



REGULATIONS PART XVI - SCENT WORK & SCENT WORK JUDGES TRAINING

This Part incorporates Regulations of Dogs Australia:

Rules for the Conduct of Scent Work Competitions

<https://dogsaustralia.org.au/media/10206/21-da-scent-work-rules-01-07-24.pdf>

Part 3N: Scent Work Trials Judges Training Scheme

<https://www.dogsaustralia.org.au/media/10154/da-reg3n-scent-work-judges-01-07-24.pdf>

The Scent Work Overseas Judges Approval Requirements for Non-Resident Judges

https://dogsaustralia.org.au/media/10347/9-da-reg9_osj_01-07-25.pdf

<https://dogsaustralia.org.au/media/9948/canine-scent-work-osj-criteria-and-application-form-01-07-20.pdf>

Reference to “Dogs Australia” herein is a reference to the Australian National Kennel Council Limited (ABN 77 151 544 679) trading as Dogs Australia

APPROVED 4 February 2026

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INDEX

<u>SECTION 1: GENERAL</u>	3
1.1 CONDUCT	3
1.2 ELIGIBILITY	3
1.3 DEFINITIONS	3
1.4 SOCIAL MEDIA <i>(to be developed by DOGS NSW)</i>	4
 <u>SECTION 2: SCENT WORK COMPETITIONS</u>	4
2.1 SCENT WORK	4
2.2 AFFILIATES	4
2.3 EXTREME WEATHER (HOT & INCLEMENT WEATHER)–SCENT WORK TRIALS	7
3.1 JUDGES CODE OF PRACTICE	7
3.2 JUDGES COMPETING AT TRIALS THEY ARE CONTRACTED TO JUDGE:	8
3.3 FITNESS TO JUDGE (DA-3N:11)	9
3.4 MAINTENANCE OF SKILLS AND KNOWLEDGE	9
 <u>SECTION 4: SCENT WORK JUDGES TRAINING SCHEME</u>	10
4.1 OVERVIEW	10
4.2 APPLICATION FOR ADMISSION AS A SCENT WORK TRAINEE JUDGE	11
4.3 ELIGIBILITY	12
4.4 PRE-REQUISITES: (DA-3N 5.1)	14
4.5 TRAINING REQUIREMENTS: NOVICE AND ADVANCED TRAINING PROGRAM OR EXCELLENT AND MASTERS TRAINING PROGRAM	15
4.6 APPLICATION FOR ELEVATION: NOVICE & ADVANCED SCENT WORK JUDGE	18
4.7 TRAINING REQUIREMENTS: ULTIMATE ELEVATION	21
4.8 APPLICATION FOR ELEVATION: ULTIMATE (Full Panel) SCENT WORK JUDGE	22
4.9 RE-ASSESSMENT (DA-3N:9)	24
4.10 DRESS CODE (DA-3N:10)	24

REGULATIONS

PART XVI - SCENT WORK & SCENT WORK JUDGES TRAINING

SECTION 1: GENERAL

1.1 CONDUCT

1.1.1 Scent Work competitions sanctioned by the Royal New South Wales Canine Council Inc, trading as DOGS NSW, are conducted under the rules as from time to time approved by the Australian National Kennel Council Ltd (trading as Dogs Australia).

1.2 ELIGIBILITY

1.2.1 In order to be entered in sanctioned Scent Work competitions, all dogs must be registered with DOGS NSW or any Dogs Australia Member Body and be over six (6) months of age on the day of competition, the owners must be members of DOGS NSW or any Dogs Australia Member Body.

1.3 DEFINITIONS

1.3.1 The following words and expressions have the following meanings in these Regulations and related documents:-

Accreditation	All processes associated with the application for acceptance as a Trainee Scent Work Judge, training, testing and assessment of Trainee Judges, and approval of their elevation as Dogs Australia accredited Scent Work Judges.
Applicant	A person who has applied for admission to undertake Scent Work Judges Training.
Approval Authority	DOGS NSW.
Co-ordinator	The Scent Work Judge appointed by the Judges Training Panel to undertake and/or supervise training of a Trainee(s). The Co-ordinator must have a Certificate IV in Workplace Assessment and Training.
Dogs Australia Member Body or Member body	The Dogs Australia Member Body in each State or Territory of Australia.
Full Panel Judge	A Scent Work Judge licenced to judge Novice, Advanced, Excellent, Masters and Ultimate.
Judges Training Panel and Panel	A Panel of at least three (3) Scent Work Judges appointed by DOGS NSW.
Judges Training Scheme and Scheme	The program of training and assessment for accreditation of Scent Work Judges.
Social Media	Online media that allows for interaction and/or participation. It is any conversation or activity that occurs online where people can share information about, or that might impact on, DOGS NSW, its members or members of any affiliated bodies who use our services or participate in the events run by our organisation or any of our affiliated bodies.
Trainee	A person who has been accepted to undertake Scent Work Judges Training.

1.4 SOCIAL MEDIA **(TO BE DEVELOPED BY DOGS NSW)**

SECTION 2: SCENT WORK COMPETITIONS

2.1 SCENT WORK

2.1.1 In accordance with Dogs Australia rules, the only bodies which may conduct Dogs Australia Scent Work Competitions at which qualification certificates may be awarded, are Dogs Australia Member Bodies and their Affiliates.

2.2 AFFILIATES

2.2.1 DOGS NSW Affiliates will conduct themselves in accordance with the Dogs Australia Scent Work Rules **(1/7/2024)**.

2.2.2 Affiliates may be guided by the DOGS NSW Affiliates Guide for Scent Work Trials (2026) - **to be developed by DOGS NSW** - and the DOGS Australia Affiliates Guide (2020) however it is noted that these documents are guides and not regulations.

2.2.3 **Balloting:** Balloting may be conducted in each class where entries are over the cap or the required judging limits for the trial. If using balloting as the entry process, Affiliates must abide by the following:-

- a. The Affiliate must publish on their schedule that they will be doing a Ballot.
- b. The Ballot must be done in public and available on a public forum, available to all members entered at that trial on a date set by the Affiliate.
- c. The balloting date and the location and the online forum for the Ballot must be advertised on the Affiliate's Schedule.
- d. Each class is to be balloted separately.
- e. A competitor can be balloted out once only and is then exempt from any further balloting in classes offered at that trial.
- f. No preference is to be given to Affiliate members, volunteers/helpers, nor any consideration given to the distance travelled by competitors or where a competitor requires only one pass for a title.

