for the provision of target odours et, scent aids and scent vessels if this is delegated to the judge).

At least 30 days prior to the trial (60 days would be preferable) the affiliate is required to provide the judge with clear descriptions of each of the search areas for the elements to be judged, accompanied by measurements and photographs of the proposed search and immediately adjacent areas, including where a spectator area might be located (for advanced class and above). With the interior search area, details such as the location of windows, doors, passage ways, kitchens and other wet areas should be included.

It is important to work closely with your judge leading up to the trial, especially in the early years. The more the judge understands the search areas being used, the better they will be able to plan the search area and hide locations. In cases when a judge travels a long distance such as interstate it is possible that the judge will not have the opportunity to assess the search areas before the actual trial day. In these situations, extra time must be factored in to allow for a full assessment of the search area to be conducted and for modification to be made if necessary. Too little or poor information may result in the judge having to change search areas around to ensure the rule requirements are met, which may lead to delays on trial day.

The judge will

- maintain complete control over matters in the search area;
- design each of the searches;
- set time limits for searches;
- evaluate individual team performances;
- and assign qualifying or non-qualifying results for each search.

## **Organising the Trial**

The affiliate is responsible for the publication of the trial schedule with all the relevant information, including:

- the date(s) of the trial;
- the location address (including GPS details) and name of the venue. When a sub area of a main venue is used all details of boundaries and buildings are to be

included. This may include parking areas.

- whether entries are to be submitted online or hard copies or both;
- entry fees;
- opening date and time and closing date for entries;
- phone contact for trial secretary;
- names of judge(s) and the class/elements they are judging;
- clear information about which odours are to be offered;
- time judging commences;
- availability of catering; and a list of awards.

Details such as the exact location of the trial are important to ensure the competitors can arrange such matters as travelling time and accommodation. It is also important that competitors know the location to ensure, where possible they do not inadvertently train or go to the trial location prior to the event which could impact on the continued use of the location.

The affiliate is responsible for organising and rostering trial officials and volunteers and for the hospitality for judges, officials and volunteers (tea, coffee, lunch). For stewarding appointments, preference should be given to trainee judges and those who have completed the Scent Work Stewards Course. All stewards must be ANKC members. It is not mandatory for Volunteers to be ANKC members.

The affiliate must have either a member body representative or as committee representative to deal with competitor complaints and dog incidents. All incidents/complaints must be dealt with and reports completed prior to the close of the trial.

The affiliate is responsible for providing all materials for marking boundaries, signage, gazebos, and for containers, vehicles, distractor items and other equipment for the searches. To make an interior or exterior search area more interesting, the affiliate may choose a theme and provide props for use in the area, for example, a children's playroom, a gardener's work area, etc. The main consideration is ensuring safety for the dog (no sharp objects) and nothing that will scare a dog, for example, flapping clothes on a line.

The affiliate is responsible for briefing officials and volunteers and for assembling competitors in order to conduct the briefings, introducing judges and officials, commencing the trial on time and organising lunch and tea breaks.

## **ENTRY REQUIREMENTS**

The trial schedule must clearly set out the names of judges contracted and the classes, elements and odours for each of the elements. The entry form must also allow a competitor to understand which classes and elements to choose when entering the trial.

Judges are restricted to a maximum of 80 searches per trial day.

If an Affiliate elects, it may place limits on the number of entries on which a Judge can adjudicate at any trial and/or on the number of entries to be accepted in a single class, set of classes or trial. Any such limit(s) on total entries or entries in any class or for any Judge must be stated in the Schedule. All entries received up to the closing date of the trial, must be received regardless of the entry method, electronic or mail. If after the closing date of the trial there are more entries than the limit, the affiliate should appoint an extra judge as per rule 8.2.3 or conduct a ballot. Should a ballot of entries be necessary, then the balloting procedures of the member body shall be followed.

Careful consideration should be given to the number of searches a judge can undertake when setting the limits. Higher level searches take longer to judge and strict compliance with the search number maximums can cause the trials to take too long.

