



Guide for

**TRIAL
SECRETARIES**

Prepared by the

Obedience and Tracking Committee

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GUIDELINES FOR THE INFORMATION OF TRIAL ADMINISTRATORS

In preparing this Guide, it is realised that each Secretary will have certain methods and duties peculiar to their own and their Club's circumstances; however, it is hoped that it will serve as a useful guide to even the most experienced person. Whilst the Secretary plays an essential role in the conduct of a trial the Trial Manager is equally responsible for a variety of other tasks which are important in the running of a successful event.

With the Regulations of Dogs NSW being continually streamlined and updated, the onus is on the Secretary to keep abreast of new Regulations or amendments. Alterations are published in The Dogs NSW Gazette each month and all Dogs NSW Regulations are available from the Dogs NSW website: www.dogsnew.org.au

Please do not hesitate to contact Dogs NSW office should you have any queries.

1. Prior to the trial

1.1 DATE OF THE TRIAL

Confirm the date of the trial you are going to organise at least twelve months prior to the event. The dates for shows/trials are generally consistent from year to year. Dates may be related to an annual event such as Easter or a public holiday but in almost every case Dogs NSW refers to the date for a particular show/trial as (for example) the 1st Saturday or the 39th Sunday.

1.2 VENUE OF THE TRIAL

Again the venue of the Trial you are organising will generally have been the same for some years. However you may be asked to find a new venue for your Club or you may be put in the position where you have to start the organisation of a new trial.

Whatever the situation in which you find yourself, you will need to find out the following information, initially for considering the options available to you and secondly for inclusion of some of it in the Draft Schedule (the document you must submit to the Dogs NSW to gain approval for the trial):

- cost of hire of the grounds under consideration
- the area that will be available for:
 - the rings
 - exhibitors in which to set up - tents etc.
 - parking
 - exhibitors camping (& the fees applicable)
- facilities for catering
- availability of undercover judging areas if necessary
- if the Show is to be held during a normally hot time of the year, is there sufficient shade available
- if it is an evening trial is there enough good lighting
- facilities for vetting if necessary
- availability of fresh drinking water close to the obedience rings
- availability of ample toilets
- availability of showers if you intend to encourage camping

1.3 THE TRIAL COMMITTEE

Most Club members are prepared to help with the many tasks necessary to make the trial a success. The Trial Manager is usually responsible to make sure all equipment is ready and in good order, ensures that the rings run smoothly on the day, the stewards are allocated according to their experience for each ring, that

refreshments are available to the stewards and judges and generally manages and coordinates the day. The Trophy Officer is responsible for arranging or purchasing the trophies and prizes for presentation to the winners. Arrangements should be made for the pick up or delivery of any product or prizes which have been offered by individual or company sponsors. Ribbons and sashes should be ordered well in advance of the trial. The Treasurer will need a list of any prize monies so that cheques may be prepared for presentation. The club would also make suitable arrangements for catering on the day for officials, lunch as well as morning and afternoon tea if needed. Be sure to also make arrangements of the food for the Food Refusal exercise in UD.

1.4 JUDGES INVITATIONS

- Following the election of judges at your club contact each judge by phone or email to determine if the judge is available for the appointment and their costs and fees. Any special conditions or requirements should be included on the contract before you send it out.
- Judges' contracts should be sent at least 9 months before the fixture if possible; a digital version can be emailed; a stamped self-addressed envelope should accompany a paper contract.
- If a Judge's fee/conditions are unacceptable to the Club you need to inform the Judge of the cancellation of the contract **within 14 days**
- Arrange accommodation and transport for judges if required and remember to confirm these arrangements closer to the date of the trial.
- Arrange with the Club Treasurer to have the Judge's fees and costs available on the day.

1.5 STEWARD INVITATIONS

- Stewards should be invited at least 2 months before the trial.
- If possible consider those people who are aspiring to a Judge's licence.
- The Club's letter of invitation should give details of the venue and the time the Steward should report to the Trial Manager on the day.