2.2.4 **Not for Competition Class:** An Affiliate may also conduct a Not for Competition (NFC) Class at a trial. All requirements of the trial, catalogue, running order, trial numbers and so on will still apply. Qualifying certificates must not be awarded.

- a. If offered by the Affiliate, a competitor may enter any class/element to enter as Not for Competition (NFC).
- b. An NFC run will replace the dog's competition run in that class/element. That is, a competitor cannot submit an NFC entry and an entry for the same class/element. The competitor must submit an entry form clearly marking the class/element entered with "NFC" and pay the required entry fee to the Affiliate.
- c. The Trial Manager will include the entry in the catalogue with an NFC number and the entry shall be added to the class/element nominated.

- d. An NFC entry is non-competitive; no cards of any kind (qualifying or non-qualifying) are to be awarded and an NFC entry will not be eligible for ribbons/trophies or prizes (if offered).
- e. There will be no separate class, search area or Judge for an NFC entry. The NFC entry nominated on the entry form may have a reduced fee at the Affiliate's discretion.
- f. NFC classes are at the discretion of the Affiliate for any/all classes and elements at a DOGS NSW sanctioned Scent Work Trial.
- g. Trial Procedures
 - i. A competitor running NFC will run under the same conditions as all other competitors.
 - ii. The Judge and Trial Stewards shall still perform their normal duties. The Scribe will enter NFC against the dog's number on the Judge's Chart.
 - iii. The Judge shall ensure that the conduct of the competitor and dog is appropriate and that the search is conducted safely within the Scent Work Rules.

2.2.5 Judges Competing at Trials: Refer SECTION 3: JUDGES

2.2.6 Billeting of Judges: DOGS NSW Affiliates may billet contracted Judges for their DOGS NSW sanctioned Scent Work Trials, so long as the accommodation is of an acceptable standard and with agreement by each contracted Judge. DOGS NSW Affiliates may also house multiple contracted Judges at the same accommodation with the following acceptable conditions:-

- a. If the person who is providing the billeted accommodation for the Affiliate's DOGS NSW sanctioned Scent Work Trial is a competitor of that trial the competitor may compete under the contracted Judge.
- b. If Judges are being housed at the same accommodation for the Affiliate's DOGS NSW sanctioned Scent Work Trial, they may compete under those Judges that are contracted to Judge the other classes/elements at the Trial as per Section 3.2: *Judges Competing at Trials*.

2.2.7 Order of Judging:-

- a. The Trial Manager, Trial Secretary and Assembly Stewards are responsible for the order in which the dogs are judged.
- b. Dogs should be judged in catalogue order unless there is conflict with another class/element.
- c. Where a competitor's run has a conflict with another class/element and cannot be judged in catalogue order, that competitor will be put to the end of that class/element.
- d. Allowance should be made for Judges to compete prior to commencing, at lunch breaks or at the completion of their judging duties.
- e. At any event, the order of judging or judging procedure will be in accordance with the Dogs Australia Rules related to the discipline of each trial.

2.2.8 **Check in Procedures**

- a. All competitor numbers must be either printed from online entry systems or collected at the check-in area prior to entering the search areas.
- b. At DOGS NSW sanctioned Scent Work Trials, to allow for greater participation and flexibility at trials, check ins may be “from” a certain time, and classes/elements may have separate sessions with separate check in times which must be clearly identified on the catalogue.
- c. It is the handler’s responsibility to register their presence with the Trial Secretary or nominee prior to the commencement of the trial, or as specified in the Schedule (DA 9.2 (2)). In this regard, if a schedule allows check in “from” then a competitor may arrive at the trial venue later than the trial commencement time, however, must register at the check in area, in person and mark themselves present upon arrival at the trial venue.
- d. The competitor is responsible for presenting themselves to the Assembly Steward when their number is called.
- e. Should a competitor not be present at their appointed time for their run, then they will be marked absent, unless they have advised the Trial Secretary/Stewards that they have class/element clashes that cannot be avoided. If the handler is not present at their allotted time as per the catalogue, they will be run last in the class, if the class has not already finished. If the class has finished, then that competitor will be declared absent from that class/element.
- f. **Vetting:** Bitches are to be examined at the discretion of the Affiliate or if vetting is stated in the trial schedule.

2.2.9 **Handler’s Search Area Briefings**

- a. The Judge shall conduct a short handler’s briefing prior to the start of each class/element. This may be in front of the search area or in an area away from the search area, or the location of which is at the Judges’ discretion. The handler’s briefing may be conducted online.
- b. In the handler’s briefing, the Judge shall include: (DA 19.2 (2))
 - i. If there is an off-lead option (does not apply to Ultimate unless it is unsafe for dogs to go off lead).
 - ii. How many hides (in classes where the hides are known).
 - iii. Maximum height of hides.
 - iv. For Interior searches, the number of different search areas.
 - v. Maximum time for each search.
- c. An **online handlers briefing** shall include everything listed in 1.4.9 (b), and will also include:-
 - i. a video walk through of the Search Area.
 - ii. allow for every competitor to ask any questions and clarify relevant rules as required prior to their search, either through the online briefing application or when they are under the Judge’s control prior to commencement of their search.

2.2.10 **Spectators (to be developed)**

2.2.11 Handlers

- a. Handlers may not handle more than one (1) dog in the same element within a class, unless an additional search has been set up for that element within that class or for the Ultimate class by a different Judge.
- b. Multiple dogs may be entered within the same element within a class so long as:-
 - i. If the same Judge has set the search area for that element within the class, or the Ultimate class, a second dog must be handled by a different handler; or
 - ii. If a different Judge has set a separate search to the one that the first dog of that handler has run, then the handler may handle a second dog in the separate search of that element within that class, or for an Ultimate search under the different Judge's search area.
- c. When multiple searches are offered for a single element within a class, or for the Ultimate class, a dog may only be entered in one of those searches.

2.2.12 There shall be no smoking by competitors, Stewards or Judges in the search area while judging is in progress. The operation of the event shall not be held up by the Judge or Steward leaving the vicinity of the search area to smoke.