Affiliates should calculate the time required to undertake searches at different levels and adjust the number of searches accordingly.

All handlers must be current ANKC members. All dogs must be registered with the ANKC and over the age of 6 months.

Trials must be available to all current ANKC members for entry (not restricted to members of the affiliate). Trials must be available to all ANKC registered breeds and associates unless the trial is advertised clearly as 'Restricted to Breed' or 'Restricted to Group'.

A dog may be entered in only one class within an element. Handlers may only handle one dog in a class, that is, multiple entries with the one handler are not permitted.

Bitches in oestrus or showing any coloured discharge are not permitted to trial or to remain within the trial precincts.

All entries must be made on the ANKC entry form or in a format providing the required data and in accordance with the Member Body rules and the timelines and/or other requirements published in the trial schedule.

The trial secretary will allocate competitors a trial number for each entry submitted. Competitors are required to wear these numbers during the trial.

Numbers and names of the competitor and dog, along with other relevant information, will be listed in the trial catalogue.

## **THE ROLE OF STEWARDS**

The role of the stewards is to ensure that the trial runs smoothly in all aspects. They must understand their specific role and carry out instructions. The stewards must be familiar with the Scent Work Rules and other Member Body regulations and preferably will have completed the Scent Work Stewards Course.

Stewards must arrive early and advise the Trial Secretary of their availability to assist with setting up. The Judge will give clear instructions as to their requirements. In carrying out their specific roles, Stewards must be courteous and considerate towards other officials, spectators, competitors and their dogs.

### **Hide Steward**

The hide steward has sole responsibility for odour placement, under the judge's direction, and must not be present in the search area while the dog is conducting the search. The hide steward must wear gloves when handling the odours and must not touch any other surfaces in the search area. The hide steward is also responsible for setting the odour in the warm-up area.

### **Official Timer**

The official timer, under direction from the judge, shall record the search time for each team, ensuring that the team does not exceed the maximum time allocated for the search, and may provide a 30 second warning to the competitor if directed by the judge. The official time starts when any part of the dog's or competitor's body crosses the start line. The official time ceases in Novice when the competitor calls "Alert" and, in all other classes when the competitor calls "Finish" or when the allocated time for the search has been reached. A back-up timer should always be available. In the case of timer malfunction, refer to 19.5.5 of the Rules for the Conduct of Scent Work Trials.

### **Search Area Steward**

The search area steward shall be appointed by the affiliate to facilitate the conduct of the trial. They are responsible for setting up the search area for their element prior to the trial and must brief volunteers to assist with set-up and with directing competitors during the trial. The search area steward's role during the trial is to bring each team to the start line and carry out any orders and requests from the judge. The search area must have an accurate copy of the running order and score cards for the judge.

### **Assembly Steward**

The assembly steward is responsible for checking in competitors, issuing name tags and numbers, give directions to competitors (toilet area, warm-up area etc.), progressive updating of the running order and results board, provide information to competitors about local shops and emergency vet, and answer competitor questions in general. They must also advise volunteers of their roles in assisting the assembly steward.

### **Scorer**

The scorer is responsible for periodically collecting the judge's score sheets from the search area steward and transferring scores to a Combined Results Sheet to be posted at the check-in area, accessible to all competitors. The scorer is responsible for ensuring the results are delivered to the Trial Secretary who will complete the Qualifying Certificates.

### **Volunteers**

Volunteers are required to assist the Assembly Steward with parking, check-in, hospitality, providing directions to warm up and search areas, and assisting the Trial Steward with set up of search areas and with dogs entering and leaving search areas. Volunteers will also be required to direct competitors from the staging area to the relevant search area and, upon completion of their run, to direct them to return to the staging area. They will also assist with taking spectators to the designated area, where permitted, and ensure they remain for the duration of the judging of that element.