1.6 DOGS NSW REPRESENTATIVE

- All Clubs must appoint a DOGS NSW Representative; the Representative must not be a member of the Club, nor an official or relative of an official. (Part II Show - 2.8)
- The name of the Representative is to be published in the Trial schedule and catalogue.
- You should supply the Representative with a catalogue, the Representative's Report form and a stamped envelope for its return to Dogs NSW. The report must be lodged **within 7 days of the trial**.
- It is appropriate to arrange a gift or fee as a 'Thank You' to your Representative.

1.7 TRIAL SCHEDULE

Always remember that the Schedule is your contract with the exhibitors. It must be adhered to at all costs and deviations are only permitted in the most unavoidable circumstances.

A trial schedule is an important document, with two main purposes:

1. It provides prospective competitors with details relating to the event
2. It provides the DOGS NSW administration with information necessary for approval of the trial. Regulation Part II Show - Section 5 sets out the details that need to be included in the schedule, catalogue and Journal advertisement. These shall include the following information:
 - The name of the Affiliate conducting the trial/exhibition.
 - The venue of the exhibition
 - The date on which the exhibition is to be held.
 - The correct status of the exhibition, whether it is an open or restricted event.
 - The name and address of the venue on which the exhibition is to be held.
 - The date of the exhibition and time of commencement of judging and notification of the judging times for any special classes.
 - The closing date of entries
 - The amount of the entry fees per class.
 - The name of each Judge and the class/es allocated to that Judge.
 - The price and ordering instructions of catalogues (if applicable).
 - The name, address and the telephone number of the Club or Trial Secretary to which entries are to be sent.
 - Extreme Weather contact details
 - Under the Regulations, Clubs may elect to allow entries to be lodged online through services such as Easy Dog Entries or Ozentries.
 - Vetting requirements as decided by the Club
 - Advice as to the availability of catering for exhibitors.
 - List of the trophies and sashes to be awarded.
3. Trial/exhibition Schedules and Judges Contracts must be submitted to the DOGS NSW Office for approval (and publication, if required) **at least five months prior** to the date of the trial with the appropriate fees.
4. The provision of a Special class at an Obedience Trial, eg an encouragement class, is optional. The exercises conducted in these classes are at the discretion of the affiliate.

1.8 ADVERTISING IN THE GAZETTE

- Should your Club wish to advertise in the Dogs NSW monthly Gazette then a draft advertisement form is to accompany the Draft Schedule. Advertisements may appear as many times as an Affiliate requires, provided the Draft Schedule is accompanied by the correct fees for the number of times the advertisement is to be published.
- The advertisement **MUST** appear in the Dogs NSW Journal at least one month **prior** to the month in which entries will close.
- The form provided may be used or the draft advertisement can be prepared so that it looks much the same as the final product will look when it has been professionally typeset.

- The advertisement will contain all the information contained in the Draft Schedule and any other details which may attract potential exhibitors to enter the event. Such special information would include any details of special prizes which may be on offer as well as details of any sponsorship the trial has received.
- Details as to the Vetting requirements as decided by the Club
- It is usual to include several standard statements, if applicable, such as:
 - “The Club reserves the right to appoint additional or substitute judges if necessary”
 - “A stamped self- addressed envelope to accompany all entries”

1.9 CATALOGUE

The catalogue must contain the following: (Part II Show - Section 5)

- The name of the Affiliate conducting the trial;
- The correct status of the trial;
- A notification on the cover to the effect that the body is affiliated with DOGS NSW and that the trial is held under the Rules and Regulations of DOGS NSW and that a copy may be perused at the office of the Secretary of the Club;
- The name and address of the venue at which the trial is being held;
- The date/s on which the trial is being held;
- List of Office Bearers and Committee of the Affiliate conducting the trial (optional).
- List of Judges showing their judging commitments as per the prize schedule.
- Time at which judging will commence.
- Notification of any alterations to the prize schedule.
- Name of the DOGS NSW Representative. It is suggested that the First Aid Officer and photographer be included if applicable.
- List of trophies, sashes and awards including any special breed sashes or trophies. At an Obedience Trial held under the Regulations there shall be at least one Sash and Prize for each 1st, 2nd and 3rd qualifying place in each class.
- Each entry to show the name of the exhibitor, the dog’s name, date of birth, registration number and breed, however :-
- If a dog has an Associate Register number there will be no sire, dam or breed published in the catalogue.
- Each entry to be assigned one exhibit number for all classes in which it is entered.

