



DOGS
VICTORIA
YOUR CANINE COMMUNITY
Est. 1930

**Obedience, Tracking and
Endurance Committee
(OTEC)**

**GUIDELINES FOR
THE
INFORMATION OF
TRIAL
SECRETARIES**

**REVISED
June 2017
July 2022**

Prior to the trial

Judges' Invitations and Contracts

- Trial secretaries should make recommendations for the selection of judges to the committee of the affiliate for ratification.
- Please consider inviting trainee judges.
- ANKC judges should receive their contracts in time for you to submit your completed schedule and the signed contracts to the Dogs Victoria office, no later than four months prior to the fixture. If posting the contract to a judge include a stamped self-addressed envelope.
- You have 14 days after the judge accepts the invitation to send the contract to them.
- If a judge's fee/conditions are unacceptable to the affiliate you can negotiate with the judge or cancel the contract. You must advise the judge within 14 days if the contract is to be cancelled.
- Once all contracts are completed forward the original copy to Dogs Victoria office together with the schedule (see schedule section below).
- If the affiliate wishes to allow judges to compete at the trial it must be in accordance with the current OTEC Policy re Judges Competing at Trials. (see the Obedience section of the Dogs Victoria web page). At the time of invitation judges must be informed of the possibility that the trial may start early to accommodate this. Details must also be included in the schedule.

Stewards' Invitations

- It is recommended the affiliate invite those people who are training for a judge's license to steward in the level for which they are training.
- All stewards are required to be members of Dogs Victoria.
- If possible, stewards should be invited four months before the trial.
- If posting a written invitation to a steward include a reply form. Include a stamp self-addressed envelope. If using email use a similar form to ensure you have this information. The steward must indicate their Dogs Victoria membership number on this form, then sign, date and return it.

Dogs Victoria Representative

- All clubs must engage a Dogs Victoria Representative, from the approved list. (Available on the Dogs Victoria website). At the time of invitation, confirm their expected remuneration. The representative's invitation should be confirmed in writing with their expected remuneration for this task. The name of the representative is to be published in the trial catalogue.
- The Dogs Victoria Representative could be invited at the same time as inviting your stewards. It may be convenient to wait until entries close and invite a competitor to act as the representative.
- The Dogs Victoria Representative should be greeted on arrival and handed a package containing all necessary paperwork (available from the Dogs Victoria website) including a representative form, incident forms and witness statement forms, a catalogue and an invitation to lunch.

- Should there be an incident on the day ensure that the representative is involved and aware of who is on the panel.
- Don't forget at the end of the day to give them their thank you gift or remuneration.

Trial Schedule

The trial schedule is an important document, which should be prepared well in advance as outlined above. It has two main purposes:

1. It provides prospective competitors with details relating to the trial;
2. It provides the Dogs Victoria administration with information necessary for trial approval and publication.

Below is an extract from the Dogs Victoria Regulations that advise what information is required in the schedule.

9.1.2 Scheduled Classes

- 9.1.2.1 **All fixture schedules must be published in the Gazette. Draft schedules and judges contracts must be submitted to the Dogs Victoria office for approval at least four months prior to the first of the month in which the fixture is being held. Failure to comply will result in a late fee of \$100 being applied.** (15/03/22)

All rules, regulations, definitions or instructions in the nature of Rules and Regulations printed in the schedule shall be deemed to be Regulations of the show or other exhibitions and shall have the same effect as if they formed part of these Regulations, provided they are not inconsistent with these Regulations. The Obedience, Tracking and Endurance schedule shall contain:

- 9.1.2.1.1 The date on which the entries close as the first item appearing on the first page of the prize schedule.
 - 9.1.2.1.2 Notification to the effect that the body is affiliated with the VCA and that the exhibition is held under the Rules and Regulations of the VCA and that a copy of them may be perused at the office of the Secretary of the Exhibition.
 - 9.1.2.1.3 The name of the Affiliate conducting the exhibition.
 - 9.1.2.1.4 The correct status of the exhibition, whether it is an open or restricted event.
 - 9.1.2.1.5 The name and address of the venue on which the exhibition is to be held.
 - 9.1.2.1.6 The date on which the exhibition is to be held.
 - 9.1.2.1.7 The address to which entries are to be sent and the telephone number of the club or Trial Secretary.
 - 9.1.2.1.8 The name of each Judge and the class/es allocated to that Judge.
 - 9.1.2.1.9 The price and ordering instructions, of catalogues (if applicable).
 - 9.1.2.1.10 Entry fees per class.
 - 9.1.2.1.11 Time that judging will commence.
 - 9.1.2.1.12 Advice as to the availability of catering for exhibitors.
 - 9.1.2.1.13 List of the trophies and sashes to be awarded.
- 9.1.2.2 All Classes scheduled must be conducted by the Affiliate
- 9.1.2.3 The value of first place prizes shall be at least equal to the entry fee. Sponsors products shall not be included in the value of the prize. (15/02/16)

