

Pine Rivers Dog Training Club



GUIDE TO RUNNING AN ANKC SCENT WORK TRIAL

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PART A - GENERAL

1 Introduction

The purpose of this document is to provide our club with a guide to implementing the Rules for the Conduct of Scent Work Trials when organizing an ANKC Scent Work trial. If any information contained in this document differs from the Rules for the Conduct of Scent Work Trials, the rules take precedence. Further, interpretation and application of this document will be subject to any national, state or Dogs Queensland directions in relation to Covid-19 measures or other over-arching directives from relevant authorities.

This guide has been adapted from the guide prepared by the Australian National Kennel Council (ANKC) National Scent Work Committee (2020), with the intention of assisting the club to prepare and conduct a trial from start to finish, to ensure all relevant requirements are met.

This guide includes information designed to assist in –

- choosing an appropriate trial venue;
- setting up the search areas; and
- understanding the responsibilities of the club, the judge and the various officials required to make the trial a success.

The appendices include a timeline guide to assist in trial planning, a checklist of trial requisites, and a list of known suppliers of resources used in Scent Work.

2 Definitions

For a full list of trial rule definitions, refer to Rule 2 Definitions in the Rules for the Conduct of Scent Work Trials. The following definitions (in *italics*) are helpful to know (together with additional explanations); further detail is included in the subsequent sections of this guide.

“Affiliate”: A member body of Dogs Queensland conducting a Scent Work Trial.

The club conducting the trial.

“Blank area”: A search area in which there are no hides. The dog must search and the handler must call “Finish” to proceed to the next search area.

Required for the Master class.

“Contamination”: When a handler or dog violates the integrity of the search area or hide such that significant time, replacement objects, and/or a relocation of the hide are required to bring the search area back to a usable condition.

Clubs need to provide cleaning kits for each search area and to manage any resultant delay in the progress of teams moving into and through the search area/s.

“Hide”: An instance of the target odour within a search area. Depending on the class level and element, the search area may have multiple hides. A hide will consist of odour on a scent aid placed in a scent vessel which may be concealed in a container.

It is the judge’s responsibility to choose the location of the hides and to supervise the placement of the scent vessels/containers.

“Odour” or “target odour”: The specific scent or scents for which the dog is searching in a particular class.

The club is responsible for choosing the target odours to be used in the trial (see Rule 4.2) and this will need to be advertised in the trial schedule. It is desirable that the club consult with the judge regarding this selection.

“Scent aid”: A cotton ball or cotton bud that is permeated with target odour. The scent aid is placed inside a scent vessel (which may be placed in a container) and then hidden in the search area.

Cotton buds are also referred to as ‘q-tips’. New scent aids should be prepared for the trial. Responsibility for providing them should be negotiated with the judge and specified in the judge’s contract.

“Scent vessel”: A receptacle for holding odour; it may be any small object that prevents the scent aid from coming into direct contact with any object or surface in the search area, and that allows scent to escape.

New, unused scent vessels should be made available for the trial. Responsibility for providing them should be negotiated with the judge and specified in the judge’s contract.

“Search area”: The area on the trial grounds where the actual search and judging activities take place.

The selection of suitable search areas is key to a trial’s success and requires careful thought, in terms of availability of appropriate space, buildings and environmental conditions. Relevant information on available options should be provided to the judge and the decision on the search area/s made with input from the judge. It is preferable that the judge visits the venue to view the search areas, in the days prior to the trial or at least several hours before set-up commences.

“Start line”: A clearly marked boundary beyond which the search area lies. The dog must cross the start line in order to begin the search.

The start line is normally marked with cones or tape on the floor.

3 Relevant documents

Club members involved in the organisation of a trial should be aware of the following documents which provide a framework for the conduct of ANKC Scent Work trials:

- ANKC Rules for the Conduct of Scent Work Trials:
<http://ankc.org.au/media/9409/21-canine-scent-work-rules-01-07-20.pdf>
- Scent Work Stewards Guide
- Dogs Queensland Rules and Regulations (including Hot Weather Policy, Incident Reporting Procedures, Complaint and Complaint Appeal procedures etc)
- ANKC Judges Contracts
- Sample Scent Work Entry Form (see Appendix B in the Rules for the Conduct of Scent Work Trials) (*Note that under Rule 8, provision is made for electronic entries, for which the primary requirement is that they provide all the required data.*)
- Guidelines for Scent Work Trial Schedule (see Appendix C in the Rules for the Conduct of Scent Work Trials)
- Official Scent Work Score Sheets (see Appendix A in the Rules for the Conduct of Scent Work Trials)
- Qualifying Certificates
- Dogs Queensland Public and Products Liability Insurance
- Dogs Queensland Fixture Report and Surcharge form
- Dogs Queensland Trial Results form
- Dogs Queensland Trial Manager's report form.