## **LAYOUT OF TRIAL VENUE**

Once the location of the trial venue is confirmed the affiliate must ensure that the location is disseminated to the competitors and every effort should be made to ensure that no scent training has been conducted at the trial location or visits to the location are made in the two (2) weeks prior to the trial. Only the official target odours to be used in the trial by the judge (Birch, Anise, Clove or Cypress) are allowed at the trial venue on the day of the trial. The boundaries of the trial area should be clearly defined in the trial schedule. Competitors and anyone attending the trial are not permitted to bring any of these odours to the trial or to undertake any training on/near the trial venue on trial day. Failure to adhere to this rule may result in disqualification.

In situations where competitors have travelled to attend a trial and who are either camping around the trial area or who have stayed in fixed accommodation, such as a motel and have their accommodation requirements/equipment with them at the trial venue they must ensure that no odours are brought into or stored anywhere within the extended boundaries of the trial precinct.

A staging area should be established, clearly sign-posted and out of sight of the search area. This area includes all parking, crating, warm-up, check in and posting of running order and results. The staging area will be separated from search areas by geographical features such as walls or artificial barriers.

The affiliate will designate a warm-up area. The hide steward will place one labelled container per target odour being used on that day in the warm-up area. Blank containers can also be placed in this area. The warm-up period will be for a maximum of 2 minutes per team. A team can access the warmup area at the start of each separate search. There shall be no other training in the designated warm-up area.

Search areas must provide a firm and safe footing for dogs and handlers. The search areas should comply as closely as possible with search areas specified in the Rules for the Conduct of Scent Work Trials. Search areas must be clearly identified with boundary markers. In each search area, there must be water in spray bottles, white vinegar and paper towels in case a dog eliminates or a search area is contaminated.

Where spectators are allowed (at the judge's discretion and not for Novice class) the affiliate will establish dedicated spectator area(s) at least 8 metres from the search area(s), marked by tape/bunting/cones/flags. No dogs shall be permitted in the spectator area. Spectator entry and exit from this area will be directed by trial officials.

The affiliate may, in consultation with the judge, designate an area from which videotaping/photography may be undertaken on behalf of a competitor for personal use, or by the affiliate for promotional or educational purposes (prior competitor permission required).

## **SETTING UP SEARCH AREAS**

Search areas will be determined by the judge having regard to the element and class levels offered. All search areas must have a clear start line, marked by cones or similar, and clearly marked boundaries.

### **Container Search**

For definition of "Container", refer to 24.1 of the Rules for the Conduct of Scent Work Trials. Boxes and containers to be used in the trial must be new and unused and boxes which have had any contact with the odours must not be used in future trials. Other containers (bins, luggage, etc.) may be used in future trials as long as they are stored away from odour to avoid contamination. The search areas for Containers must comply with the measurements set out in the rules. Containers will be set out in the pattern directed by the judge as per the Rules.

### **Interior Search**

The interior search will take place inside a room (or rooms). If only part of a room is used, there should be clear boundaries setting out the search area. The search area should be within the measurements specified for each class level and should include some furniture and props. Affiliates may choose a theme and decorate accordingly. Refer to Section 25.0 of the Rules for the Conduct of Scent Work Trials.

### **Exterior Search**

The exterior search may be within a covered area but should have no more than two walls. The boundaries of the search area should be clearly defined and the search area should comply with the measurements specified for each class level. Affiliates may choose a theme and decorate accordingly. Refer to Section 26 of the Rules for the Conduct of Scent Work Trials.

## **Vehicle Search**

For a definition of “Vehicle” refer to 27.1 of the Rules for the Conduct of Scent Work Trials. Vehicles should be parked in an open, outdoor area and should be thoroughly checked for fuel/oil leaks and sharp protruding parts which may harm the dog. The size of the search area depends on the number and size of vehicles to be used in the search. The vehicles should be placed according to the requirements for each class level. Refer to Section 27 of the Rules for the Conduct of Scent Work Trials.

## **PREPARATION FOR THE SEARCH**

### **Preparation and Storage of Odours**

If the affiliate chooses to prepare the “Scent Aids”, preparation must be in accordance with the Rules, that is, cotton balls or ~~q-tips~~ **cotton buds** (paper stems only) must be used. Refer to 17.1 of the Rules for the Conduct of Scent Work Trials for full details of preparation and storage of odours between trials. The affiliate should negotiate with the judge to provide the target odours and the scent vessels for the trial.