Other information that may be included on the Schedule

- The details of online entry provider (if available)
- If catalogues will be available online, if yes include the details of where and when they will be available
- If judges are permitted to enter the trial include the relevant details
- Include a Melways reference and/or the closest intersection to the grounds
- Include the Rally walk through time
- Parking instructions/restrictions
- If multiple trials are being held on the one day:
- Will there be one or two presentations?
- More than one check in time?
- What is the earliest time the next trial will commence?
- Wording that will allow changes to
 - * Judges
 - * Classes
 - * Weather conditions

e.g. Judging commences 12 noon unless the maximum temperature forecast by Elders Weather at 10 am on the day prior is 30 degrees or above, in which case the trial will commence at 8.30 am.

The Committee reserves the right to add and/or substitute Judges the number of entries warrant this.

Special Classes

- The provision of Special Classes at an Obedience Trial is optional and a local matter for the Affiliate.
- The exercises conducted in these classes are at the discretion of the affiliate. Guidelines for the Learner Classes, including suggested exercises, are available on the Dogs Victoria website, including suggested exercises. See regulation 9.1.6

Prizes

Clubs are reminded that regulation 9.1.2.3 which states;

The value of first place prizes shall be at least equal to the entry fee. Sponsors products shall not be included in the value of the prize.

General Trial Administration

Preparation

- Prepare Judges' sheets and Rally Obedience individual score sheets
- Exhibit numbers
- Prepare the Catalogue e.g. covers, sponsor details, logos etc.
- Prepare your Trial Secretary's box to take to the trial i.e.
 - Dogs Victoria Rules & Regulations
 - Judges' signed contracts
 - Stewards' information
 - Exhibit numbers
 - Safety pins
 - Entry forms and receipts
 - Pass Cards/Qualifying Certificates
 - Dogs Victoria Representative's package
 - Dogs Victoria levy form
 - Envelopes
 - Pass to ring stamp
 - Special awards list
 - Catalogues
 - Paper towels / hand towels
 - Spare Judges sheets
 - Pens and pencils
 - Judges boards

Receipt of Entries

- Competitors who wish to confirm that their entry has been received must enclose a stamped self-addressed envelope with their entry.
- Return the self-addressed envelope promptly with acknowledgement of entry.
- Prepare receipts.
- Check the dog DOB fulfils the regulation to sport entered
- If offering online entries add your trial details to Show Manager or your preferred site.

Attachments to Trial Entries

- Requests for specific cataloguing of exhibits is not permitted except where an exhibit has received two passes towards an obedience title under the one judge.
- An Exhibitor must not be judged by a judge who has had a pecuniary interest in a particular dog at anytime during the preceding 12 months, the exhibitor must request not to be allocated to that judge in this case. (Regulation 9.1.1 & 9.1.4.4 9.1.4.5)
- A handler who has gained prior written approval from OTEC may advise the trial secretary of their special requirements, e.g. wheelchair user needing to be first or last in the ring.

Catalogue

Below is an extract from the Dogs Victoria Regulations that advise what information is required in the catalogue

The Obedience, Tracking and Endurance catalogue shall contain:

- 9.1.5.1 The name of the Affiliate conducting the fixture.
- 9.1.5.2 The correct status of the fixture.
- 9.1.5.3 A notification to the effect that the body is affiliated with the VCA and that the fixture is held under the Rules and Regulations of the VCA and that a copy may be perused at the office of the Secretary of the fixture.
- 9.1.5.4 The name and address of the venue at which the fixture is being held.
- 9.1.5.5 The date/s on which the fixture is being held.
- 9.1.5.6 List of Office bearers and Committee of the Affiliate conducting the fixture (optional).
- 9.1.5.7 List of Judges showing their judging commitments as per the prize schedule.
- 9.1.5.8 Time at which judging will commence.
- 9.1.5.9 Notification of any alterations to the prize schedule.
- 9.1.5.10 Name of the VCA Representative and any photographer.
- 9.1.5.11 List of trophies, sashes and awards including any special breed sashes or trophies.
- 9.1.5.12 Each entry to show the name of the exhibitor, the name of the exhibit and the exhibit number.
- 9.1.5.13 The precincts of the Trial.