2.3 EXTREME WEATHER (HOT & INCLEMENT WEATHER) – SCENT WORK TRIALS

2.3.1 Refer DOGS NSW Regulations Part II-Show, Section 19(f)
(To be further developed for Scent Work)

SECTION 3: JUDGES

3.1 JUDGES CODE OF PRACTICE

- 3.1.1 A Judge shall act with professional decorum at all times.
- 3.1.2 A Judge shall give every exhibit and exhibitor fair and equal opportunity in each and every class.
- 3.1.3 A Judge shall act in a polite manner whilst carrying out each judging assignment.
- 3.1.4 A Judge is required to be punctual in availability to fulfil their judging assignment.
- 3.1.5 Should a Judge be approached with an inducement to favour or disfavour, and/or a bribe to advantage or disadvantage an exhibit, the Judge is to report the matter in writing immediately to the State/Territory Member Body.
- 3.1.6 A Judge shall not solicit a judging appointment.
- 3.1.7 A Judge shall complete all relevant requirements of the judging contract. Any verbal acceptance of an assignment by a Judge shall be subject to receipt of the contract within fourteen (14) days.

- 3.1.8 A Judge shall honour each contract and is not free to accept an alternative contract that will affect his or her availability to fulfil the original contract except with the written dispensation of the contracting body.
- 3.1.9 Accommodation provided for the Judge to fulfil an assignment is for the Judge only, except where prior mutual agreement has been reached with the sponsoring body for variation.
- 3.1.10 A Judge shall be responsible for the cost of all personal telephone calls, alcoholic beverages and any personal laundering except where mutual agreement has been reached with the sponsoring body at the time the contract is accepted.
- 3.1.11 A Judge who withdraws from a contracted appointment shall not be permitted to judge at any other canine event wherever held on a date, which would prevent him/her from attending the original contracted event, unless conditions of 3.1.8, above, apply.
- 3.1.12 Judges shall not criticise by act or word the work of other Judges, nor offer criticism of any previously judged dog/s to anyone including other officiating Judges during the course of the event, except for authorised ringside mentoring.
- 3.1.13 A Judge will comply with DOGS NSW Regulations Part XIII-Code of Ethics and DOGS NSW Bullying Prevention & Guidelines Document. Any alleged breach may be referred to DOGS NSW who may recommend disciplinary action be taken against the Scent Work Judge.

3.2 JUDGES COMPETING AT TRIALS THEY ARE CONTRACTED TO JUDGE

- 3.2.1 A contracted Scent Work Judge may compete in a Scent Work competition at the same trial for which they are contracted providing they are not competing in the search for which they have been contracted to judge at that trial, with the following conditions:-
 - a. The Judge is not permitted to suspend or interrupt their judging in order to compete.
 - b. DOGS NSW Affiliates may reorganise the running of a trial in order to accommodate a contracted Judge's request to compete.
 - c. These arrangements must be made clear to all other competitors before the commencement of the trial.
- 3.2.2 Subject to 3.2.1, a contracted Scent Work Judge may compete in a separate search of the same class or element run at the same trial under a different contracted Judge.
- 3.2.3 No member of a Judge's household shall be permitted to handle a dog in a Scent Work Search (class/element) in which he or she is officiating as a Judge but may enter and/or handle in other Scent Work searches/classes/elements being judged by another Judge at the same trial.

3.2.4 A dog that a contracted Judge owns or co-owns may not be entered in the searches/classes/ elements judged by that contracted Judge but may be entered and may compete in other Scent Work searches/classes/elements being judged by another Judge at the same trial.

3.2.5 A dog bred by the Judge, but not owned or co-owned by the Judge, may be entered under the Judge that is officiating that search.

3.3 FITNESS TO JUDGE (DA-3N:11)

3.3.1 Dogs Australia Regulations Part 2: Judges, Clause 1.3 states:-
All Judges Application Forms, both new and renewal, shall contain the following declaration to be signed by the applicant:-

“I declare that I am physically fit and capable of judging in accordance with the Rules and in the normal accepted manner, and if required I am prepared to undergo a medical fitness test and/or vision test at the discretion of the Approval Authority. I further accept the Approval Authority may refuse to grant any renewal of licence and may cancel or suspend for any period or vary in any way any licence already granted or may grant, in part, only an application for renewal of licence.”

3.3.2 Should the Approval Authority consider that either an applicant or a licensed Judge is unable to satisfy the requirements of Dogs Australia Regulations Part 2: Judges, Clause 1.3, the Approval Authority has the right to:-
a. refuse the application.
b. refuse to grant any renewal of the licence to any person and may cancel or suspend for any period or vary in any way any licence already granted.
c. direct any Judge to undergo a medical “Fitness to Judge” examination by a nominated medical office, and/or;
d. grant in part only an application for renewal of a licence.

3.4 MAINTENANCE OF SKILLS AND KNOWLEDGE

3.4.1 All Judges are expected to actively maintain their knowledge and understanding of the Rules and their interpretations as determined by Dogs Australia and DOGS NSW. (DA-3N:12).

3.4.2 In order to maintain their Scent Work Judges licence, licensed Judges must annually:-
a. judge at a minimum of two (2) trials
b. have attended at least two (2) professional development sessions. DOGS NSW Scent Work Working Party will organise at least one (1) professional development session per annum that Judges will have the option to attend.
c. pay the Member Body's annual Judge's Licence Fee.

3.4.3 The Approval Authority, upon written request, when sufficient cause is shown, grant a licensed Judge a leave of absence from judging/training requirements. (DA-3N:12)

- As part of this leave of absence, if a Judge does not judge at a Scent Work trial for a period greater than twelve (12) months, then they will be subject to attend a Theory and/or a Practical Session organised by the Scent Work Working Party prior to being able to accept any judging appointments.

3.4.4 In the event a Judge fails to fulfil these responsibilities or to follow directions issued by the relevant Approval Authority, the Approval Authority may (DA-3N:12):

- refuse to grant any renewal of the licence to any person or may cancel or suspend for any period or vary in any way, any licence already granted.
- direct any Judge within its jurisdiction to undergo additional training or counselling by the Judges Training Panel.

SECTION 4: SCENT WORK JUDGES TRAINING SCHEME

4.1 OVERVIEW

4.1.1 Responsibility for the accreditation of DOGS NSW Scent Work Judges rests with DOGS NSW through the Sporting Committee and the Scent Work Working Party.

4.1.2 Trainee Judges will be assessed for the following Classes:-

- Novice and Advanced
- Excellent and Master
- Ultimate

4.1.3 DOGS NSW Scent Work Working Party or, if required, a Scent Work Judges Training Sub-Committee of the DOGS NSW Scent Work Working Party will co-ordinate and supervise all training and examination requirements (Theory and Practical) and ensure the full process is undertaken in accordance with the Scent Work Judges Training Scheme.