Additional requirements for Catalogue

- Entries should be placed into classes as advertised.
- Judges will be allocated to classes as advertised where possible. (Note procedures where entries differ from expectations).

- Where exhibitors enter multiple exhibits or the same exhibit in more than one class, consideration should be given as to where they are placed into classes in order to minimise clashes and to allow the exhibitor time to exchange dogs for trialling.

1.10 DELIVERY OF THE CATALOGUE

The catalogue should generally be printed about a week prior to the Trial and be in the Secretary's hands no later than three days prior. It is prudent to check the final product as soon as it is received because any major errors can be corrected immediately well before the day of the Trial.

Noticeable errors corrected before the actual day is absolutely vital time saved as there is more than enough to cope with on the day of the event without a large number of problems with the catalogue.

1.11 PREPARATION FOR ENTRIES

- Judge's score cards can be prepared in advance except for exhibit numbers.
- Spare Judge's score cards
- Prepare exhibit label cards with the Club's name, date of trial and numbers e.g. 1 to 130, in advance.
- Prepare the catalogue to the stage where it only needs exhibit information, e.g. covers, sponsor details, logos etc.
- Prepare your Trial Secretary's box :-
 - o check you have stock of necessary forms and certificates eg Judges' score cards, qualifying certificates etc
 - o Copy of DOGS NSW Rules & Regulations, copy of the relevant ANKC Rules for the conduct of the type of event eg. Obedience, Rally O, Tracking Trial, Endurance Test
 - o the Judges' contracts
 - o Copy of your Schedule
 - o Exhibitors' Entry forms
 - o Catalogues for the trial
 - o DOGS NSW Representative's report form, and stamped envelope for its return to Dogs NSW
 - o Aggressive Dog Regulation and Incident Report Form and associated paperwork
 - o Steward's invitations
 - o Spare Exhibit cards
 - o Club receipt book
 - o 'Vetted' stamp if required
 - o Special awards list
 - o Judge's clipboards
 - o Pens and pencils
 - o Paper towels/disinfectant wipes

1.12 WHEN THE ENTRIES START TO ARRIVE

It is essential when the entries arrive that they are checked to ensure that all of the information listed below has been completed:

- full name of the exhibit
- registration number of the exhibit ("pending" is not acceptable)
- date of birth of the exhibit

- full name of the sire of the exhibit (except in the case of a dog on the Associate Register)
- full name of the dam of the exhibit (except in the case of a dog on the Associate Register)
- exhibitor's name
- exhibitor's address
- exhibitor's membership number
(which must be the membership number shown on the Registration Certificate for the dog i.e. A Brown will have a different Membership Number to A & B Brown.)
- Exhibitor's signature
- Correct entry fees
- Competitors should be advised in the schedule whether a stamped self-addressed envelope is required for return of exhibit numbers or to confirm that their entry has been received.
- Exhibit cards should be returned in the self-addressed envelope in reasonable time to be received before the trial.
- It is very helpful to supply a notice advising exhibitors of the entries in each ring or writing their position in the ring on the back of the exhibit lapel card if these are mailed to exhibitors. Alternatively the notice of number of entries in each ring may be posted on the Club's website or facebook sites.
- Receipts may be prepared. Arrange for the money received for entry fees to be banked as soon as possible after it is received. This will allow time for presentation of the cheques so that if any are dishonoured appropriate action can be taken to contact the particular exhibitor/s and arrange for alternative payment before the day of the trial.

1.13 EXHIBITOR NOTES ATTACHED TO TRIAL ENTRIES

Special consideration to the cataloguing of exhibits is not permitted except where an exhibit has received two passes towards an Obedience title under the one judge, (note special provision for Tracking Trials).