PART B – CLUB'S RESPONSIBILITIES

The club is responsible for organising and conducting the trial in compliance with all ANKC and Dogs Queensland rules and regulations and should work in consultation with and to support the judge. It is strongly recommended that the club liaise closely with the judge as early as possible in relation to the selection of the trial venue and the elements to be run and throughout all stages of the trial.

4 Preparation for the trial

4.1 Selection of trial venue

The club is responsible for locating and assessing suitable venues for the trial. This is a critical task which must be considered comprehensively to ensure suitability of the venue for the trial. **See Rule 10 and Part C** below for more detail on the selection and management of search areas within the trial venue.

4.2 Trial category

See Rule 5.3

The club can conduct –

- (a) a Scent Work Class Category trial that offers all elements (containers, interior, exterior and vehicles) at relevant class levels (novice, advanced, excellent and/or masters). For such a trial, it is essential that the venue is able to accommodate the different space and other requirements for every element and class offered; or
- (b) a Scent Work Element Category trial. To provide flexibility for the club, they may choose the elements they wish to offer. It may be a single element trial or a combination, for example, containers and/or vehicles, at the relevant class level/s.

When considering whether to conduct a Class or Element Category trial, it is recommended that the club (in consultation with the judge) consult with other clubs conducting trials in the region, with a view to achieving some balance to enable triallers to compete and obtain relevant titles. Consideration must also be given to the suitability and capacity of the venue to accommodate the relevant elements/classes.

Non-titling classes may also be offered if there is capacity to do so. A non-titling class may provide the opportunity for 'real trial' practice. Qualifying certificates are not awarded.

4.3 Working with your Judge

Once the trial venue options have been assessed by the club as per **Part C** below, a judge can be contacted to discuss a judging contract for the trial. Discussion should cover the suitability of the proposed venue, and the selection of elements and classes to be offered and odours to be used for each class at the trial.

The judge's contract should clearly set out the elements and the classes to be judged and the odours to be used in each class. The club may choose the odours but not the strength (ie number of scent aids to be used). It is strongly recommended that the club delegate the responsibility of odour preparation to the judge and request the judge to supply the target odour, scent aids, scent vessels and the means of securely affixing them to create the hide. Responsibility for each of these should be set out in the judge's contract.

The club is responsible for covering all reasonable judges' expenses (as specified in the contract, eg travel, accommodation and meals, as well as reimbursement for the provision of target odours, scent aids and scent vessels if this is delegated to the judge).

At least 30 days prior to the trial (60 days would be preferable) the club is required to provide the judge with clear descriptions of each of the search areas (see also **Part D** below).

It is important to work closely with your judge leading up to the trial. The more information the judge has on the search areas to be used, the better they will be able to plan the search area and hide locations. Too little or poor information may result in the judge having to change search areas and hide locations, to ensure rule requirements are met, which may lead to delays on trial day, or to compromising the judge's ability to set searches of the quality planned, all of which can ultimately impact on competitors and their success or otherwise.

Unless a judge has the opportunity to set up the search areas and plan the hide placements prior to trial day (preferable), additional time must be allocated for these tasks to be completed on the day. Please note that these tasks usually take longer than anticipated. Arrival time for the judge and club officials/helpers/stewards/workers and the start time of the trial (including allowance for judges' briefings) should be discussed with the judge before they are finalised.

The judge will (see Rule 21) -

- maintain complete control over matters in the search area;
- design each of the searches;
- set time limits for the searches for each element and level;
- evaluate individual team performances;
- assign qualifying or non-qualifying results for each search; and
- sign score sheets and qualifying certificates.

4.4 Trial schedule

(See Appendix C to the rules.)

The club is responsible for the publication of the trial schedule with all the relevant information, including:

- (a) The name of the club conducting the trial.
- (b) The date and location of the trial but not necessarily the specific address.
- (c) Details of the venue. Where the trial venue is a sub-set of a larger venue, the specific buildings and/or areas to be used.
- (d) The closing date for entries.
- (e) The address to which entries should be forwarded and/or details of the online entry system being used.
- (f) Entry fees and other charges such as catalogues.
- (g) Elements and classes offered and the judge(s) for each.
- (h) Target odours to be used in each element and class.
- (i) Commencing time of registration/vetting and judging.
- (j) Contact phone number (mobile) for the club on the day of the trial.

- (k) Entry limits by class, element or whole of trial or a statement that entry is unlimited.
- (l) Entry acceptance methods for limited entry trials.
- (m) In the case of a ballot, the date, time and location of the ballot.
- (n) Such other information specific to the trial as the club considers appropriate eg searches will be videotaped or photographed for training / promotional purposes.

Where relevant, the Schedule should also include a statement to the effect: "It is not appropriate to visit the trial location prior to the trial date. Many search locations are used for other purposes and such visits may risk the host losing the opportunity to use the location in the future."

