



C-WAGS Trial Guide

Hosting a trial can be fun! It is work, but with some organization, a trial can be successfully hosted by just a few people.

Trial Checklist:

- Approved Member Host
- Ring space that meets the class requirements. The safety of dogs and exhibitors must be the foremost consideration when setting up the rings and choosing the trial location
OBEDIENCE, RALLY AND GAMES:
If indoors, the ring must have ring gating or fencing or at least 24", and have a non-slippery surface such as rubber matting.
If outdoors for Obedience, Rally and Games the ring must be enclosed with fencing, snow fencing, or ring gating at least 30" high. The entrance and exit should be designed so that dogs could leave the ring, but would have to go into a semi-enclosed space, such as a narrow walk-way before getting out to the open spaces. The ground should be free of holes or other trip hazards.
SCENT:
For indoor trials the ring (search area) may be defined with walls, gating, cones, flags or other easily visible markers. The judge and trial host need to consider the overall size and layout of the building, the sequestered space and search area, and if the building is able to be aired out during the day when setting the number of classes (thus number of odor hides) that will be offered at their trial. An example maximum would be 24 odor hides in a 60 x 40 open area.
For Scent outdoor trials to allow Off-Leash work, the Search Area must be within a securely fenced area – minimum height of 42". Outdoor Rings not within a securely fenced area must be an on-leash search. The premium must state if on-leash search will be required.
- Adequate crating space for number of dogs entered.
- Equipment – General list covering all programs. Individual programs may not need every item.
 - Table and Chairs for table stewards, honor steward, timers
 - Table supplies: Plenty of pens and sharpened pencils, calculator, rubber bands, tape, paper clips, tape measure, masking or blue painter's tape, at least 2 clipboards, white-out, 3-ring notebooks
 - Jumps – uprights and broad
 - Tunnels and Table if needed (Obedience Level 4 & 5, ARF, Zoom 2, Games Level 4)
 - Grab Bag Game items
 - Rally signs & holders
 - Stop watches, – at least one extra (Rally, Games and Scent)
 - Easel or method to post running orders and scores
 - Armbands or sticky labels with team numbers (recommended)

- Ribbons
- People**
 - Trial Chairperson, Secretary
 - Advocate
 - Judges
 - Stewards – Table, Gate, Timing, Ring, Scent
- Paperwork – General for all programs**
 - Final **Trial Application** should be submitted at least 4 weeks prior to trial date. Trial applications may initially be submitted with judges as “pending”.
 - Premium that contains trial and entry information
 - Add / Move Up Request Forms (for day of show if allowing move-ups)*
 - Score sheets for each exhibitor plus a few spare
 - Blank entry forms if accepting day of show entries
 - Class Results Report** for each class - see sample on Host web page
 - Trial Recap** along with *Judge Evaluations- see sample on Host web page*
 - Entry confirmation letters
 - Running Order (Gate) listings
 - Judge’s Trial Report – for judge to complete on overall trial conditions**

Rally/Obedience/Games

- Blank *Exercise Modification Forms*
- Blank *Jump Height Modification Forms*
- Rally Table Steward Work Sheet
- Course maps for exhibitors for Rally and Games classes
- Member Host Liability Insurance and Hold Harmless Agreement.**

Member Host must provide a certificate of liability insurance which covers the legal liability of the Member Host with Canine-Work And Games LLC listed as an Additional Insured and be indemnified. The minimum coverage on the insurance must be one million dollars (\$1,000,000.00) per occurrence.

The Member Host is responsible for meeting the insurance requirements of the facility they will be renting for the Canine-Work And Games, LLC event. Member Hosts shall be solely responsible and will indemnify and hold Canine-Work And Games, LLC. harmless for any damages or liabilities arising from hosting the Canine-Work And Games, LLC. event.