Additional requirements for Catalogue

- Entries should be placed into classes as advertised.
- For Open and Utility in Obedience, and Advanced and Excellent in Rally Obedience, exhibits should be catalogued in jump height order where possible.
- All exhibits should have their breed listed as per their Dogs Victoria registration papers. For example purebred dogs would be listed as German Shepherd Dog, Poodle (Toy), etc. or Associate or Sporting Register. They cannot be listed as cross breeds such as Labradoodle, Pugalier or Maltese/Shitzu cross.
- Where exhibitors enter multiple exhibits or classes, consideration should be given as to where they are placed within classes in order to minimise clashes.
- It is not necessary to catalogue DOGS before bitches in classes.
- When there are multiple rings for the same level e.g. two x open rings, it is prudent to have similar numbers in each ring.
- The estimate for the average times per ring is:
 - CCD – eight dogs per hour
 - Novice – six dogs per hour
 - Open – five to six dogs per hour
 - Utility – four to five dogs per hour
 - UDX – four to five dogs per hour

Precincts of the Trial (Obedience Trials)

- The Trial Management Committee will determine the precincts of the trial
- The precincts of the trial MUST be specified in the catalogue
- The training of dogs off lead within these precincts is not permitted. Ensure that competitors adhere to this at the trial

Excess/Lack of Entries

- If there is an excess of entries in any class you will need to contract additional judge(s) and include their original signed contract(s) together with all other paperwork required by Dogs Victoria following the trial
- In some cases you may need to stand down one or more of the judges for the classes where entries are low
- If there is excessive entry in one class and less in another you may move a judge from one class to another if you have stated this on the schedule. In this case you should not be standing down one judge to contract another
- In all cases when a judge is stood down, the club is required to honour the judge's fee

Entry Status Notification to Judges/Stewards

- After entries have closed advise the judges how many entries they have and which steward has been assigned to them. Confirm what equipment they are using if judging rally obedience
- You should also notify your stewards which judge/class they are assigned to and send them a copy of the Stewards' Guide. This is available on the Dogs Victoria website
- Ask judges and stewards if they have any dietary requirements

On the Trial Day

Cancelled Trials (Regulation 9.1.3)

Prior to the commencement of a trial, where conditions are deemed unsafe for DOGS or competitors to compete, the committee conducting the fixture may cancel the trial after consultation with the Dogs Victoria representative, judge/s or the Chief Executive of Dogs Victoria. Alternatively, where the majority of judges present and officiating at the fixture decide that conditions are unsuitable, they will instruct the committee to cancel the trial. Under the aforementioned circumstances, all entry fees shall be refunded to all exhibitors who are in attendance at the cancelled fixture.

OTEC Heat Policy

This policy applies when the temperature exceeds 35 degrees. The club must provide a suitable outdoor thermometer to monitor the temperature as per the current OTEC Heat Policy. This policy is available on the Dogs Victoria website.

When the Obedience, Tracking and Endurance Committee heat policy is invoked, all requirements of that policy must be adhered to. (Regulation 9.1.3.2)

Inspection of Bitches at Trials

- The regulations for Obedience Trials, Tracking Trials and Endurance Tests state:
- Bitches in oestrus or showing any coloured discharge are not permitted to compete in a trial nor remain in the precincts of a trial. (Regulation 9.1.8)
- In compliance with this regulation, affiliates conducting Obedience, Tracking Trials or Endurance tests must adopt the following procedures:
- Exhibit cards shall be prepared in advance for all Dogs and Bitches scheduled to compete at the trial. Bitches cards must not be stamped “pass to ring” at that point in time
- All exhibit numbers must be collected and bitches inspected during the advertised check in time
- A separate area (away from the check in area) staffed by a person authorised by the affiliate conducting the trial, will be set aside by the affiliate for the purpose of examining the bitches
- All bitches (including those that are spayed) must be hygienically examined for traces of blood or any coloured discharge in the vulva
- On confirming that the bitch has no coloured discharge or is not in oestrus, the exhibit card shall then be stamped “pass to ring”.
- It is the responsibility of the affiliate to ensure that the check in closes at the advertised time
- Exhibit cards must be stamped “pass to ring” for both DOGS and bitches prior to an exhibit being permitted to compete. (Regulation 9.1.10.8)

Also note:

- All male dogs exhibit cards may be pre-stamped “pass to ring”
- Bitches that have been spayed must be vetted in accordance with the ANKC Rule Book.
- Vetting should be set up in a suitable location not too close to check-in

Ring Tables

Affiliates must provide a table in each ring.

Cleanliness of Rings

Affiliates conducting obedience activities must provide appropriate equipment to maintain cleanliness of the ring.

Commencement of Judging

Trial administrators and judges must ensure that judging starts at the scheduled commencement time.