4.5 Pre-trial use of trial venue

The club should be aware that, if scent training has been conducted at the trial venue, then there is the possibility of residual odour that may cause dogs to false alert. Where possible, training should cease at the trial location in the two (2) weeks prior to the trial and a thorough search be conducted of the area to ensure that there are no practice hides left behind.

Additionally, pre-trial visits to the trial venue may put at risk the club's opportunity to use the location in the future. For this reason, the club may determine that the specific address of the trial not be released until the days before the trial.

Unauthorised visits to or contact with the location prior to the trial may be subject to disciplinary action.

4.6 Managing entries

Unless otherwise approved by Dogs Queensland, trials must be available to all current ANKC members for entry. Trials must be available to all ANKC registered breeds and associates unless the trial is approved by Dogs Queensland and advertised clearly as 'Restricted to Breed' or 'Restricted to Group'.

All entries must be made in accordance with the Dogs Queensland rules and in accordance with the format, timelines and/or other requirements published in the trial schedule.

Judges are restricted to a maximum of 80 searches per trial day. Should entries exceed the limit, the club may appoint a reserve judge.

All handlers must be current members of an ANKC member body¹. All dogs must be registered with the ANKC through its member bodies and be over the age of 6 months on the date of the trial.

¹ Eg Dogs Queensland.

A dog may be entered in only one class within an element. Handlers may only handle one dog in a class, ie multiple entries in a class/element with the one handler are not permitted.

4.7 Officials and helpers

The club is responsible for organising and rostering trial officials including trial manager, trial secretary, stewards and other volunteers. All stewards must be members of Dogs Queensland or another ANKC member body. Additional volunteers may be recruited to assist with a range of tasks including parking, registration, hospitality, and generally assisting with a range of support tasks under the direction of the trial manager, trial secretary and stewards.

All incidents/complaints must be dealt with by the trial manager and reports completed prior to the close of the trial, in accordance with Dogs Queensland complaint and incident management and reporting procedures.

4.8 Equipment

Unless otherwise agreed with the judge and recorded in the judging contract, the club is responsible for providing all materials for marking boundaries, signage, gazebos, and for containers, vehicles, distractor items, cleaning resources and other equipment required for the searches.

To make an interior or exterior search area more interesting, the club may choose a theme and provide props for use in the area, eg a children's playroom, a gardener's work area etc, but this is not essential. The main consideration is ensuring safety for the dog (flooring with traction, no sharp objects) and nothing that could potentially scare a dog, eg flapping flags or clothes on a line. Tape should be provided in the judge's kit or clean up kit so that potential hazards in the search area can be clearly marked.

4.9 Logistics

The club is responsible for recruiting officials and volunteers and for assembling competitors, commencing the trial on time and organising lunch and tea breaks. The judge will brief competitors and stewards.

4.10 Catalogues and registration

The trial secretary will allocate competitors a trial number for each entry submitted. In multi-element trials, use of an alpha numeric numbering system, where there is an alphabetical prefix indicating the class and element² followed by number within that class, has proved useful particularly for carpark and route stewards.

Numbers and names of the competitor and dog, along with other relevant information, will be listed in the trial catalogue.

² Examples of alpha numeric numbering include NV5 (Novice Vehicle competitor 5), AC14 (Advanced Container competitor 14), EI7 (Excellent Interior competitor 7), ME3 (Master Exterior competitor 3).

On registration, competitors will be provided with a trial number which they are required to wear during the trial.

All entire bitches must be examined and bitches in oestrus or showing any coloured discharge are not permitted to trial or to remain within the trial precincts.

4.11 Stewards and other volunteers

The role of the stewards and other volunteers is crucial to the smooth running of the trial. Specific information on the role of stewards is contained in the Scent Work Stewards Handbook.

The club has responsibility for the recruitment of stewards and other volunteers, and ensuring that stewards and other officials of the club are familiar with the Rules for the Conduct of Scent Work Trials and with the Stewards Guide. The judge will brief the official stewards prior to the trial. Stewards required include –

- **Assembly area and routes**
 - Car park steward
 - Route stewards (the number will depend on the distance and complexity of the route)
- **Search area**
 - Hide steward (who must remain outside the search area other than when setting and adjusting hides)
 - Search area steward
 - Official timer
 - Score steward
 - Video steward (optional)

Some of these roles can be combined having regard to available resources and space.

PART C - TRIAL VENUE

5 Trial venue general requirements

See Rule 10

The club is responsible for locating and assessing suitable venues for the trial but must liaise with the judge regarding the suitability of the venue.