Trial Advocates and Hosts are expected to:

- Be friendly and respectful to judges, spectators, and exhibitors.
 - Start trial and classes at published times
 - Run the classes in the order listed in the premium
 - May post “unofficial” rally, games & obedience team scores as they are completed
 - Hosts are encouraged to have food available for judges and workers as well as for exhibitors
- Ensure that trials are run according to C-WAGS guidelines and procedures
- Run your trial as efficiently as possible while still creating a supportive atmosphere for the exhibitors.
- Be aware of events happening inside and outside of the ring.

- Aggressive behavior by any dog must be addressed with the owner. Depending on the severity of the behavior, it may be a suggestion to move the dog to a different location, up to removing the dog from the show location.
- Address handler delivered corrections/punishments outside of the ring. Depending on the severity, the first instance may be a warning to not do it again, up to asking the handler to leave the show grounds.
- Address occurrences of handlers having their dog off leash, or leaving their dog unattended when not crated. An off-leash area or ring may be made available at the show site for practice or exercise.
- Include any above incidents in the post trial paperwork, and how they were dealt with.
- Work to keep congestion at ring entrances and exits at a minimum.
- Keep entrances and exits to room/building clear. Don't let dogs not crated just hang out there so everyone has to walk past in close quarters.
- Dogs that are stressed or barking should not be crated in a main walkway. Work politely with exhibitors to find the best location fit for them.
- Provide judges' evaluations following the trial
- Have an Approved C-WAGS Advocate in attendance during the show hours
- Be familiar with required paperwork. Stay current with rules as released. Be actively involved at least once every eighteen months.
- Submit post trial paperwork within 15 days following the trial.
- Be aware of any warm-up practicing or playing right outside the ring that could be disturbing to the team in the ring. Suggest alternative area if possible.

Judges are expected to:

- Judge all exhibitors consistently against the current rules as written
- Run your ring in an efficient manner while still accommodating conflicts as much as possible
- Maintain a positive / can-do attitude in the face of adversity
- Remember that you will be a big part of a new exhibitor's first impression of our organization.
- Give each dog your full attention and a fair evaluation of their performance based on the current rules of the program.
- Dress in a clean, neat, conservative style according to the conditions.
- Conduct themselves in an honest and ethical manner when interacting with the public and providing dog related services.
- Never conduct yourself in such a manner that it will reflect poorly on C-WAGS or the sport of dog competition when handling your own dog. Actions that reflect negatively on C-WAGS, its events or its exhibitors in a negative manner may be subject to disciplinary action. Including your actions on social media and in public forums.
- Notify C-WAGS of any issues observed with exhibitors, hosts, judges regardless if you are at the trial in an official capacity or not.
- Use a written contract/confirmation letter or email with Trial Host to prevent any misunderstandings of what compensation and arrangements are expected.
- Immediately notify the Trial Host and C-WAGS if a situation arises and you are unable to fulfill your assignment.
- Inspect the ring before the trial. If outside check for any low, or unsafe spots in the area.
- Complete a Host Evaluations following the event and submit directly to C-WAGS.
- Refrain from making critical statements to exhibitors regarding the host or judges when attending trials in a non-judging capacity
- Be actively involved in an event at least once every eighteen months.

Judges may not act as an Advocate during classes you are judging.

