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Obedience, Tracking and  
Endurance Committee (OTEC)

**GUIDELINES FOR  
THE INFORMATION  
OF TRIAL  
ADMINISTRATORS**

## **Prior to the trial**

### ***Judges Invitations***

- Trial Secretaries should make recommendations of Judges selections to the committee of the Affiliate for ratification
- Invitations to judges should be sent at least 9 months before the fixture; a stamped self-addressed envelope should accompany the contract
- It is suggested that you create a merged document at this time for your Judge's contact details to create address labels.
- If a Judge's fee/conditions are unacceptable to the affiliate you need to inform the Judge of the cancellation of the contract within 14 days

### ***Steward Invitations***

- It is recommended the Affiliate use those people who are aspiring to a Judge's licence.
- Stewards are also required to be members of DOGS Victoria.
- They should be invited at least 4 months before the fixture.
- When inviting them, the Clubs letter of invitation could have a tear off section/reply at the bottom, which the invited steward would sign and date and insert their DOGS Victoria membership number.
- Create a merged document at this time for your Steward's contact details to create address labels.

### ***DOGS Victoria Representative***

- All Clubs must engage a DOGS Victoria Representative, from the approved list. (*Available on the DOGS Victoria website*).
- 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, although sometimes it is convenient to wait until entries close so that a competitor who is entered in the trial may be used.

### ***Trial Schedules***

A trial schedule is an important document, which should be prepared well before a fixture. It has two main purposes:

1. It provides prospective competitors with details relating to the fixture;
2. It provides the DOGS Victoria administration with information necessary for fixture approval.

Regulation 9.1.3 states that the schedule shall include the following information:

- The date on which the entries close as the first item appearing on the first page of the prize schedule.
- Notification to the effect that the body is affiliated with DOGS Victoria and that the exhibition is held under the Rules and Regulations of DOGS Victoria and that a copy of them may be perused at the office of the Secretary of the Exhibition.
- The name of the Affiliate conducting the exhibition.
- 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 on which the exhibition is to be held.
- The address to which entries are to be sent and the telephone number of the club or Trial Secretary.
- The name of each Judge and the class/es allocated to that Judge.
- The price and ordering instructions, of catalogues (if applicable).
- Entry fees per class.
- Time that judging will commence and notification of the judging times for special classes.
- Advice as to the availability of catering for exhibitors.
- List of the trophies and sashes to be awarded.

### ***Documents to be submitted to the Dogs Victoria Office prior to the trial***

- Fixture Schedules and Judges Contracts must be submitted to the DOGS Victoria Office for approval (and publication, if required) at least five months prior to the 1st of the month in which the fixture is being held.

### ***Special Classes***

- The provision of a Special class at an Obedience Trial is optional. The exercises conducted in these classes are at the discretion of the affiliate. In the case of a special Veteran's class, exhibits must be seven (7) years or older and not be entered in an ANKC recognised class on the same day.

### ***Preparation for entries***

- Judge's sheets can be prepared in advance except for exhibit numbers.
- Write out exhibit numbers eg 1 to 130, in advance.
- Prepare the catalogue to the stage where it only needs exhibit information, eg covers, sponsor details, logos etc.
- Prepare your Trial Secretary's box i.e.
  - DOGS Victoria Rules & Regulations
  - Judge's contracts
  - Schedule application form
  - Steward's invitations
  - Exhibit numbers
  - Safety pins
  - Club receipts
  - Pass cards
  - DOGS Victoria Representative's report form
  - Envelopes
  - Judge's reminder letters
  - Steward's reminder letters
  - Pass to ring stamp
  - Special awards list
  - Catalogues
  - Judge's boards
  - Spare Judge's sheets
  - Pens and pencils
  - Entry forms
  - Paper towels

### ***Receipt of Entries***

- Competitors who wish to confirm that their entry has been received must enclose a stamped self-addressed envelope with their entry.
- You should return the self-addressed envelope promptly.
- Receipts may be prepared.

### ***Attachments 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).

### ***Catalogue***

The catalogue must contain the following (regulation 9.1.6)

- The name of the Affiliate conducting the fixture;
- The correct status of the fixture;
- A notification to the effect that the body is affiliated with DOGS Victoria and that the fixture is held under the Rules and Regulations of DOGS Victoria and that a copy may be perused at the office of the Secretary of the fixture;
- The name and address of the venue at which the fixture is being held;
- The date/s on which the fixture is being held;

- List of Office Bearers and Committee of the Affiliate conducting the fixture (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 Victoria 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.
- Each entry to show the name of the exhibitor, the name of the exhibit and the exhibit number.
- The precincts of the Trial.

#### ***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).
- Exhibits should be catalogued in height order where possible, for Open and Utility obedience trials.
- Breed of exhibits should also be listed.
- Where exhibitors enter multiple exhibits or classes, consideration should be given as to where they are placed into classes in order to minimise clashes.