5.1 Assessing potential venues and search areas

When assessing a venue for suitability, the club must consider, and liaise with the judge regarding the following:

(a) Safety of the competitor and dog: Ultimately handlers have responsibility for the safety of their dog, but the club should take into account factors such as –

- (i) firm and safe footings, though recognising that an outdoor search may occur on natural, uneven surfaces;

- (ii) adequate lighting on the route to the search area and within the search area;
- (iii) outdoor surfaces free of prickles, ant nests, faeces etc;
- (iv) absence of sharp objects, protrusions or overhanging objects, noxious fumes and/or potential sources of poison. Hazards that cannot be removed should be clearly marked with tape.

(b) Environmental factors such as time of year and weather conditions and their likely impact on the proposed search area/s and the effect on dogs' ability to sniff and search in the prevailing weather conditions. Noise should also be considered (eg traffic noise, crowd noise from adjoining sporting activities, factory noises, barking from a nearby dog park). Proximity of sources of noxious odours should also be considered.

(c) General requirements

See the summary tables in Rules 24 to 27 and Part D below for element-specific requirements.

The following general factors need to be taken into consideration and notified to the judge well in advance of the trial date so that the judge can determine the suitability of and any adjustments necessary for running of the trial.

- (i) The physical size of the area and whether it can be adjusted/extended for higher classes, or whether another space will be required for that purpose.
- (ii) Space and/or visual barriers between the search areas to minimise distractions and unintentional viewing of another competitor's search, as well as ease of movement between search areas and back to the staging area at the conclusion of the search.
- (iii) The impact of the surrounding environment on search areas; eg placing a search area within proximity of an unfenced oval where dogs could be exercised off lead is not ideal and may result in unwelcome visitors to the search area. Where possible, the club should have exclusive use of the trial location for the duration of the trial, with no access from the general public or "non-trial" participants.

5.2 Specific areas within the trial venue

5.2.1 Search areas (Rule 10)

An area for each element being offered at the trial, separated from all other areas by geographical features, walls and/or artificial barriers, so that competitors and/or other observers cannot see the search areas or searches being conducted. See Part D for detailed information.

5.2.2 Staging area

The club will establish a staging area, clearly sign-posted and out of sight of any of the search areas. This area includes all parking, crating, dog toileting, registration and warm-up areas, and the area for posting of running order and results; it is the area where competitors wait until called for a search and where they will spend

much of the time unless they are competing. The staging area will be separated from search areas by geographical features such as walls and/or by artificial barriers.

5.2.3 Search routes

The designated route by which competitors move from the staging area to the search area and return. It needs to facilitate the movement of competitors to and from the search area while avoiding the potential for line of sight into the search area/s. Separate in and out routes should be clearly marked with cones.

5.2.4 Warm-up area (Rule 10.2)

The club will designate a warm-up area where competitors, under the direction of a steward, may run their dog over the trial odours just before their search commences. If more than one judge is appointed and searches are being run concurrently, a second warm-up area (and supervising steward) may be required.

The hide steward will place one labelled container per target odour ('hot box/es') being used on that day in the warm-up area and after that no one should handle the 'hot box/es' as doing so could result in contamination of cold boxes and other surfaces. Blank containers will also be placed in this area. The warm-up period will be for a maximum of 2 minutes per team en route to their first search area. There will be no other training in the designated warm-up area. A stick (long broom handle) may be provided to ensure that boxes can be moved without handling them.

5.2.5 Spectator area (Rule 11)

The availability of a spectator area is subject to space availability and will be offered at the judge's discretion and is not available for Novice classes.

Where spectators are allowed, the club will establish dedicated spectator area(s) at least 8 metres from the search area(s), marked by tape/bunting/cones/flags; in external search areas, consideration should be given to using materials which will not flap in the wind. No dogs are permitted in the spectator area. Spectators will be required to remain in the spectator area from commencement to completion of the class. Entry to and exit from this area will be directed by trial officials.

5.2.6 Videotaping/photography (Rule 12)

The club may, in consultation with the judge, designate an area from which videotaping/photography may be undertaken on behalf of a competitor for personal use, or by the club for promotional or educational purposes (prior competitor permission required). Any person permitted to undertake this task must remain in the designated area from commencement to completion of the class. Entry and exit from this area will be directed by trial officials.

5.2.7 Other areas

Other areas such as a space for catering (if offered) and toilet facilities. These must be located so that there is no line of sight into any of the search area environs.

5.3 Search area requisites

See Rule 16

The requisites for each search area include –

- (a) Boundary markers to clearly identify the perimeter of the search area and to define any allowed spectator area;
- (b) In the case of container searches, a sufficient supply of the relevant type of containers to provide both the required number of 'hot' and 'cold' containers and a reserve supply of each to use as replacement containers should any containers become damaged;
- (c) Stop watches;
- (d) Catalogue with absentees marked;
- (e) Judge's score sheets; it is preferable that the score sheets of absentees be removed before the set of score sheets is provided to the score steward;
- (f) Composite score sheets;
- (g) Video camera, iPad/tablet etc (if videotaping/photography is to be undertaken on behalf of the club);
- (h) Cleaning resources: Paper towels, dustpan and broom for use if food is dropped in search area. Water in spray bottles for use when a dog eliminates in the search area; white vinegar diluted with water in spray bottles should the hide require relocating. (See Rule 19.16.) In such event, the judge may indicate a period to elapse before the next competitor comes to the search area and/or may require relocation of some or all of the search area.