Typical Trial Time-line

- __ Choose a date and secure location for trial. Confirm appropriate space for rings and crating.
- __ Determine Programs and classes to offer – Rally, Obedience, Games, Scent
- __ Determine who will be Trial Secretary, who will be Trial Chair
- __ Divide jobs among the Member Host Trial Committee
- __ Contact judges – work out details of compensation, travel, expenses, what classes they will judge, how long or many classes in a row / day will they judge. If offering ARF class let judge know if you have Tunnel or the Table available. Judges can be a great source for helping to determine running order of classes if you are unsure. Provide your judges with a layout of the building and their ring along with directions to the trial site. Send judges 2 signed agreements / confirmation letters. Judges should sign one and return it to you **or** you may use electronic (e-mail) agreements if agreeable by both parties. Which ever version is used it should include specific details of agreed upon arrangements including at least:
 - o Dates and Location of trial
 - o Classes judging and limits if any
 - o Judging fee per class, dog or day. If judge is trading judging for entries of their dog amount credited
 - o Travel Expenses – including -
 - o Who is making travel arrangements if any, reimbursement limits
 - o Who is making Hotel reservations if any and paying, how much to be reimbursed
 - o Dollar limit on Food Allowance that will be reimbursed or is included with travel expenses total.
 - o Deadline date score sheets / courses to be given to trial host / secretary
 - o For judges that have not judged in that location prior - Ring sizes and any oddities about ring shape. A detailed drawing of the trial site may be helpful, including the size of the ring, what obstructions may exist, what side might be preferred for entry and exit.
- __ Submit **Trial Application** (may submit as pending prior to judge's confirmation). A **CERTIFICATE OF LIABILITY INSURANCE** with Canine-Work And Games LLC listed as an Addition Insured/Certificate Holder must be submitted at least once per policy year, or you may submit a copy with each Trial Application. Many insurance companies provide this at no additional cost.
Final application for any pending judges should be submitted at least 4 weeks prior to trial.
- __ Determine what special awards if any will be awarded.
- __ Create premium. Premium to contain:
 - Member Host
 - Date and Address of trial
 - Name and contact for trial Member Host
 - Trial Secretary contact information
 - Entry limits if appropriate
 - Classes offered
 - If Day of Show entries will be taken
 - Scheduled class order

- Judge for each class
- Directions to trial site
- Entry form with attached Disclaimer. **It is highly recommended that you request a copy of Team Registration form be attached to entry blank.** Also suggested that entry form has a place for exhibitor to indicate if using a manual or electric chair.
- If move-ups will NOT be allowed, that statement must be included. If not listed, move-ups must be allowed.

Suggested to also contain:

- List of motels in the area that allow dogs
- C-WAGS registration form
- Directions to the show site
- Volunteer worker sheet
- Special Awards

___ **Do not post premium until you receive trial approval**

___ Distribute some premiums to local training facilities. Post to appropriate group lists

___ Make travel and hotel arrangements for judges if Host responsibility. Send information and directions to judges.

___ Order ribbons and any special awards or trophies to be awarded (should be at least 30 days prior for best prices usually). Hosts may choose the ribbon colors and styles to award. Placements must be awarded to at least the top four teams in Obedience and Rally. More placements may be awarded. All qualifiers must be offered a ribbon. Trials held as a league or tournament are not required to award placement in individual classes. Overall placements and special awards may be given at the end of league. . Decide if any and what special Jr Handler Awards will be given out.

___ C-WAGS logo available at Hodges Badge www.hodgesbadge.com Round logo #G332; Stineman Awards www.stinemanawards.com or contact C-WAGS for logo if needed. May order ribbons from any vendor.

___ Start planning what food if any will be served. It is encouraged to do so, sharing food together builds bonds.

___ Start lining up stewards

___ Determine how you will track entries for each class.

___ Record entries as received. Contact any exhibitor regarding missing information, especially any missing registration numbers. On-line registrations are normally returned within 24 – 48 hours of submission. So other than day of show registrations, the exhibitor should have a registration number . Encourage exhibitors to submit a copy of their registration with their entry. If trial limits are used, any entering after limit has been reached should be contacted and given a choice of being placed on a wait list or having their entry fee returned. If any exhibitor indicates they will be using an electric or manual wheel chair, notify the judge so that courses can be reviewed to be sure adequate room is allowed.

___ **Every exhibitor MUST submit an entry form with a signed release – including judges and trial officials.**

___ Collect and check necessary equipment.

___ Contact judges if they have not sent courses, score sheets by agreed upon date.

___ Make worker schedules and notify them

- __ Ribbons received?