4.1.5 The Scent Work Judges Training Scheme provides for a rolling program which a Scent Work Trainee Judge can complete at their own pace. Once they have met the criteria for each stage, they can apply to the Judges Training Scheme Co-ordinator to move to the next stage of training.

4.1.6 Trainees will be provided with a copy of the base logbook, usually in electronic format. The logbook sets out the bare minimum activities required for training, please note there is no maximum. The Training Scheme is intended to allow Trainees to practice and build skills until they are competent and confident. Trainees may print out additional logbook pages as required to record their activities.

4.1.7 Apart from DOGS NSW organised lectures and Practical Judges Training Sessions, it is the Trainee's responsibility to undertake self-education to gain further judging experience.

- 4.1.8 As the Scent Work Judges Training Scheme is a very “hands-on” program, it is recommended that a Trainee have at least one Mentor, which will be assigned by the Scent Work Working Party. Multiple Mentors may also help develop understanding and outlooks.
- 4.1.9 After a Trainee has completed all training and assessment requirements of the Scent Work Judges Training Scheme, the Judges Training Scheme Co-ordinator will submit recommendations to the DOGS NSW Board of Directors, via the Sporting Committee Minutes, for each Trainee who has successfully met all criteria in the Scheme along with all relevant paperwork, for final approval for accreditation.

4.2 APPLICATION FOR ADMISSION AS A SCENT WORK TRAINEE JUDGE

- 4.2.1 Applications for admission as a Trainee shall be made to DOGS NSW.
- 4.2.2 An application for admission as a Trainee must be made on the required application form by the date specified by DOGS NSW accompanied by the required fee.
- 4.2.3 Any applications received will be provided to the DOGS NSW Scent Work Working Party – Judges Training Sub-Committee (SWWP/JTSC) to review and assess applications on behalf of DOGS NSW.
- 4.2.4 DOGS NSW SWWP/JTSC has the right to seek verification of any information the applicant provides.
- 4.2.5 DOGS NSW SWWP/JTSC will recommend applications based on applicants meeting the prescribed criteria for each of the class levels to the DOGS NSW Board of Directors, via the Sporting Committee Minutes.
- 4.2.6 No Applicant or Trainee, nor any member of the Applicant’s or Trainee’s household, nor any member of the Applicant’s or Trainee’s direct family may be involved as an Examiner or in setting Examination Papers for any performance discipline subject of this Regulation for which the Applicant or Trainee is enrolled.
- 4.2.7 A person who is an Applicant or Trainee for a Judges Training Scheme or examination shall not be appointed to the Scent Work Working Party, Scent Work Judges Training Sub-Committee, the Sporting Committee or any other Committee responsible for Performance Judges Training and a member of any such Committee shall not enrol his or herself into a Training Scheme or for an examination.
- 4.2.8 **Fees** which are commensurate with administrative and actual costs shall apply to each level of Training and Examination. The Board of Directors will determine the scale of fees to be charged.
 - a. Novice and Advanced Training Program \$150.00
 - b. Excellent and Masters Elevation Program \$150.00
 - c. Ultimate Elevation Program \$150.00

4.2.9 Should a Trainee Judge fail to achieve a PASS in the Theory Examinations or withdraw from the Training Program, NO refunds of the above fees shall be allowed.

4.2.10 Trainee Judges must not disclose any information discussed from a Mentor, Assessor or fellow Trainees about Trainees, handlers and their dogs prior to, during or after any Practical sessions, assessments as this information must remain confidential. Any alleged breach may be referred to the JTS Co-ordinator who may recommend disciplinary action by DOGS NSW to be taken against the Trainee.

4.2.11 **Decisions of the Board of Directors:** The decisions of the Board of Directors on any matter arising from or relating to the Scent Work Judges Training and Examination Scheme or these Regulations shall be final and binding on all concerned.

4.3 ELIGIBILITY

General criteria all class levels

4.3.1 An applicant must:-

- be over eighteen (18) years of age by the closing date for applications.
- reside in New South Wales on the date of application for admission to the Scheme; be of good character and in good standing within DOGS NSW, conducting themselves in accordance and compliance with DOGS NSW Regulations Part XIII-Code of Ethics and Part IV Judges, DOGS NSW Bullying Prevention & Guidelines Document and Dogs Australia National Judge's Code of Practice and Conduct. This includes:-
 - A letter from an Affiliate of how they have supported that Affiliate when performing any volunteer roles at any Dogs Australia Member body affiliated events.
 - A social media check that reflects that the applicant has behaved appropriately when on all online media.
- Demonstrate an ongoing commitment to and involvement in Dogs Australia Scent Work including undertaking an official role at Dogs Australia Member Body Scent Work trials at least six (6) times outside of a Judges Training Scheme within the past twelve (12) months at the time of their application in any of the following:-
 - Trial Manager/Trial Secretary/Chief Steward
 - Timekeeper/Scribe
 - Search Area Steward
- Consideration may be given to an Applicant who has not met the criteria noted at 4.3.1(c) provided they can demonstrate that they can meet these additional commitments while completing the Judges Training Scheme. These requirements must be completed prior to applying to sit the Scent Work Theory and Practical Examinations.

4.3.2 The above considerations will form part of any application assessment.

- 4.3.3 DOGS NSW has the right to approve applications from applicants who do not meet the required criteria; under the proviso they are permanent residents of Australia, and they can effectively demonstrate and produce documentation:-
 - a. verifying their experience and qualifications to meet the eligibility criteria gained in a previous Country/State or Territory of residence.
 - b. verifying experience that would be considered equivalent to the criteria outlined.
- 4.3.4 DOGS NSW has the right to reject any application.
- 4.3.5 Subject to the agreement of both the applicant and DOGS NSW, a person may be approved for admission to the Scent Work Judges Training Scheme and undertake training in a geographic location more convenient to that person.

Scent Work Judge: Novice and Advanced

- 4.3.6 An applicant must demonstrate and provide the appropriate evidence as follows:-
 - a. have been a member of DOGS NSW or other relevant Dogs Australia Member Body for at least three (3) years prior to the application and be a current member of DOGS NSW at the time of application.
 - b. have personally trained, competed with, and achieved a Scent Work Advanced Title on a dog that they own/co-own and be currently training and competing with a dog at the Excellent Level.
 - c. have at least three (3) years experience in a related Affiliate, Scent Work training or professional activity.