### **Placement of Odours**

The hide steward, under the judge’s direction, shall undertake the physical placement of the hides and any adjustments needed. Refer to 17.3 of the Rules for the Conduct of Scent Work Trials relating to the type of gloves to be used and their disposal. The hide steward is the only person who may handle the scent vessel/container, and the hide steward must not handle any other objects in the area. The hide steward should not be in the search area while the dog is searching but should be available as required for the entirety of the trial where possible. The hide steward cannot change roles during the trial, that is, be assembly steward in a different search because they have handled the odour used at the trial.

### **Consistent Location of Odour**

Hides must remain in the same location for each competitor in the class unless that location becomes contaminated or the judge requires the hide to be relocated. In this case, the judge will direct the hide steward to move the hide to a location which presents the same challenges as the original location. Refer to 17.4.2 of the Rules for the Conduct of Scent Work Trials in relation to cleaning contaminated search areas. The hide must be left in the new location for 10 minutes before the next dog begins their search.

### **Distraction Items**

Distraction items may be of the following types:

#### **(a) Non-food distraction**

Any item, other than food, that might be enticing to a dog. The non-food distraction may not contain any artificial scent (such as

another essential oil, a perfume, or a scented lotion), but it may contain the scent of another animal (such as a cat toy, or litter).

**(b) Food distraction**

Any kind of human or dog food. Whenever a food distraction is used, it must be enclosed within a container such that a searching dog would be unable to consume the food, and such containers should be large enough that they cannot be swallowed whole.

**(c) Mimic distraction**

An object such as a toy or doll but it may not include a stuffed animal or statue that looks like a realistic animal. If a mimic distraction is used, the Affiliate should have a backup in case a dog contaminates the object.

**(d) Human distraction**

A person, other than the Judge, who is present inside the search area. The human distraction should be clothed in normal street attire and not be dressed in a costume that significantly alters their shape or appearance as a human.

They may be standing or sitting, and may look at the dog, but may not maintain eye contact if the dog's attention should turn to them. The human distraction may not speak to or intentionally touch the dog.

Precise details of distractions are as per 17.6 of the Rules for conduct of a Scent Work trial and any variations/ modifications of those rules.

The demonstration dog must be available to enable the judge to evaluate the search area before judging commences. This dog must be an accomplished scent work dog, not a novice dog, and not entered in that class. The purpose of the demonstration dog is to assist the judge to determine whether the odour is behaving as expected. Where a suitable demonstration dog is not available, the first dog in the running order will complete the search and the judge will determine whether the search is acceptable. Affiliates have no authority to require the judge to use the nominated demonstration dog as judges may use their own dog for this purpose (if the dog meets the requirements).

## **CONDUCT OF THE TRIAL**

A short competitor briefing is to be conducted by the judge prior to the start of each class (see 19.2 of the Rules for the Conduct of Scent Work Trials) where competitors are able to view and ask questions about the search and the search area. No dogs are to be present during the competitors' briefing. Competitors in each class shall be run in catalogue order unless a valid conflict exists.

Where spectators are permitted, at the judge's discretion, to observe the judging of a class/element, they are to be escorted to the designated area and directed to remain until completion of judging of that class/element. A volunteer must remain with the spectators to ensure compliance.

The assembly steward should ensure that competitors are aware of the running order and ready to be escorted from the staging area to the relevant search area as required. Volunteers will escort competitors to and from the search areas.

Where a search area is contaminated, either by dogs eliminating or with dropped food or saliva, every effort must be made to return the area to its original condition (see 19.16 of the Rules for the Conduct of Scent Work Trials for cleaning contaminated areas). Where the judge determines that a hide must be relocated, the original location must be cleaned (see 17.4.2 of the Rules for the Conduct of Scent Work Trials).