- __ At Trial Closing: (recommend it to be approximately two weeks prior to trial)
 - Send entry confirmations to exhibitors and judges - must be sent so that they are received at least 5- 7 days prior to the trial (may be email or Postal Mail) and must include:
 - Start time of at least first class in each ring.
 - Number of entries in each class
 - Order of classes in each ring (should match order listed in premium, note any changes)
 - Trial Secretary contact information
 - Any Judge changes since premium was posted
 - Should Include:
 - Availability of food
 - Directions, facility rules
 - Any special awards not listed in premium.

- __ Follow up on any missing Registration Numbers

- __ Assign Team Numbers to each exhibitor team. Hosts are not required to use armbands or stickers, but it is recommended to assign team number to be used on score sheet and reporting sheets. Print armbands or stickers with Team numbers if used.

- __ Determine team running orders. Group jump heights together. Jump heights do not have to run sequentially, such as small to tall, but could start with a mid-height, go up then go back to lower heights which can be beneficial to do when a handler has more than one dog entered in smaller classes.

- __ Print Class Results Sheets for each class. If using a word processing or spread sheet program to track entries, you will be able to mail merge or copy and paste on the Results page.

- __ Copy Score Sheets for each exhibitor plus a few extra, label or write the entry information on the sheet (It is helpful to print the A & B divisions on different colored paper for large Obedience or Rally classes). Group the score sheets together by class, round, and in the running order that appears on your Gate Sheets. May be helpful to sequentially assign a number or letter to each class, round, of a trial with a large number of classes. Then all paperwork for that class would have that number / letter copied onto it. It makes it easier to match the course, results sheet, score sheets.

- __ Print page 2 of the Trial Recap Report so notes can be made day of trial. Final version may be completed at home after the trial.

- __ Copy Rally and Games courses. Recommended that each exhibitor receive one, especially Games. But may post a copy in lieu of individual copies.

- __ Confirm judge's travel arrangements. Find out what refreshments they would like at their table. Do they have any dietary concerns?

- __ Confirm amount of needed food (if any)

- __ Confirm checks to pay judges will be available by the end of the trial.

Set up day/evening prior –

- __ Use checklist to load everything to take to show site.

- __ Set up ring gating; locate tables, chairs, table supplies at each ring. A designated practice ring may be used during the trial (Obedience, Rally, Games).
- __ Set the board that will contain the running order sheets. It should not be in the immediate vicinity of the gate opening. The entrance and exits of the rings need to stay clear and open so the next dog in does not need to be concerned about people and dogs coming into their space to look at the gate sheet. People should be discouraged from congregating in those areas. For Scent trials the running order board will be in the exhibitor's waiting / crating area.
- __ Set up awards, trophies, ribbons
- __ Post Worker Schedule
- __ It's helpful if the first rally or games courses of the morning can be set the evening before.

Day of Show

- __ Have Fun!
- __ Set out the Rally course maps, modification forms, move-up forms, blank entry forms (if accepting day of show entries), It is helpful to exhibitors to have Title Tracking Sheets available.
- __ Put class paperwork (Score sheets, Class Results Report, copy of Running order) on table for at least the first class.
- __ Post Running Order
- __ Check on food and awards
- __ Welcome judges and exhibitors
- __ Day of Show entries – if accepted – need to be added to each Gate Sheet, Class Results Report, and a score sheet created.
- __ It is highly suggested that you provide a master listing of all entered teams and their registration numbers. Have each handler verify that the correct number for their dog is listed. Score sheets may be given to handlers after awards for that class but they **MUST** be returned to trial Host. Copies can be kept by exhibitor. Having a 3-ring binder with dividers by class that exhibitors return their score sheet to, has been used successful. By having the score sheets available throughout the trial those workers, exhibitors who don't get a chance to really look or record their score information can do so when they have the opportunity. It reduces interruptions to trial secretary or table steward looking up score sheets later.
- __ Verify the **Class Results Report** has been signed by the judge for each class and any Trial Officials Results has been signed by the appropriate judge.
- __ Advocate should assist Trial Secretary with completion of all post trial paperwork: judges' evaluations, Class Results Reports, Trial Recap,

For Exhibition Only: Handlers may move entered dogs to FEO on the day of the show. Dogs may be handled by a person other than the registered partner. Scores will not be included on the Trial Results Sheet. If listed on the Results sheet, the score should reflect as FEO. A dog younger than 6 months may show as FEO as long as they enter classes without jumps.