Scent Work Judge: Excellent and Masters Elevation

- 4.3.7 An applicant must:-
 - a. have been a member of DOGS NSW or other relevant Dogs Australia Member Body for at least five (5) years prior to the application and be a current member of DOGS NSW at the time of application.
 - b. have personally trained, competed with, and achieved a Scent Work Excellent and two (2) Element Titles on a dog that they own/co-own and be currently training and competing with a dog at the Masters Level.
 - c. have at least five (5) years experience in a related Affiliate or Scent Work training activity.
 - d. Demonstrated ongoing involvement in training and the required Professional Development compliance for Judges (refer Section 3.4) outside of a Judges Training Scheme.
 - e. Keep a log-book record of the number of teams judged, classes and elements with the following requirements:-
 - i. A minimum of eight (8) judging appointments – one (1) of each element within the Novice and one (1) of each element within the Advanced classes; and
 - ii. In the opinion of the Scent Work Working Party, they have judged these classes to an appropriate standard required for the level, with reasonable pass rates expected for the Class level judged.

- f. Have completed at least six (6) stewarding appointments at either the Excellent and/or Masters Class levels - signed off by the relevant Judge and the Affiliate.

Scent Work Judge: Ultimate Elevation

4.3.8 An applicant must:-

- a. have been a member of DOGS NSW or other relevant Dogs Australia Member Body; for at least seven (7) years prior to the application and be a current member of DOGS NSW.
- b. have personally trained, competed with, and achieved a Scent Work Masters or at least Scent Work Excellent Title with two (2) Element Titles on a dog that they own/co-own and be currently training and competing with a dog at the Ultimate Level.
- c. have at least seven (7) years experience in a related Affiliate or Scent Work training activity.
- d. Demonstrated ongoing involvement in training and the required Professional Development compliance for Judges (refer Section 3.4) outside of a Judges Training Scheme.
- e. Keep a log-book record of the number of teams judged, classes and elements with the following requirements:
 - i. A minimum of eight (8) judging appointments – one (1) of each element within the Excellent and one (1) of each element within the Masters classes; and
 - ii. In the opinion of the Scent Work Working Party, they have judged these classes to an appropriate standard required for the level, with reasonable pass rates expected for the Class level judged.
- f. Have completed at least three (3) stewarding appointments for the Ultimate class - signed off by the relevant Judge and the Affiliate.

4.4 PRE-REQUISITES (DA-3N 5.1)

4.4.1 Once an application has been accepted, to progress to into the Scent Work Judges Training Scheme, an applicant will be required to complete preliminary a Theory Examinations with an 80 per cent pass mark in both the DOGS NSW Rules and Regulations and Dogs Australia National Judge's Code of Practice and Conduct.

4.4.2 **Trainee's will be required to** educate themselves. This includes being conversant with the latest DOGS Australia and Member Body Rules and Regulations relevant to Scent Work trials and through attendance at lectures and/or continuing self-education.

4.5 TRAINING REQUIREMENTS FOR:-
NOVICE AND ADVANCED TRAINING PROGRAM
EXCELLENT AND MASTERS TRAINING PROGRAM

4.5.1 THEORY COMPONENT

- a. A Trainee must attend, either in person or virtually, 75 per cent of lectures and 100 per cent of online Modules conducted as part of the Scent Work Judges Training Scheme, unless otherwise approved by DOGS NSW. The online sessions may be undertaken at any time throughout the duration of the Trainee Judges Scheme, however, must be completed at the time a Trainee applies for their Theory and Practical Examinations.

4.5.2 STAGE 1: STEWARDING

- a. A Trainee must undertake the following official duties at a DOGS Australia Member Body sanctioned trial at least six (6) times while in the Scent Work Judges Training Scheme for a total of ten (10) accrued hours. The stewarding must be undertaken from elements within the class levels for which the Trainee is enrolled:-
 - i. Search Area Steward
 - ii. Timekeeper/Scribe
- b. A Trainee must not be entered in the class for which they are stewarding, however, may enter in the trial, so long as it does not impact their availability to be with the Judge for the search set up and set down at the beginning and end of the class they are stewarding.
- c. For all stewarding appointments the DOGS NSW Trainee logbook must be completed and signed off by the Judge and the Affiliate and must include:-
 - i. Class, element, name of Judge
 - ii. The number of teams judged; and
 - iii. The duration of search.
- d. All documentation is to be sent to the JTS Co-ordinator on completion of this Stage prior to progression to Stage 2.

4.5.3 STAGE 2: SHADOW JUDGING

- a. Once a Trainee has completed their Stage 1 stewarding requirements, and this has been signed off by the JTS Co-ordinator, they may commence Stage 2.
- b. All Shadow Judging assignments are to be conducted at DOGS Australia Member Body sanctioned trials.
- c. Supervising Judges must hold their licence to judge at the Masters level or be Full Panel Judges.
- d. A Trainee must Shadow Judge minimum of six (6) searches with the following conditions:-
 - i. Three (3) searches should be of different elements from the lower class for which they are a Trainee (eg, Novice or Excellent)
 - ii. Three (3) searches should be of different elements from the higher class for which they are a Trainee (eg, Advanced or Masters)
 - iii. One (1) of the elements must be vehicles.
 - iv. Previous Shadow Judging roles prior to moving to this Stage of the program will not be considered to accrue towards this requirement.

- e. The Trainee will be required to complete a Trainee Search Evaluation form, and the Supervisor Judge will need to complete the Supervising Judge Practical Assessment form for each shadowing session. These forms must be forwarded to the JTS Co-ordinator no later than seven (7) days after the session's completion.
- f. Supervising Judges will discuss their feedback with the Trainee, as well as provide this feedback to the JTS Co-ordinator. It is the responsibility of the Trainee to take on board any feedback provided and work towards their own competencies.
- g. All documentation, including the completed logbook, is to be sent to the JTS Co-ordinator on completion of this Stage prior to progression to Stage 3.