Utility/Utility Dog Excellent Classes

The rings for these classes should not be placed adjacent to one another. Where multiple utility and utility dog excellent classes have been scheduled by the rings for these classes must not be erected adjacent to one another, i.e. not side nor end to end. (Regulation 9.1.11)

Trial Qualifying Certificates

- Following the completion of judging, completed pass cards/qualifying certificates for all qualifying scores are given to the judge with their score sheet for signing
- After the judge has signed the cards check to ensure that they are placed in order from first to third followed by other pass cards
- All judges' boards should be placed in order of presentation
- Ensure all results are recorded onto a "Marked Catalogue" which is later to be forwarded to the Dogs Victoria office with other information in accordance with the regulations. Retain a fully "Marked Catalogue" for the club records
- The "Marked Catalogue" must include all exhibitors scores, places, NQ (Not Qualified), WD (withdrawn), S (scratched) and A(absent).

Handling of Complaints at Trials

- The exhibition committee shall refer all incidents/complaints to the Dogs Victoria representative in the first instance
- Incidents/complaints relating to the organisation of or the facilities at the exhibition are to be managed by the exhibition committee following advice from the Dogs Victoria representative
- The exhibition committee shall make available to the Dogs Victoria representative at least three members of the exhibition committee to conduct a hearing and provide any administrative resources required by the Dogs Victoria representative. An exhibition committee member would not be eligible if they:
 - Will appear as a witness at the hearing;
 - Have an immediate family member who will appear as a witness at the hearing;
 - Have a personal or business relationship with any member involved in the hearing;
 - Co-own a DOGS or DOGS with any person involved in the hearing; or
 - Believe with just cause that they cannot be impartial
- Prior to the exhibition, appoint a member of the exhibition committee to be available to perform the role of the Dogs Victoria representative should a Dogs Victoria representative be unavailable. Ideally, this member should be a trained Dogs Victoria representative or an experienced Dogs Victoria member. (Refer to the role of the Dogs Victoria representative 3.5.4).

Aggressive Dogs

Refer to Regulation 3.5.6

After the Trial

- Within ten days following the date of trial all relevant documentation must be sent to the Dogs Victoria office, accompanied by the Fixture Levy form and all fees payable
- A copy of all documents sent to the Dogs Victoria should also be retained for the club's records.
- As the trial secretary you should report to your committee on the running of the trial including an income and expenditure report.

Items specific to Tracking Trials

Tracking Trial Schedule

- See Obedience Schedule for basic information
- Clubs intending to conduct “track ons” must seek permission from Dogs Victoria by including a statement to that effect in the submitted trial schedule

The Tracking Catalogue

- See Catalogue information
- Exhibits are to be catalogued on the days they are competing
- Exhibits are also to be listed under the test they have entered e.g. Test 1, Test 2 etc.

Tracking Entries

- Where there is an excess of entries, a ballot must take place for tests. After all tests have been allotted, a further ballot may be conducted for emergency exhibits, who may be required on the day
- Any ballot for tests must be conducted in public, and its location, date and time must be advertised on the trial schedule
- Exhibitors unsuccessful in a ballot must have their entry fee refunded
- An exhibitor cannot request a specific catalogue order or a specific judge. Special consideration to the cataloguing of exhibits is not permitted except where an exhibit has received two passes towards a title under the one judge
- Competitors must advise you if they are on a 30-day suspension
- An exhibitor must not be judged by a judge who has had a pecuniary interest in a particular dog at any time during the preceding 12 months, the exhibitor must request not to be allocated to that judge in this case. (Regulation 9.1.1, 9.1.4.4 and 9.1.4.5)

Guidelines for Conducting a Ballot for Tracking Trials

There can be difficulties and disappointments connected with holding a ballot for tests. The following notes contain suggestions for conducting the ballot in a fair and equitable manner.

- The time and venue for the ballot are to be advertised in the schedule for the trial. This time and venue must be adhered to
- In determining the time of the ballot, consideration should be given to trials being held immediately prior to your trial. A trial conducted within two weeks of yours will almost certainly change some of the tests required
- Upgrades of tests may not always be able to be accommodated
- Close collaboration with the manager of the previous trial can save a great deal of work and greatly aid your planning. For example, it helps if the manager of the previous trial can either send you a marked catalogue immediately or send you a catalogue prior to their trial so that you can mark it from a phone call