PART D – SEARCH AREAS – SELECTION AND SET UP

6 Selection of venue having regard to search area requirements

See Rule 16.

6.1 General

When considering the suitability of a trial venue, in addition to the general issues referred to in Part C, consideration must be given to the specific requirements of the particular elements to be offered at the trial. The capacity to meet these requirements must be discussed with the judge prior to confirmation of the venue and the elements to be offered

6.2 Consultation with judge

At least 30 days prior to the trial (60 days would be preferable) the club is required to provide the judge with clear descriptions of each of the search areas for the elements to be judged, accompanied by measurements and photographs of the proposed search and immediately adjacent areas, including where a spectator area might be located (available, at the discretion of the judge, only for advanced class and above). For an interior search area, details such as the location of windows,

doors, passage ways, equipment located in or adjoining the area, kitchens and other wet areas should be included. (Rule 16.2)

6.3 Set up of search areas

Search areas will be determined by the judge having regard to the element and class levels offered. All search areas must have a clear start line, marked by cones, tape or similar and clearly marked boundaries. Ideally spaces used should be large enough that the competitor can, if necessary, move outside the delineated search area should the dog need to do so in order to locate and/or work odour.

Any area to be used as a search area should, if possible, be free of any clutter, stored or other items. Any items not specifically required by the judge as part of the search area should be removed and any necessary cleaning of the area undertaken in the day/s before the trial, not as part of the set-up of the search area on the day of the trial.

Search areas should be fully organised before placement of the hides occurs. Setting up of search areas requires a significant amount of time³, and this should be factored into the arrival time for helpers and the judge, and commencement time of the trial.

Where access to a search area requires opening and shutting of a door, this should be undertaken by a steward (other than the hide steward) or volunteer in a manner which minimises creation of additional air currents.

Any drain in a search area should be covered.

7 Container searches

See Rule 24

7.1 Selection of Container search areas

While container searches can be conducted outside, they are usually conducted inside but not in the same area as the interior search. Space must be provided in accordance with Rule 24.

7.2 Set up and management of Container searches

7.2.1 The search areas for containers must comply with the measurements set out in the rules. Where Container classes at more than one level are run, different areas should be used for each level.

³ The amount of time required on trial day depends on the number of elements, the nature of the venue and the extent to which most preliminary work has been undertaken in the days before the trial itself. Where a 'foreign' venue (not owned/managed by the club) is used and prior access is limited, it is suggested that at least 1 hour set up time should be allowed per element per judge. This time should be negotiated with the judge.

- 7.2.2 Containers will be set out in a pattern directed by the judge.
- 7.2.3 Unless otherwise agreed in advance with the judge, containers will be provided by the club.
- 7.2.4 Cardboard boxes to be used in the trial must be new and unused, and boxes which have had any contact with the odours must not be used in future trials. Other containers (bins, luggage, etc) used as 'cold containers' may be used in future trials as long as they are stored away from odour to avoid contamination.
- 7.2.5 In the case of cardboard boxes, these should be assembled in advance of the trial (preferably the day/s before or on trial day but in that case sufficient stewards should be assigned to the task so that it is completed well before the start of the trial).
- 7.2.6 As well as the number of containers required for the search, the club must provide a sufficient number of spare containers to replace any that are damaged during searches.

These include 'hot boxes', which contain odour. Spare 'hot boxes' must be stored in a closed area nearby but away from the search area, and must only be brought into the search area when it is necessary to replace a damaged hide.

Spare 'cold boxes', those which do not contain odour, can be stored nearby (but out of view of) the search area and should not be stored in the same area as the spare 'hot boxes'.

8 Interior searches

See Rule 25

8.1 Selection of Interior search areas

Interior searches take place inside a room or rooms in a building (such as an office, classroom, kitchen, bathroom, warehouse, store room). The entire room need not be used for the search area but if part of the room is excluded, the search area boundaries must be clearly defined.

In considering the suitability of any room, account should be taken of the presence of furniture, fittings and other objects or obstacles (eg posts/poles, shelving or large items of furniture) and whether they can be either used as part of the set-up of the search area or removed (and if so, when). Environmental issues such as windows and doors, equipment with motors (and whether they can be turned off for the duration of the trial) etc and any other factors that could potentially influence odour movement and how dogs search need to be taken into consideration.