1.14 EXCESS/LACK OF ENTRIES

The Regulations specify the limitations of entries which may be judged in each class and the limitations in relation to the numbers in a combined class for one judge. (Part II Show - 20 1B and 20 1C)

- If excess or lack of entries requires a change to judging arrangements, any judges involved must be contacted as soon as the change is known. A new contract must be signed; this may be done on the day of the trial and sent to Dogs NSW with the marked catalogue.
- If there is excess in one class and lack in another you can move a Judge from one class to another if the Judge is eligible and willing to judge the new class. If possible, do not cancel one Judge and contract another.
- When the maximum entries are received for a judge a Club may catalogue 'reserve' exhibits to be judged in the event that absentees occur on the day.

- In all cases when changes to judging arrangements are made you should endeavour to advise exhibitors as soon as possible.

1.15 NOTIFICATION TO JUDGES/STEWARDS OF THE ENTRIES IN RING

- After entries have closed a letter/email should be sent to Judges reminding them of their appointment, the starting time and requesting them to make contact with the Secretary on arrival at the grounds. You should also notify them of how many entries they have in each class and any other relevant details relating to catering, stewards etc.
- You should also notify your Stewards who they are stewarding for and how many entries in the class
- It is recommended that you have a standard letter set up which can be used for each trial.

2. On the Trial Day

2.1 FEES

Ensure that you have available envelopes containing a Thank You and the fees for all judges and other officials on the day or a gift as decided by the Club.

2.2 VETTING

The ANKC Rules for Obedience Trials, Rally O Trials, Tracking Trials and Endurance Tests state that bitches in oestrus or showing any coloured discharge are not permitted to compete in a trial nor remain in the precincts of a trial. In compliance with this Rule, affiliates conducting Obedience, Tracking Trials or Endurance Tests must place a notice in its advertised schedule usually along the lines of: *Bitches in oestrus may not be shown or be in the precincts of the trial.*

Clubs have the discretion to decide on how they will ensure that bitches in oestrus do not compete or remain in the precincts of a trial. The relevant Regulations are Part II Show 1.9, 12.10, 12.19, 14.1

Where a Show Committee chooses not to conduct formal vetting by a Veterinary Officer it may state in the advertisement that it reserves the right to vet any dog (male or female) within the precincts of the trial.

Where an Affiliate decides to conduct Vetting the Club may appoint a Veterinary Officer to examine every exhibit, or it may appoint two (2) persons to examine bitches only.

The Club should advertise the Vetting time in its Schedule and indicate which exhibits are to be vetted.

- A separate area staffed by a person/s authorised by the Affiliate conducting the trial will be set aside by the Affiliate for the purpose of examining exhibits.
- All bitches 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 vetted or notated to that effect.
- It is the responsibility of the Affiliate to ensure that the check in closes at the advertised time.

2.3 FIRST AID KIT

Ensure that you have a functional first aid kit available .

2.4 RING TABLES

Affiliates should provide a small table for Judges in each of the Obedience judging rings. These should be placed just outside the ring.

2.5 CLEANLINESS OF RINGS

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

2.6 COMMENCEMENT OF JUDGING

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

2.7 UTILITY/UTILITY EXCELLENT CLASS

Where multiple Utility classes have been scheduled by the Affiliate, the rings for these classes should have a space of at least 2 metres between them.

2.8 COMPLETING ALL EXERCISES

The obedience rules provide that a non-qualifying score is not necessarily grounds for excusing a dog from the ring and competitors should generally be given the chance to complete all the exercises.

If your trial is held within the Metropolitan Region or the Local Government Areas of Newcastle, Lake Macquarie, Gosford, Wyong or Wollongong, your club may, in consultation with the judge on the day, choose that where a dog fails an exercise

(1) Competitors may choose and complete one further exercise OR

(2) Competitors may complete any or all remaining exercises.

Your Club may decide in advance to allow the second option in which case it is necessary to ensure that the judges are aware of this when they accept the judging appointment and that you notify exhibitors in your trial advertisement.

If your trial is held outside of the areas mentioned above then the handler may choose to complete any or all of the remaining exercises after failing an exercise.

2.9 JUDGE'S REQUIREMENTS AT THE TRIAL

- Judges must be provided with shade or shelter suitable to the weather conditions.
- Judges must be provided with the means to clean their hands in the ring.
- Judges must be provided with water or cold drinks when appropriate to the weather conditions.
- A meal of suitable quality is to be provided.
- Judges should receive a catalogue marked with their class and special awards.