Post Trial Paperwork

- Must be postmarked within 15 days following the conclusion of the trial. Highly recommended to keep a copy of all mailed items. Original score sheets must be kept by the trial host for one year.
- The *Class Results Report* for each class must be signed by Trial Secretary and Judge. One *Trial Recap Report* covers the entire period of the trial.
- Complete a *Judge's Evaluation* for each judge
- Include a check or money order payable to C-WAGS for amount due. The amount due is based on the total number of **entered** runs. Results mailed past the 15 day deadline must include an additional \$15 late results fee.

Emergency Situations

In the event a judge has an emergency in the 48 hours preceding the trial and cannot fulfill their judging assignment, the Judge must immediately notify the Host and C-WAGS. Every effort will be made to acquire the services of another judge. If that fails the steps for day of trial emergency will take effect.

In the event the judge has an emergency on the day of the trial and cannot fulfill their judging assignment, the Judge must immediately notify the Host and C-WAGS. The Host should take the following steps:

1. If another judge is scheduled to be in attendance, either as an exhibitor, spectator, host, or judge of another class, that judge should be asked to take over for the absent judge. The judge is not required to assume the additional classes. If they do assume the classes they should be compensated at an agreed upon rate. If by judging this class it causes all 4 qualifying legs to be earned under the same judge, the title will still be issued upon notification to C-WAGS.
2. If there is no other judge in attendance, or the judge in attendance declines the additional classes, then the Advocate may judge the class. The Advocate may have another knowledgeable person Team Judge with them.

In the event the nature of the emergency prevents a Judge from notifying the Host and / or C-WAGS, after waiting 30 minutes, the host may re-arrange the order of classes, giving the substitute judge time, as long as no exhibitor is denied opportunity to compete, or would be offered a refund of entry fees.

Once the decisions have been made on how the absence of the judge will be handled, the exhibitors must be notified of the changes. Post trial paperwork would contain the name of the absent judge along with the name of who substitute judged.

The safety of exhibitors and dogs are important. As such, the trial may be cancelled in the event of threatening weather and / or conditions. Trial Host is not required to refund entry fees paid.

From premium "*Notice to Exhibitors*":

- ◇ The organizing committee may refuse any entry for any reason.
- ◇ THERE SHALL BE NO REFUND for entries in the event a dog and/or handler are dismissed from competition, regardless of reason for such dismissal.
- ◇ There will be no refunds if the trial has to be cancelled for any reason.
- ◇ Refunds will be made for females in season upon written request accompanied by a statement from the exhibitor's veterinarian.
- ◇ Returned checks do not constitute a valid entry. There will be a \$25.00 service charge for returned checks. Payment of entry fees and service charges shall be

made by money order within 7 days of notice to exhibitor of returned check. Any fees not received within 7 days of notice result in cancellation of event results for all classes for the registration number(s) of delinquent entry/entries. No reinstatement of results is possible. (Host may modify the dollar amounts in this statement)

- **Judging Order** – Dogs should be listed on the Running order / Gate Sheet in the planned running order, which should have the teams grouped together by jump height. If there are conflicts or a handler has more than one dog moves may be made by the Gate Steward. Any change in the running order must be conveyed to the Table Steward so the Score Sheets can be arranged in the correct order. In multi-ring trials hosts may choose to use a “magnet or clip” running order. Handlers will place their number on a board or other surface to indicate they are ready to run and will run in the order their number is added.

Unusual Occurrences - Any unusual occurrences which interrupt / create a disturbance of a class the judge will determine the best course of action – always giving the exhibitor in the ring the benefit. The team may be allowed to restart that portion of the exercise up to leaving the ring and coming back in later and starting the complete class over.