#### ***Precincts of the Trial (Obedience Trials)***

- The trial management committee will determine the precincts of the Trial.
- The precincts of the Trial will be specified in the catalogue.
- The training of dogs off lead within these precincts is not permitted.

#### ***Excess/Lack of Entries***

- If there is an excess of entries across all classes you will need to contract additional Judge(s) and attach the contract(s) to the marked catalogue sent to DOGS Victoria.
- In cases where there is a lack of entries you may need to cancel one or more of the Judges for the classes where entries are low.
- If there is excess in one class and lack in another you can move a Judge from one class to another. In this case you should not be cancelling one Judge and contracting another.
- In all cases when a Judge is cancelled, the Club is required to pay the Judge's fee.

#### ***Entry status notification to Judges/Stewards***

- After entries have closed a letter should be sent to Judges reminding them of the commitment, and notifying 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.

## **On the Trial Day**

### ***Cancelled Fixtures***

- Prior to the commencement of a Trial, where conditions are deemed to be unsafe for dogs or competitors to compete, the committee conducting the fixture may cancel the Trial after consultation with 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.

(Regulation 9.1.4)

### ***O TEC Heat Policy***

- Applies when the temperature exceeds 35 degrees. The club must provide a suitable outdoor thermometer to monitor the temperature as per the O TEC heat policy as published.

### ***Inspection of Bitches at Trials***

The ANKC Rules for Obedience 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 adopt the following procedures:

- Exhibit cards shall be prepared in advance for all Dogs and Bitches scheduled to compete at the fixture. 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 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 must be hygienically examined for traces of blood or any coloured discharge in the vulva.
- On confirming that the bitch had 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 9.1.10.7)

### ***Ring Tables***

- Affiliates must provide a small table for Judges in each of the Obedience judging rings.

### ***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***

- Where multiple Utility classes have been scheduled by the Affiliate, the rings for these classes must not be erected adjacent to one another.

### ***Trial Qualifying Certificates***

- When Judges submit their judges sheets at the completion of judging, pass cards should be written out accurately and presented to the judge with his/her score sheet.
- After the Judge has signed the pass cards you should check to make sure that all cards are in correct order i.e. 1st to 3rd etc.
- All Judge's 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 Rules. (Note After Fixture heading).

### ***Handling of Complaints at Fixtures***

1. The Exhibition Committee shall refer all incidents/complaints to the DOGS Victoria Representative in the first instance.
2. Incidents/complaints relating to the organization of or the facilities at the Exhibition are to be managed by the Exhibition Committee following advice from the DOGS Victoria Representative.
1. 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
  - Believes with just cause that they cannot be impartial.
4. 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).

### ***Aggressive Dogs***

- Refer to Regulation 3.5.6

- **After the Fixture**

- Within ten (10) days from date of fixture, a copy of the catalogue marked with all the awards including those for special prizes, the emergency awards and the absentees must be sent to the DOGS Victoria Office and accompanied by a cheque for the levy and surcharge. A penalty may be applied to the Affiliate for non-compliance. (Regulation 3.5.5).
- A copy of all documents sent to the DOGS Victoria should also be retained for the Clubs records.
- A full report should be submitted to the Clubs committee.

## **Items specific to Tracking Trials**

### ***Tracking Trial Schedule***

- Clubs intending to conduct "track ons" must seek permission from DOGS Victoria by including a statement to that effect in the trial schedule submitted to DOGS Victoria.

### ***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 or, in the case of a Tracking Dog title, one pass under a particular 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.

### ***Tracking Catalogue***

***Regulation 9.1.6 applies to tracking in addition the following information is required.***

- Exhibits are to be catalogued on the days they are tracking
- They are also to be listed under the test they are attempting e.g. Test 1, Test 2 etc

### ***Tracking Entries***

- Where there is an excess of entries, a ballot must 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.
- Any ballot for Tracks 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.

### ***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.

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 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 fixture 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 1<sup>st</sup> emergency, 2<sup>nd</sup> balloted out becomes 2<sup>nd</sup> 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 Victoria.
- 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. (Note Regulation 9.1.18).

***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.

**Items specific to Endurance Trials**

***Endurance Catalogue***

***Regulation 9.1.6 applies to Endurance, in addition the following information is required.***

- Exhibitors running (i.e. not riding a bike) should be catalogued first 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 will be required to organise a bike and helmet.
- Schedule to be lodged with DOGS Victoria five months preceding the month of the Test with the top 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 roped off 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 marshall's should be spaced over the course and equipped with Walkie Talkies or other 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***

1. Pass Cards
2. Running sheets
3. Entry Forms
4. Office Personnel for check in & pass card writing
5. Refreshments
6. Veterinary team
7. Marked catalogue to Dogs Victoria within 10 days with cheque for surcharge

### ***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 fixtures.
- OTEC Heat Policy
- OTEC Guidelines for Disabled Handlers
- ANKC Rules for Obedience, Endurance Test and Tracking Trials.