Methods of conducting a Ballot

- Exclude entrants that fall under the 30-day rule. (This rule only comes into effect when a ballot is required).
- Determine the number and length of tracks available; e.g. 7 x 1200m, 6 x 1000m, 10 x 800m etc.
- If the club receives 10 x 1200m, 10 x 1000m and 15 x 800m entries, a ballot is required to be held to determine which exhibitors have a test at the trial and who are to be emergencies
- Distribute the entries received into track length categories; i.e. 10 entries for 1200m; 10 entries for 1000m and 15 entries for 800m tracks into their individual categories
- Make a list of dogs entered in each category; in addition make an individual slip for each dog. One suggestion is to copy the original list and cut the names off onto individual pieces of paper
- Knowing that you have three excess entries for the 1200m tracks, four for the 1000m tracks and five for the 800m tracks, you can ballot the following way;
Ballot dogs entered for 1200 tracks. When the required number is reached they will be notified as definitely in. The rest will be reserve dogs.
Keep balloting until the last dog, noting the order that they come out.
You will end with e.g. seven definitely in 1200m plus reserves in order from 1 to 3
- Repeat the procedure for the other track lengths until all DOGS have been declared definitely in or have a reserve number.

An alternative method is as follows:

- Start with the larger tracks i.e. 1200m test
- The first entry drawn out in the ballot becomes first emergency, second balloted out becomes second emergency and so on
- The same procedure occurs for the other length tracks

Trial Managers/Secretaries must notify competitors ASAP prior to the trial providing the following information:

- If they were successful in obtaining a track and if so, which day they have been allocated
- If they do not have a track at that stage and the reserve number for the track length they entered

Tracking On

- "Tracking on" i.e. the conduct of a second track at a tracking trial for a qualifying dog, when and where a track is available, may be conducted if the affiliate has submitted an application and been granted permission from Dogs Victoria
- Subject to availability, those competitors entered in a trial, who are successful for the test they entered may be offered a "track on"
- In the event that more than one dog is eligible to "track on," a ballot must be conducted. (Note Regulation 9.1.13).

Tracking Points

- A judge must not exceed more than 27 points on one day
- A trial may be held over one or more days
- No person competing in a trial may take part in the setting out of tracks or preparation of maps for tracks on which they may be competing

After the Trial

- Within ten days following the trial date all relevant documentation must be sent to the Dogs Victoria office, accompanied by the Fixture Levy form and all fees payable
- A copy of all documents sent to Dogs Victoria should also be retained for the club's records
- As the trial secretary you should report to your committee on the running of the trial including an income and expenditure report

Items specific to Endurance Trials

Endurance Catalogue

Refer to the Obedience Catalogue.

In addition the following information is required:

- It is recommended that exhibitors running with their dog should be catalogued either first or last in their group
- The maximum number of DOGS a judge can judge is 20.

Additional Requirements

- A veterinary team must be appointed. The minimum requirement is one qualified veterinarian. At least one helper, preferably more, to assist in taking temperatures under the supervision of the qualified veterinarian must be provided
- Check with the judge to ascertain his/her wishes to jog or ride a bike during the test and whether the affiliate will be required to organise a bike and helmet
- Schedule to be lodged with Dogs Victoria a minimum of four months preceding the month of the test with the original copy of the judge's signed contract
- When selecting the date for your endurance test, keep in mind that the maximum permissible temperature is 24°C. If the temperature goes above 24°C the test must be terminated
- A lot of thought must go into the selection of the venue; it must allow you to run the competitors over at least three different surfaces
- A large enough roped off area should be provided to easily accommodate the competitors with their dogs and bikes which allows the veterinary team to move freely amongst them, whilst carrying out their medical checks
- A pacesetter who will either ride a bike or jog at the front of the group, as directed by the judge will be required
- A person who counts and times the laps (distance completed) and who

monitors when each leg is completed and when the teams must come in for their rest periods and veterinary checks will be required

- At least two marshals should be spaced over the course and equipped with communication devices so they can summon help if necessary. They could also be used to warn other users of the area

Check List for the day of the trial

- Pass cards/qualifying cards
- Running sheets
- Entry forms
- Office personnel for check in and card writing
- Refreshments
- Veterinary team

Relevant documents for Trial Administrators use

- Dogs Victoria Regulations, particularly Part 9 and Part 3
- Role of the Dogs Victoria representative and handling complaints at trials
- OTEC Heat Policy
- OTEC Guidelines for Disabled Handlers
- ANKC Rules for Obedience, Endurance Test and Tracking Trials

After the Trial

- Within ten days following date of trial all relevant documentation must be sent to the Dogs Victoria office, accompanied by the fixture levy form and all fees payable
- A copy of all documents sent to Dogs Victoria should also be retained for the club's records
- As the trial secretary you should report to your committee on the running of the trial including an income and expenditure report

Further Information/Help

Contact OTEC for further help or if you need a mentor.