4.5.4 STAGE 3: SUPERVISED PRACTICAL TRAINING SESSIONS

- a. Upon receipt of application from the Trainee and all required paperwork, the JTS Co-ordinator will ensure that the Trainee has completed all the requirements from Stage 2 and, if so, approve their progression to Stage 3.
- b. To replicate the requirements of the examination, a minimum of three (3) supervised Practical Training Sessions will be required.
- c. The Trainee Judge will liaise with the JTS Co-ordinator and the Scent Work Working Party to organise these Practical Training Sessions.
- d. These sessions, if initiated by the Trainee, must be in liaison with the JTS Co-ordinator on an acceptable date to all parties, to ensure that two (2) Supervising Judges are able to be present.
- e. The Practical Training Sessions can be either at DOGS NSW Complex or held at another venue or Affiliate's premises at no cost to DOGS NSW. This includes regional venues for regional Trainees.
- f. Each Supervised Practical Session will require at least two (2) Supervising Judges.
 - i. For Novice and Advanced Trainees, one (1) Supervising Judge must be a Full Panel Judge, with the other either being a Full Panel Judge or a Masters Level Judge.
 - ii. For Excellent and Masters Trainees, both Supervising Judges must be Full Panel Judges.
- g. These Supervising judges must:-
 - i. Supervise Trainees in all required aspects of performance in Scent Work trials.
 - ii. Wherever possible, these sessions will involve the use of live teams who have been deemed to be searching at the relevant levels, however, sessions may also include judging pre-recorded searches or live-streamed searches.
 - iii. Ask the Trainees questions about their thoughts and decisions, provide feedback to Trainees, and be able to answer questions from them. Answers are to be based on the current Rules for the Conduct of Scent Work Trials and the Trainer's personal experience as a DOGS NSW Judge.
 - iv. Sign the Supervising Judge Assessment forms, including any comments or feedback. These forms are to be retained by the JTS Co-ordinator. The Trainees may also retain copies.

- h. The Trainee will be required to complete a Trainee Search Evaluation Form, and the Supervisor Judge will need to complete the Supervising Judge Practical Assessment form for each supervised Practical Session. These forms must be forwarded to the JTS Co-ordinator no later than seven (7) days after the session's completion.

NOVICE AND ADVANCED PRACTICAL TRAINING SESSIONS

- i. For Novice and Advanced, Practical Training Sessions will be run separately to a Scent Work trial, however, may be run by an Affiliate as a Mock Trial.
- j. If a Practical Training Session is run as a Mock Trial, the Trainee and Affiliate must liaise with the JTS Co-ordinator to ensure there are two (2) Supervising Judges available for the Mock Trial session.
- k. Across the supervised Practical Training Sessions, the Trainee will need to cover all four (4) of the elements (Interiors/Exteriors/Containers and Vehicles) with:-
 - i. Four (4) searches - one (1) of each element from the Novice class
 - ii. Four (4) searches - one (1) of each element from the Advanced class
- l. At each Novice and Advanced Practical Training Session, the Trainees must:-
 - i. Advise the JTS Co-ordinator of potential dates and venues for their Practical Training Sessions, so that Assessors can be arranged with date options.
 - ii. Plan, set up and judge each element for each class; ie, Novice Interior, Novice Exterior, Novice Vehicles, Novice Containers and Advanced Interior, Advanced Exterior, Advanced Vehicles, Advanced Containers.
 - iii. Judge a minimum of ten (10) teams for each of the search.
 - iv. Prepare and present their Judge's Kit to the Supervising Judges.
 - v. Provide answers to any questions the Supervising Judges ask.

EXCELLENT AND MASTERS PRACTICAL TRAINING SESSIONS

- m. For Excellent and Masters, Practical Training Sessions may be held separately to or held in conjunction with a DOGS NSW sanctioned Scent Work trial. If held with a sanctioned Scent Work trial the Trainee must:-
 - i. Liaise with the Affiliate to ensure that the Trainee Practical Session can be supported at their trial and seek permission from the JTS Co-ordinator to ensure the appropriate Assessors are available to supervise the search(s) with the contracted Full Panel Judge.
 - ii. If not held at a Scent Work trial, organise the venue and advise the JTS Co-ordinator of potential dates and venues for their Practical Training Sessions, so that Assessors can be arranged with date options.

- n. At each supervised Practical Training session, the Trainees must:-
 - i. Plan, set up and judge each element for each class they are judging either in conjunction with the named Full Panel Judge if at a DOGS NSW sanctioned Scent Work Trial, or by themselves if run as a separate supervised Practical session.
 - ii. Judge a minimum of ten (10) teams for each of the search.
 - iii. Provide answers to any questions the Supervising Judges ask.

4.6 APPLICATION FOR ELEVATION FOR:

NOVICE AND ADVANCED SCENT WORK JUDGE **EXCELLENT AND MASTERS SCENT WORK JUDGE**

- 4.6.1 To progress, a Trainee must complete an application form for Theory and Practical Examination assessment as a Scent Work Judge to DOGS NSW who will forward these applications to the JTS Co-ordinator.
- 4.6.2 This application will include the Trainee's logbook evidencing the completion of all criteria signed off by the JTS Co-ordinator.
- 4.6.3 The JTS Co-ordinator will forward the application, with proposed dates, Assessors and Candidates for examination through the Sporting Committee to the Board of DOGS NSW for approval to progress to Theory and Practical Examinations.
- 4.6.4 **SCENT WORK THEORY EXAMINATION:**
 - a. The JTS Co-ordinator will set all Theory Examination papers.
 - b. The Theory Examination will consist of a minimum of 25 and a maximum of 50 questions. These questions will be a combination of multiple-choice, short answer and scenario-based questions.
 - c. The Theory Examination may be in either written/online or oral format as prescribed by the JTS Co-ordinator. It is to be marked independently by a minimum of three (3) members of the Judges Training Panel and/or Scent Work Judges appointed by the JTS Co-ordinator as Examiners to mark the examination papers. (DA-3N 7.2)
 - d. A Trainee must achieve a minimum of 80 per cent pass mark to progress to the Practical Examination. (Dogs Australia 3N 7.3)
 - e. A Trainee who fails to receive a pass mark may make a written request to DOGS NSW for their paper to be reviewed. This request must be received within fourteen (14) days of receiving their results. Three (3) independent markers will be appointed to remark the paper.
 - f. Trainees must pass the Theory Examination to be eligible to undertake the Practical Examination.
 - g. If a Trainee fails the Theory Examination they may submit a request to resit a Theory Examination after six (6) months.