2.10 TRIAL QUALIFYING CERTIFICATES

- When Judges submit their judges' score cards at the completion of judging, qualifying certificates should be written out accurately and presented to the judge with his/her score card/s.

- After the Judge has signed the qualifying certificates you should check to make sure that all certificates are in correct order i.e. 1st to 3rd etc.
- All certificates from each ring should be placed in the order of presentation.
- Ensure all results are recorded onto a “marked catalogue” which is later to be forwarded to the DOGS NSW office with other information in accordance with the Regulations. (Note 3 After the Trial heading).

2.11 HANDLING OF COMPLAINTS AT FIXTURES

Any complaint must be lodged in writing with the Club Secretary on the day of the show and shall be dealt with in accordance with the Regulations. The Dogs NSW Representative should note on the report if any complaints were lodged.

2.12 PARKING

Convenient parking for Judges should be reserved, particularly if parking is limited.

If there is likely to be a problem with the parking at the show, arrange for personnel to be in attendance to assist the exhibitors to park in the correct area.

If necessary brief the parking attendants on the requirements of the dog exhibitors. However do not encourage parking attendants to become policemen and likewise do not expect them to take abuse from exhibitors. Generally they are volunteers and will do the job asked of them to the best of their ability.

2.13 MOBILE PHONES

All persons should be aware that it is not permissible to have on them a mobile phone which is switched on at any time in a ring whilst judging is being conducted. (Part II Show - 16.15 (a))

2.14 SMOKING

Smoking is not permitted in an area 20 metres from any ring during judging, or 20 metres from a food vendor on the ground.(Part 11 Show – 19.2(i))

2.15 DOGS NSW EXTREME WEATHER & SAFETY GUIDELINES

The show committee should be aware of the requirements of **Regulation Part II Show - 19** and its responsibilities in relation to the welfare and safety of exhibitors and dogs. For the purposes of this Regulation, “Extreme Weather” is defined as 35 degrees Celsius or higher.

Where an event is cancelled in accordance with this Regulation, a refund of entry fees shall not apply.

2.16 AGGRESSIVE DOGS

Due to the increased awareness of the general public to dog attacks there has been a necessity for Dogs NSW to implement Regulations to attempt to overcome the incidence of dog attacks at shows.

(PART II – SHOW 14.10)

All Show Officials should become fully conversant with the required procedures because it is very possible that they could be called upon to form part of an Inquiry panel. An Aggressive Dog Incident Report form (in triplicate) should be available as well as a copy of the detailed GUIDELINES FOR SHOW COMMITTEES WHEN DEALING WITH AGGRESSIVE DOGS to assist Affiliates in dealing with such incidents and a CHECKLIST FOR AGGRESSIVE DOG INCIDENTS to ensure correct procedures are followed.

2.17 SHOW OFFICIALS

All Show Officials are required to be a member of Dogs NSW, or other controlling body recognised by the ANKC. An obedience ring steward must at the very least be a financial member of the Affiliate conducting the trial. (Part II Show - 1.6)

3. After the Trial

- Within fourteen (14) days from date of trial, a completed results sheet and a copy of the catalogue marked with all the awards including those for special prizes and the absentees must be sent to the DOGS NSW Office and accompanied by a cheque for the applicable levy. A penalty may be applied to the Affiliate for non-compliance. (Part II Show - 5.1(e))
- A copy of all documents sent to the DOGS NSW should also be retained for the Clubs records.
- A full report should be submitted to the Club's committee.
- In addition to the marked catalogue, a results sheet must be completed. This sheet provides the basis for the results of your show in the Dogs NSW Gazette so it is most important that it be completed correctly.
- After you have packed everything away, relax, have a cup of tea, and think about the next trial and how you can make it better.

ITEMS SPECIFIC TO TRACKING TRIALS

Tracking Trial Schedule

Having contracted the judge/s as selected by the Club, the Trial Schedule and advertisement, if required, must be lodged with Dogs NSW at least 5 months prior to the trial date. If the Club intends to conduct "track ons" then permission must be sought from DOGS NSW by including a statement to that effect in the trial schedule submitted to DOGS NSW.