8.2 Set up and management of Interior searches

The interior search will take place inside a room (or rooms). If only part of a room is used, the judge will ensure that clear boundaries are set out to define the search area.

For an interior search area, details such as the location of windows, doors, passage ways, equipment located in or adjoining the area, kitchens and other wet areas should be included.

The search area must comply with the measurements specified for each class level and will normally include some furniture and/or props.

Where Interior classes at more than one level are run, different rooms/areas should be used for each level.

Where multiple search areas are required (Excellent and Masters) the judge will determine the buffer zone between each area.

9 Exterior searches

See Rule 26

9.1 Selection of Exterior search areas

For an exterior search, for the lower classes it is usual for the search area to be near a structure, eg an exterior wall or courtyard, thus creating a border for the area and minimising excessive air flow and other distractions for the novice dog. Higher classes can use similar areas (with difficulty increased by hide placement) or more exposed/open external areas.

As for Interiors, consideration needs to be given to the presence of fixtures, fittings, gardens, air-conditioning units (whether they will be operating or switched off) and other objects or obstacles (eg posts/poles) and whether they can be either used as part of the set-up of the search area or removed (and if so, when) as well as any other factors that could potentially influence odour movement and how dogs search.

9.2 Set up and management of Exterior searches

The exterior search may be within a covered area but should have no more than two walls. The judge will ensure that clear boundaries are set out to define the search area.

The search area must comply with the measurements specified for each class level.

Where Exterior classes at more than one level are run, different areas should be used for each level.

10 Vehicle searches

See Rule 27

10.1 Selection of Vehicle search areas

Vehicle searches are conducted in an open, outdoor area. If prevailing weather conditions warrant it and the judge is agreeable, it could be in a covered area with up to two sides, eg a carport, or (depending on the size of the vehicles) the vehicles could be covered with a marquee to provide protection from the weather.

10.2 Set up and management of Vehicle searches

The club should ensure in advance that the vehicles are thoroughly checked for fuel/oil leaks and sharp protruding parts which may harm the dog. Vehicles should be cold, so they should be positioned as early as possible to allow necessary cooling of the engine, tyres etc.

The size of the search area depends on the number and size of vehicles to be used in the search. The vehicles should be placed according to the requirements for each class level and the distance of 1.5 -2 metres between vehicles be observed; placement should allow competitors ready access to all four sides of the vehicle.

Vehicle selection should be based on the level to be judged. The vehicles should be of sufficient size as to provide a selection of areas on which a hide may be placed and to generate sufficient airflow to provide scenting conditions appropriate for the classes being judged. It is not recommended that a wheelbarrow, child's pram, toy car, lawn mower, shopping cart, wheelie bin or similar be considered as a 'vehicle'. Consideration should also be given to the stability of any vehicle should it be knocked by a dog.

Where Vehicle classes at more than one level are run, different areas may be used for each level. If the same area is used, any vehicle on which a hide is placed must be removed from the search area before setting up the next Vehicle search area. It is not appropriate to use the same vehicle with a hide for multiple classes.

PART E – PREPARATION AND PLACEMENT OF ODOURS AND DISTRACTION ITEMS

11 Use of odours at trial venue

Only the official target odours to be used in the trial by the judge (Birch, Anise, Clove and/or Cypress) are allowed at the trial venue on the day of the trial.

Competitors and anyone attending the trial are not permitted to bring any of these four odours to the trial or to undertake any training on/near the trial venue on trial day⁴. Failure to adhere to this rule will result in disqualification.

Provision must be made for secure storage of any judges' and/or the club's odour kits well away from search areas, once their set up and hide placement have been completed. These arrangements should also be discussed with the judge in advance of the trial.

12 Responsibility for scent aids and scent vessels

12.1 General

Arrangements regarding the preparation of scent aids and scent vessels should be discussed and agreed between the judge and the club and recorded in the judge's contract. It is strongly recommended that the judge take responsibility for the preparation of these essential items.

Once preparation of odours has been completed, any odour kit should be stored securely and in a closed room or vehicle, well away from any of the search areas. Adhesives/affixing agents should be stored separately as they will absorb odour.

The following provisions apply should it be agreed that the club will take responsibility for these tasks.

12.2 Preparation and Storage of Odours

See Rule 17

If the club undertakes responsibility for the preparation of "Scent Aids", preparation must be in accordance with the Rules, that is, cotton balls or q-tips (paper stems only) must be used. Further details are available in a separate/attached document.

12.3 Scent Vessels

See Rule 17

A scent vessel is a receptacle for holding the scent aid; it may be any small object that prevents the scent aid from coming into direct contact with any object or surface in the search area, and that allows scent to escape. Some examples of a scent vessel include, but should not be limited to, a paper straw, empty lip balm tube, a metal tin with holes. Due to safety concerns, scent vessels may never contain glass.