Judge’s have final decisions – The Trial Host may not override any decision made by a judge. Trial hosts are encouraged to submit concerns on the Trial Recap Report.

Trial Official’s Division – (Rally, Obedience) Judges not officiating that class, Trial Hosts, and Advocates are not required to enter the Officials Division. They would do so if they wish to compete but not be in the placements. Those in a Trial Official’s division may be in the regular class running order (other than the class judge), but would not be eligible for placements in the regular classes. Their results should be reported with the rest of the class on the Class Results form. A judge entering their own class would be judged by another approved judge either before the regular class starts, while awards are being determined or after awards are presented. Their scores would be reported on the Class Judge Section of the Class Results report.

Trial Committee - Typical committee chair responsibilities:

Trial Chair -

- Secure location for trial.
- Confirm Advocate’s availability
- Coordinate and verify other Chair’s activities
- Invite Judges, negotiate terms of agreement; including who is making travel arrangements, hotel, judging fee, food allowances, expense limits.
- Submit Trial Application along with Proof of Insurance
- Paying judges at the conclusion of their judging assignments
- Ordering ribbons / awards
- Making sure all necessary equipment is at the trial site
- Solicit and schedule stewards
- Work with Trial Secretary on completion of Trial Recap following the trial

Trial Secretary –

- Work with Trial Chair to put together the judging schedule.
- Prepare trial Premium

- Responsible for all trial paperwork, including receiving entries, preparing Trial Report Sheets, copying score sheets and any courses. Completion of Trial Recap Report.
- Assigning Team numbers
- Preparing Gate Running Order Sheets. Teams should be grouped by jump height. Separation of divisions (A,B, Jr) should only be done if running as a completely separate class.
- Accepting Day of Show entries if allowed
- Submitting Reporting paperwork within 15 days of the close of trial.

Hospitality Chairperson –

Trial hosts are encouraged to have food available to judges, workers, and exhibitors.

- Determine food to be available and cost or if on a donation basis.
- Arrange for vendor, shoppers or volunteers to provide food.
- Ensure necessary serving utensils, dishes on site.
- Be familiar with Food Safety Standards.
- Select gifts if any for judges / workers if resources allow
- Socialize with known and unknown exhibitors during the trial

Awards Chairperson –

- Work with Trial Chair to determine awards – if any
- If Special Awards will be given – write the description and how the exhibitors will be eligible for them. Create sign up sheets if necessary. Examples of Special Awards: NQ raffles, High scoring rescue, oldest dog (or handler ☺), youngest handler, oldest or youngest team, Poop raffle (entry for each poop picked up at hotel or show site), Newbie exhibitor, fastest time (in a rally class)
- Solicit awards from business or trial host members
- May order ribbons in place of Trial Chair doing so
- Monitor and make awards during the trial to those who have earned an available award.
- Have ribbons ready for each class presentation

The Stewards - Knowledgeable stewards can help immensely to keep the trial moving along smoothly. Below are the typical jobs for each steward.

Table Steward

- Handles the paperwork, as prescribed by the judge
- May check in exhibitors for class and distribute arm band/stickers, or the trial host may set up a self-check in system.
- Make sure the correct info is on each score sheet (class, armband #, breed of dog, jump height)
- Have the score sheet for the next dog ready for the judge. The use of two clipboards is suggested. The judge has one with current dog, next dog's score sheet on second clipboard. Judge will hand the clipboard after the run to the Table Steward and pick up the next board that is ready to go. A rally alternative is that the judge will hand the clipboard to the timer and they will enter the time on the score sheet and then hand the clipboard to the table steward.
- Table Steward or Timer should record the time on the score sheet in the rally classes.
- Total deductions on score sheet after each run, determine final score
 - Transfer score to Results Report if correct
 - Notify judge if score sheet appears incorrect or something is questionable
 - In Rally, the Table Steward will add any deductions for Time Faults or exceeding the Retry Limit to the score sheet.