Attachments to Tracking Trial Entries

An exhibitor cannot request catalogue order or a specific Judge except where the exhibitor has two passes towards a title under a particular Judge.

Tracking Catalogue

- As the entries arrive they should be checked for completeness.
- They are also to be listed under the test they are attempting e.g. Track 1, Track 2 etc
- Exhibits are to be catalogued on the days they are tracking.

Tracking Entries

- Where there is an excess of entries, exhibitors will be notified by phone/email that a ballot will take place for Tracks. After all Tracks have been allotted, a further ballot may be conducted for emergency exhibits who may be required on the day.
- The Club Committee may conduct the ballot at a location, date and time of its choosing.
- Exhibitors unsuccessful in a ballot are notified as soon as possible and have their entry fee refunded.
- Once entries are finalised, exhibitors are notified by phone, email or mail.

Guidelines for conducting a ballot for Tracking Trials

There are always difficulties and disappointments connected with the necessity to hold a ballot for tracks. However there are occasions when it is essential. The following notes contain suggestions for conducting the ballot in a fair and equitable manner.

In determining the time of the ballot, consideration should be given to trials being held immediately prior to the trial you are holding. Perhaps your ballot can be held after the previous trial, when those results are known. A trial conducted within 2 weeks of yours will almost certainly change at least some of the tracks that your entries require. It is sometimes decided that dogs moving up to a different length track may not 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 one from a phone call.

Methods of conducting a Ballot.

1. Exclude entrants which fall under the 30 day exclusion rule. (this rule only comes into effect when a ballot is required).
2. Determine the number and length of tracks available; e.g. 7 x 1200m, 6 x 1000m, 10 x 800m. etc.
3. If the club receives 10 x 1200m, 10 x 1000m & 15 x 800m entries, a ballot is required to be held to determine which dog has a track at the trial and who are to be emergencies if required.
4. 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.
5. 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.
6. Knowing that you have 3 excess entries for the 1200m tracks, 4 for the 1000m tracks and 5 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 dogs 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 eg 7 definitely in 1200m dogs plus reserves in order from 1 to 3.

7. 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 1st emergency, 2nd balloted out becomes 2nd 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:

Whether they were successful in obtaining a track and if so, which day they have been allocated.

Whether 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 club has submitted an application and been granted permission from DOGS NSW
- Subject to a track being available, a competitor entered in the Trial and otherwise eligible may submit an entry on the day for that available track. In the event that more than one dog is eligible to “track on”, a ballot must be conducted.

Tracking Points

- A Judge is limited to how many Tests they are permitted to judge and 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.

CHECK LIST

Judge Result Sheets

Qualifying Cards

Dogs NSW Representative Report and gift or fee

Judge's fee and or gift

Spare copies of all paperwork

CHIEF STEWARD

The Chief Steward organises the stewards, tracklayer and decoys for the day . The Chief Steward will transport the Judge to each track if not in walking distance.

AT THE CONCLUSION OF THE TRIAL

Prepare qualifying cards for signature by the judge.

Prepare a marked catalogue and send it and Results sheet to Dogs NSW within 14 days.

Start planning for the next Trial.

ITEMS SPECIFIC TO ENDURANCE TESTS

Endurance Catalogue

- Exhibitors running (i.e. not riding a bike) should be catalogued first/last in their group; and
- 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. You would also appoint at least one helper, preferably more, to assist in taking temperatures under the supervision of the qualified veterinarian
- Check with the Judge to ascertain his/her wishes to jog or ride a bike during the Test and whether you may be required to organise a bike and helmet.
- Schedule to be lodged with DOGS NSW five (5) months before the date of the Test
- 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 separate area large enough to easily accommodate the competitors with their dogs and bikes, and allow the veterinary team to move freely amongst them, whilst carrying out their medical checks should be provided.
- You will need a pacemaker (human) who will either ride a bike or jog out in front, as directed by the judge.
- You will need a person that 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. At least two marshalls 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 TEST

1. Vests showing the exhibitor number
2. Catalogue
3. Entry Forms
4. Personnel for check in & card writing
5. Title certificates
6. Sashes and prizes
7. Refreshments