The scent vessel may be affixed to an object or surface with tape, adhesive, magnet or by any other method, so long as it does not harm the object or surface. If the

⁴ Any competitors who may have travelled to attend a trial and who are camping or have all their accommodation requirements/equipment with them at the trial venue must ensure that no odours are brought into or stored anywhere within the extended boundaries of the trial precinct.

club undertakes responsibility for provision of the scent vessels, they should also provide materials that will enable the scent vessel/s to be securely affixed within the location directed by the judge, once set-up of the search area has otherwise been completed.

Placement of the scent vessel to create the hide will be undertaken by the hide steward under the direction of the judge. The scent vessel/hide will be placed in such a manner and position that it will not be visible to the handler or the dog when undertaking the search.

12.4 Distraction Items

See Rule 17.6

Unless previously agreed with the judge and specified in the judge's contract, distraction items are to be provided by the club and should be of a type agreed with the judge. They may include:

- (a) Non-food distraction - anything other than food but must not contain any artificial scent although it may contain scent of another animal.
- (b) Food distraction - any kind of dog or human food. It must be enclosed in a container which is large enough not to be swallowed by the dog and may not be less than 30cm from the hide.
- (c) Mimic distraction - an object such as toy or doll but should not be a stuffed animal or statue that looks like a realistic animal or person.
- (d) Human distraction - a person, other than the judge, who is present inside the search area; that person will be dressed in normal street attire which does not alter their shape and appearance as human. They may stand or sit, and may look at the dog but must not maintain eye contact with the dog, speak to the dog or intentionally touch the dog. The person will be in a position/location as directed by the judge and maintain the same position during each dog's search.

12.5 Demonstration dog

See Rule 18

A demonstration dog must be available to enable the judge to evaluate the search area before judging commences. This dog must be a dog accomplished in Scent Work at the relevant level, and not entered in that class. The purpose of the demonstration dog is to assist the judge to determine whether the odour is behaving as expected. Where a suitable demonstration dog is not available, the first dog in the running order will complete the search and the judge will determine whether the search is acceptable. The club has no authority to require the judge to use the nominated demonstration dog and judges may use their own dog for this purpose (if the dog meets the requirements). If the first dog to run encounters unforeseen difficulties as a result of which the Judge decides to adjust the hide location(s) in accordance with Rule 17.4, that dog will be re-run at the end of the class, with no penalty.

A handler running the demonstration dog cannot be entered in that class with another dog.

PART F - CONDUCT OF THE TRIAL

13 Competitor briefing

See Rule 19.2

A short competitor briefing is to be conducted by the judge prior to the start of each class. During the briefing, competitors may be able to view (physically or virtually) the search area/s and ask questions about the search and the search area. No dogs are to be present during the competitor briefing.

14 Running order

See Rule 19.3

Competitors in each class shall be run in catalogue order unless a valid conflict exists. Any competitor who has such a clash should contact the trial secretary who, after consultation with the judge, may amend the running order, and notify all relevant stewards of the change.

15 Spectators

See Rule 11

Where spectators are permitted, at the judge's discretion, to observe the judging of a class/element, they are to be ushered to the designated area by a volunteer and they must stay there until completion of judging of that class/element. The volunteer must remain with the spectators to ensure compliance.

16 Movement through route to search area/s

The assembly steward and assistant assembly stewards should ensure that competitors are aware of the running order and ready to be ushered from the staging area to the relevant search area as required. Assistant assembly stewards will normally be located along the route from the staging area to the search areas, to monitor and assist competitor movement. Stewards/assembly stewards may be required to wear hi-vis vests so they are more visible to competitors as they progress along the route.

Where possible, separate approach routes to the first assembly point will be provided for dogs which may require space, and every endeavour should be made to ensure that no dogs' paths cross while they are *en route* to or from the search area/s.

17 Contamination of search area

See Rules 19.16 and 17.4.2

If a search area is contaminated, either by dogs eliminating or with dropped food or saliva, every effort must be made to return the area to its original condition. Where the judge determines that a hide must be relocated, the original location must be cleaned.

When a dog eliminates in the search area, the area/s must be cleaned with water only. (See Rules 19.16.2 and 19.16.3.)

Should the judge require the hide to be relocated, the area/s must be cleaned with diluted vinegar as per Rule 17.4.2.

18 Recording results

See Appendix A to Rules for the Conduct of Scent Work Trials

The Score Sheet will record the official time for the search, faults, non-qualifying faults, disqualification and whether the team has passed or failed the search.

Score sheets will be handed to or collected periodically by the scorer who will -

- prepare a combined results sheet from which the results can be posted in the registration area (see Appendix 3);
- provide the individual score sheets to the trial secretary for preparation of qualifying certificates.
- Placings shall be based on the fewest number of faults, and then on time. A team with no faults will place higher than a faster-finishing team with faults. Qualifying scores take precedence over non-qualifying scores for placings.