- Post each rally team's score (but not time) at ringside after their run is finished
- Ensure that all ribbons and trophies are available at the conclusion of each class

Gate Steward

- May distribute armbands
- Mark dogs "present" on Gate Sheet
- Ensure the next dog is 'on the line' and ready to go. Should always know where the next three dogs are, and that they know who they follow.
 - Handle ring conflicts or a change in running order if necessary
 - Any changes in the running order must be conveyed to the Table Steward
 - If next dog isn't around, call the following dog
 - Report absences to the Table Steward
- Check the jump settings for each dog if the jump is used
- May return leash to handlers when they're done with their run (before they leave the ring)

Ring Stewards

May need more than one

- Post each rally team's score at ringside after their run is finished
 - This duty may be handled by the Table or Gate Steward
- Set up the next class / course / reset disturbed items
- Serve as a figure 8 "post" in Level 2 obedience
- Change jump heights as needed
- Serve as Honor Steward in Level 2 obedience. Judge will instruct steward prior to the class of the position of the dog and handler, which will be the same for all teams. As soon as the working team has completed the on-leash heeling exercise and the judge announces *Exercise Finished*, the Honor Steward should repeat "*Exercise Finished*", at which point the honor team is released and will leave the ring. Handler may talk with their dog throughout the exercise. A dog that changes position or turns 90° or more will receive a Fail for the exercise.
- Take or return leash to exhibitors as needed
- Places and removes gloves and articles in Obedience Level 4 and 5
- Other jobs as necessary and directed by the judge

Scent Steward

Have a very important job. They will put the odors into the vessels and place according to the judge's directions. They will remove the scented items from the ring. They are the only person that may touch any of the odor containing items. They also need to be available to set up any scented item that may become moved during the class. It is up to their discretion if they would like to compete in Scent Detective classes. If they choose to also compete, they may NOT set up the ring in which they are going to be competing in.

The same person may not act as both the Advocate and Scent Steward since they would be in the sequestered space and not in the exhibitor area. (see Scent Steward Guide page 26. – which may be printed out for Scent Steward use at a trial)

Timing Steward

The timing steward times each Rally, Games and Scent run. It is helpful to have 2 stop watches. When the team finishes, the stop watch can be handed to the Table Steward to record the time, while the Time Steward has the second stop watch ready to begin timing the next team.

If for any reason the watch malfunctions, do not say anything until the run is over. Inform the judge of any timing issues as soon as the run is complete. On the score sheet record "NT" for time.

Course Builders

Course builders are primarily used in Rally and Games but can be used to help the judge set up the ring for the next class in Obedience and Scent also. Your other stewards can also be designated as course builders.

Rally Table Info

Time Faults are incurred for course times over time limits.
1 point for every 10 seconds.

Course time*	Penalty Points	Zoom Classes Course Time	Penalty Points
3:00.01 – 3:10.00	1	2:00.01 – 2:10.00	1
3:10.01 – 3:20.00	2	2:10.01 – 2:20.00	2
3:20.01 – 3:30.00	3	2:20.01 – 2:30.00	3
3:30.01 – 3:40.00	4	2:30.01 – 2:40.00	4
3:40.01 – 3:50.00	5	2:40.01 – 2:50.00	5
3:50.01 – 4:00.00	6	2:50.01 – 3:00.00	6
4:00.01 or higher	NQ	3:00.01 or higher	NQ

* All Rally classes except the Zoom classes have a 3 minute time before deductions.
Zoom classes have a 2 minute time before deductions.

Retries: 7 point penalty for each retry over limit (from total score)

Limits:

“A” division may retry 2 different exercises one time.

“B” division may retry 1 exercise, one time.

“JH” division may have a total of 3 retries.

Games Time limits:

Colors, Pairs, Black Jack = 2 minute course time

Team = 3 minute course time

Game Minimum score to Q:

Black Jack 45

Colors 90

Pairs 85

Team 80