4.6.5 SCENT WORK PRACTICAL EXAMINATIONS: NOVICE AND ADVANCED

- a. Following an 80 per cent pass mark in the Theory Examination, the Trainee will automatically progress to the Practical Examinations.
- b. The JTS Co-ordinator will organise the examination dates which may be at DOGS NSW or on a DOGS NSW Affiliate's grounds at no cost to DOGS NSW.
- c. The Practical Examinations will be assessed by at least three (3) Assessors appointed by the JTC Co-ordinator to independently assess a Trainee Judge's Practical Examination. (DA-3N 8.1).
- d. The three (3) Assessors are required to be Full Panel Judges with at least one (1) of these Assessors having a Certificate IV in Workplace Training and Assessment.
- e. The following are the requirements for a pass in the Practical Examination:-
 - i. A Trainee must judge a minimum of eight (8) searching teams in three (3) elements at the Novice and/or Advanced classes. (DA-3N 8.2(a))
 - ii. At the Assessors' discretion, a Trainee may be asked to judge additional dog(s) or to judge from electronic resources if there are no dogs available for a particular Class. (DA-3N 8.2(b))
 - iii. The Trainee will need to present their Judge's kit for inspection..
 - iv. The Trainee will be required to demonstrate the handling and preparation of scent aids.
 - v. The Trainee will be expected to explain their search set up, including why they set their search up in the way that they have, why they chose the hide placements they did and predicted odour movement, etc.
 - vi. Each Assessor will individually make a recommendation as to whether the Trainee has passed or failed. (DA-3N 8.2(c))
 - vii. For a Trainee to pass the Practical Examination, a positive recommendation from the majority of Assessors is required. (DA-3N 8.2(d))
 - viii. Assessment sheets will be completed and submitted by the Assessors to the JTS Co-ordinator for final evaluation.
- f. The Trainee Judge will be notified via email advising if they have been deemed competent or not yet competent (passed or failed) within fourteen (14) days.
- g. After a Scent Work Novice/Advanced Trainee Judge has completed all training requirements, the JTS Co-ordinator will submit recommendations to the DOGS NSW Board of Directors, via the Sporting Committee Minutes, for all Trainees who have successfully met all criteria in the Scheme along with all relevant paperwork, for final approval for accreditation with DOGS Australia.

4.6.6 SCENT WORK PRACTICAL EXAMINATIONS: EXCELLENT AND MASTERS

- a. Following an 80 per cent pass mark in the Theory Examination, the Trainee will automatically progress to the Practical Examinations.
- b. Each Trainee will have to complete a minimum of two (2) practical assessments and must complete at least:-
 - i. Two (2) searches should be of two (2) elements from the Excellent class.
 - ii. Two (2) searches should be of two (2) elements from the Masters class that were not completed at 2.9.4(b)(i) from the Excellent class.
- c. The JTS Co-ordinator will organise the examination dates which may be at DOGS NSW or on a DOGS NSW Affiliate's grounds at no cost to DOGS NSW.
- d. These Practical Examinations may be held in conjunction with a DOGS NSW sanctioned Scent Work Trial or separately as a Scent Work Practical Examination Mock Trial.
- e. The Practical Examinations will be assessed by at least three (3) Assessors appointed by the JTS Co-ordinator to independently assess a Trainee Judge's Practical Examination. (DA-3N 8.1)
- f. The three (3) Assessors are required to be Full Panel Judges with at least one (1) of these Assessors having a Certificate IV in Workplace Training and Assessment.
- g. If the Practical Examination is held in conjunction with a DOGS NSW sanctioned Scent Work Trial the following applies:-
 - i. The Affiliate's Trial Schedule will list the named Full Panel Judge for the class/element being assessed and clearly identify that that class/element is for the purposes of a Trainee Judge's Assessment.
 - ii. The Affiliate must be able to accommodate the other two (2) Full Panel Judges in the search area for assessment purposes.
- h. There will be at least two (2) formal Practical Examination assessment trial dates in the DOGS NSW Trial Calendar at Orchard Hills per year for Trainee Judges run by the SWWP.
- i. The following are the requirements for a pass in the Practical Examination:-
 - i. A Trainee must judge a minimum of ten (10) searching teams in each of the four elements from the Excellent and Masters classes.
 - ii. At the Assessors' discretion, a Trainee may be asked to judge additional dog(s) or to judge from electronic resources if there are no dogs available for a particular Class. (DA-3N 8.2(b))
 - iii. The Trainee will be expected to explain their search set up, including why they set their search up in the way that they have, why they chose the hide placements they did and predicted odour movement, etc.
 - iv. Each Assessor will individually make a recommendation as to whether the Trainee has passed or failed. (DA-3N 8.2(c))
 - v. For a Trainee to pass the Practical Examination, a positive recommendation from the majority of Assessors is required. (DA-3N 8.2(d))
 - vi. Assessment sheets will be completed and submitted by the Assessors to the JTS Co-ordinator for final evaluation.

- j. The Trainee Judge will be notified via email advising if they have been deemed competent or not yet competent (passed or failed) within fourteen (14) days.

4.6.7 After a Scent Work Excellent and Masters Trainee Judge has completed all training requirements, the JTS Co-ordinator will submit recommendations to the DOGS NSW Board of Directors, via the Sporting Committee Minutes, for all Trainees who have successfully met all criteria in the Scheme along with all relevant paperwork, for final approval for accreditation with Dogs Australia.

4.7 TRAINING REQUIREMENTS: ULTIMATE ELEVATION

4.7.1 THEORY COMPONENT

- a. A Trainee must attend, either in person or virtually, 75 per cent of lectures and 100 per cent of online Modules conducted as part of the Scent Work Judges Training Scheme, unless otherwise approved by DOGS NSW. The online sessions maybe undertaken at any time throughout the duration of the Trainee Judges Program, however, must be completed at the time a Trainee applies for their Theory and Practical Examinations.

4.7.2 STAGE 1: STEWARDING

- a. A Trainee must undertake a minimum of three (3) timekeeping roles at Dogs Australia Member Body sanctioned trials while in the Judges Training Scheme for a minimum of eight (8) hours while in the Judges Training Program.
- b. A Trainee may be entered in the class for which they are stewarding so long as they steward for the majority of that class.
- c. For all stewarding appointments, the DOGS NSW Trainee logbook must be completed and signed off by the Judge and by the Affiliate and include the name of the Judge, the number of teams judged and the duration of the search.
- d. All documentation is to be sent to the JTS Co-ordinator on completion of this Stage prior to progression to Stage 2.