The official time for the search is to be recorded on the Score Sheet (see Appendix A in Rules for the Conduct of Scent Work Trials). Score sheets are collected periodically by the Scorer who prepares a Combined Results Sheet and post results in the check-in area

Qualifying Certificates are to be completed by the Trial Secretary and placed in a folder for each class/element ready for the signature of the Judge at the completion of judging of that class/element

## **COMPLETION OF TRIAL**

Following the presentation of qualifying certificates and place ribbons, the affiliate must complete the Member Body documentation. Marked catalogues, results, levy fees and member body representative reports must be completed and forwarded to the member body.

The Affiliate must ensure that any negotiated costs are settled with the judge(s) at the end of the trial. All stewards, volunteers and other officials must be acknowledged for their assistance in the running of the trial.

## **APPENDIX 1: TRIAL SUPPLIES**

- Copy of current ANKC Scent Work Rules
- State member body regulations and guidelines
- Tables and chairs for check in area, display board for run order and results
- Name tags for volunteers, handlers, spectators
- List and map of nearest shops for handler lunches
- Signs to indicate separate parking area, directions to toilets
- Yellow ribbon/tape/cones for reactive dog parking area
- Garbage bins/bags and poo bags
- Master plan of area showing routes to search areas
- Cones and tape to mark off restricted areas
- Running order lists and directional maps to staging areas and elements
- Bunting, tape, cones, flags to mark staging and search areas
- Gazebos for the staging area, warm up boxes
- Stop watches (to 100<sup>th</sup> of a second) and video equipment
- Tapes and cones for start lines, perimeter markers
- Boxes and containers for Container Elements
- Approved vehicles for the Vehicle Element
- Target odours, scent vessels, distractor items and props/theme for searches
- Clipboard and pens for judges and officials
- Water (spray bottles), vinegar and paper towels in each element area
- First Aid Kit and qualified first aider on hand
- Qualifying Certificates, ribbons and awards for presentation

## APPENDIX 2: TRIAL TIMELINES

<p>4-6 MONTHS BEFORE TRIAL</p>	<ul style="list-style-type: none"> <li>• Locate and assess a suitable trial location</li> <li>• Decide which elements are suitable for the location</li> <li>• Complete the application for trial with member body</li> <li>• Lodge trial schedule with member body</li> <li>• Negotiate and contract judges</li> <li>• Confirm with judges who will supply scent aids and vessels</li> </ul>
<p>2-3 MONTHS BEFORE TRIAL</p>	<ul style="list-style-type: none"> <li>• Confirm trial location</li> <li>• Photograph and measure proposed search areas</li> <li>• Send search area information and site map to judges</li> <li>• Prepare the trial budget</li> <li>• Organise supplies</li> <li>• Arrange member body rep, volunteers and officials</li> </ul>
<p>1 MONTH BEFORE TRIAL</p>	<ul style="list-style-type: none"> <li>• Advertise trial schedule</li> <li>• Accept trial entries</li> <li>• Confirm entries with competitors</li> <li>• Collect qualifying certificates and place ribbons</li> <li>• Organise demonstration dog(s)</li> <li>• Organise judge(s) accommodation and payments</li> </ul>
<p>1 WEEK BEFORE TRIAL</p>	<ul style="list-style-type: none"> <li>• Prepare trial catalogue</li> <li>• Conduct ballot if entries excessive</li> <li>• Organise competitor numbers</li> <li>• Arrange volunteer duties for the trial</li> <li>• Designate staging and warm up areas</li> <li>• Organise catering for judge(s) and officials</li> <li>• Prepare target odours 48 hours before trial</li> <li>• Advise judge(s) of trial numbers, arrival and meal times</li> </ul>
<p>1 DAY BEFORE TRIAL</p>	<ul style="list-style-type: none"> <li>• Ensure trial location is free of hazardous conditions</li> <li>• Set up car parking and check in areas</li> <li>• Set up gazebos where necessary</li> <li>• Ensure stop watches and videos are working</li> <li>• Mark boundaries for each of the search areas</li> <li>• Signage for parking, toilets, staging, warm up and search area</li> <li>• Prepare running order</li> </ul>