4.7.3 STAGE 2: SHADOW JUDGING

- a. All Shadow Judging assignments are to be conducted at DOGS Australia Member Body sanctioned trials.
- b. Supervising Judges must be Full Panel Judges.
- c. A Trainee must Shadow Judge at the Ultimate Class levels for a minimum of three (3) times following approval to move into Stage 2 of this Judges Training Program. Previous Shadow Judging roles prior to moving to this Stage will not be considered to accrue towards this requirement.
- d. A Trainee must not be entered in the search for which they are Shadow Judging, however, they may be entered in the trial.
- e. The Trainee will be required to complete the following for each Session:-
 - i. A written debrief analysis of the search including:-
 - o A map of the search and layout of the hides
 - o The total search area
 - o The number of hides and Distractors
 - o Location of each hide and its odour
 - o Location of Distractors

- Number of passes
 - How many competitors located each hide
 - The types of puzzles set and the reason why
- ii. A Trainee Search Evaluation Form
- f. The Supervising Judge will need to complete the Supervising Judge Practical Assessment forms for each Shadow Judging session.
- g. These forms (e and f) must be forwarded to the JTS Co-ordinator no later than seven (7) days after each session's completion.
- h. Supervising Judges will discuss their feedback with the Trainee, as well as provide this feedback to the JTS Co-ordinator.
- i. Based on the feedback and recommendations from the Supervisors, the Trainee may be required to undertake additional training including any or all of the following:-
 - i. theory, online learning, or lectures; or
 - ii. further Shadow Judging appointments.
- j. All documentation, including the completed log book is to be sent to the JTS Co-ordinator on completion of this Stage prior to progression to Stage 3.

4.8 APPLICATION FOR ELEVATION: ULTIMATE (Full Panel) SCENT WORK JUDGE

- 4.8.1 To progress, a Trainee must complete an application form for Ultimate Practical Elevation assessment as a Scent Work Judge to DOGS NSW who will forward these to the JTS Co-ordinator.
- 4.8.2 This application will include the Trainee's log book evidencing the completion of all criteria signed off by the JTS Co-ordinator.
- 4.8.3 The JTS Co-ordinator will forward the application, with proposed dates, Assessors and Candidates for examination through the Sporting Committee to the Board of DOGS NSW for approval to progress to Theory and Practical Examinations.
- 4.8.4 **SCENT WORK ULTIMATE PRACTICAL ELEVATION ASSESSMENT (MOCK TRIAL)**
 - a. The DOGS NSW SWWP, in liaison with the JTS Co-ordinator, will organise a date for a DOGS NSW Mock trial for a Trainee's Ultimate Practical Elevation Assessment, if this has not already been set as a regular Trainee assessment date on the DOGS NSW Events calendar.
 - b. The Ultimate Practical Elevation Assessment will be assessed by at least three (3) Assessors appointed by the JTC Co-ordinator to independently assess a Trainee Judge's Practical Examination. (DA-3N 8.1)
 - c. The three (3) Assessors are required to be Full Panel Judges with at least one (1) of these Assessors having a Certificate IV in Workplace Training and Assessment.
 - d. To achieve a pass in the Ultimate Practical Elevation Assessment the Trainee must:-
 - i. Develop Search Area Plan with proposed hide and Distractor placements prior to the Practical Assessment date.

- ii. At the completion of the Search, provide this plan with any amendments made (and the reasons for them) as well as a full written debrief on the Search including:-
 - o The total search area
 - o The number of hides and Distractors
 - o Location of each hide and its odour
 - o Location of Distractors
 - o Number of passes
 - o How many competitors located each hide
 - o The types of puzzles set and the reason why
- ii. Conduct themselves and meet all requirements under the Dogs Australia Scent Work Rules.
- iii. Judge a minimum of eight (8) searching teams for the Ultimate Class. (DA-3N 8.2(a))
- iv. At any time during the assessment, answer the Assessors' questions on:-
 - o the rules for the Ultimate class
 - o the search set up
 - o hide placement (prior to and after the search)
 - o predicted odour movement
 - o search analysis and debrief at completion of the search
- e. At the Assessors' discretion, a Trainee may be asked to judge additional dog(s) or to judge from electronic resources if there are no dogs available for a particular Class. (DA-3N 8.2(b))
- f. Each Assessor will individually make a recommendation as to whether the Trainee has passed or failed. (DA-3N 8.2(c))
- g. For a Trainee to pass the Practical Examination, a positive recommendation from the majority of Assessors is required. (DA-3N 8.2(d))
- h. All assessment documentation will be completed and submitted by the Assessors to the JTS Co-ordinator for final evaluation within 48 hours of the Assessment. This will include:-
 - i. All paperwork as listed at 2.11.3(d)(i) & (d)ii
 - ii. Search Area Analysis forms
 - iii. Supervisor Assessment forms
- i. The Trainee Judge will be formally notified by DOGS NSW advising if they have been deemed competent or not yet competent (passed or failed) with fourteen (14) days.

4.8.5 After an Ultimate Trainee Judge has completed all training requirements for Elevation to Ultimate (Full Panel Judge), the JTS Co-ordinator will submit recommendations to the DOGS NSW Board of Directors, via the Sporting Committee Minutes, for all Trainees who have successfully met all criteria in the Scheme along with all relevant paperwork, for final approval for accreditation with Dogs Australia.

4.9 RE-ASSESSMENT (DA-3N:9)

- 4.9.1 A Trainee who fails a Practical Examination may apply to DOGS NSW for re-examination. The Approval Authority is not obliged to agree to a further examination and each case should be reviewed on its merits.
- 4.9.2 Where a re-examination is approved, it should be conducted no earlier than three (3) months and no later than six (6) months following the original Practical Examination. It should be undertaken at a time mutually agreed by the JTS Co-ordinator and the Trainee. The Judges Training Panel must take into account the need for further practical training of the Trainee and the availability of suitable handlers/dogs and facilities.
- 4.9.3 If a Trainee passes a Theory Examination but subsequently fails to pass the Practical Examination, provided the Trainee re-applies within three (3) years from the date of their original examination, the applicant will be exempt from resitting the Theory Examination except where Dogs Australia Rules or Regulations for that discipline provide otherwise.

4.10 DRESS CODE (DA-3N:10)

- 4.10.1 While Trainees need not comply strictly with a Dress Code at all their Practical Training Sessions leading up to their examination, they should meet generally acceptable standards (ie, neat, sensible clothes, appropriate footwear, no open-toed sandals, thongs, etc) when undertaking practice judging.
- 4.10.2 Notwithstanding that, the Practical Examination is a formal occasion and must be treated in the same manner as a sanctioned Scent Work trial. As such, Trainees must display an appropriate form of dress befitting a Dogs Australia official at such an event and they will be marked accordingly.