The individual and composite score sheets must be signed by the judge.

19 Qualifying Certificates

Qualifying certificates are to be completed by the trial secretary and placed in a folder for each class/element ready for the signature of the judge at the completion of judging of that class/element and presentation to handlers.

20 Conclusion of trial

At the conclusion of the trial, the club must ensure that any negotiated costs are settled with the judge(s) and that all stewards, volunteers and other officials are acknowledged for their assistance in the running of the trial.

21 Report to Dogs Queensland

Following finalisation of the trial, the club will complete the Dogs Queensland trial documentation in accordance with Dogs Queensland requirements.

APPENDIX 1: TRIAL REQUISITES

- Copy of current ANKC Scent Work Rules
- Copy of Dogs Queensland regulations and guidelines
- Tables and chairs for registration area, display board for run order and results
- Name/role tags for stewards and other volunteers and spectators
- Competitor numbers for handlers; the club may provide catalogues or may advise competitors regarding their availability online
- Signs to indicate parking areas, directions to toilets, warm-up area
- Garbage bins/bags and poo bags
- Master plan of area showing routes to search areas
- Cones and tape to mark off restricted areas
- Running order lists and directional maps to staging areas and elements
- Bunting, tape, cones, flags to mark staging and search areas
- Gazebos for the staging area, warm up boxes
- Stop watches (to 100th of a second) and video/photographic equipment (if the club chooses to undertake videography/photography)
- Tapes and/or cones for start lines, perimeter markers
- Boxes/ containers for Container Elements
- Vehicles for the Vehicle Elements
- Any 'props', furniture, equipment or objects required to be placed in the search areas.
- Target odours, scent vessels, affixing materials, distractor items and props/theme for searches
- Clipboard, pens and/or other recording devices for judges and officials
- Water and diluted vinegar in spray bottles and paper towels for cleaning (one kit per search area)
- First aid kit and qualified first aider on hand
- Qualifying Certificates and awards for presentation
- Walkie / talkies (optional at discretion of club)
- iPad / video camera (optional, if club wishes to maintain a video of searches)

APPENDIX 2: SCENT WORK TRIAL CHECKLIST – CLUB

Task	To be undertaken by (position/name)	Date completed	Comments
4-6 MONTHS BEFORE TRIAL			
Locate, assess and book a suitable trial venue			
Liaise with prospective judge/s regarding proposed location, elements, classes, responsibility for supply of odour resources			
Send contract to judge including specific date, venue, Element/classes to be judged, responsibility for supply of scent aids and scent vessels			
Lodge trial schedule with Dogs Qld (as per DQ requirements)			
2-3 MONTHS BEFORE TRIAL			
Confirm venue booking			
Prepare the trial budget			
Organise supplies; includes 'traffic' signage, safety tape, route and barrier cones, walkie-talkie (optional); gazebos; poo bin/s; qualifying certificates (if being obtained from Dogs Qld)			
Plan the search area, routes, assembly points, parking spaces, routes to toilets, registration desk area catering area, warm-up box area (including check of line of sight issues for all the above).			
Having regard to that planning, plan personnel			

requirements and begin identification of officials and other volunteers and planning of resource sourcing			
Make arrangements with sponsors (if relevant)			
Order any ribbons, medallions etc			
1 to 2 MONTHS BEFORE TRIAL			
Submit site map and specific dimensions and layouts of proposed search area/s to judge/s; includes information on furniture, structural obstacles, proposed location of video-taker (if relevant) and photos of proposed layouts			
Liaise with judge/s re staging areas/search areas/barriers/signage requirements, and whether spectators and/or video-taping are allowed			
Set up trial on Online Entry Provider			
Trial schedule to appear in DQ magazine			
Monitor entries			
Organise judge(s) accommodation and payments			
Organise demonstration dog(s)			
7 to 10 DAYS BEFORE TRIAL			
Monitor entries and payments			
Conduct ballot if required; advise competitors of outcome			
Schedule entries and			

prepare trial catalogue			
Prepare competitor numbers			
Prepare other paperwork required for registration – competitor list; extra dog on grounds form			
Record and produce a virtual walkthrough of the route/s and search area/s (if required)			
Ensure all signage is prepared; includes directional signage (eg parking, toilets, registration, staging, warm up and search areas); Covid signage			
Assemble other resources that will/may be necessary for the trial. Include blue tack, double sided tape, velcro tape, other tape; score board			
Prepare master plan showing routes to search areas			
Produce required paperwork for judges and other officials – eg Catalogue/running order Folders for judge/s and stewards Individual competitor score sheets Combined result sheets Qualifying certificates Trial Manager’s report			
Liaise with judge/s re entry numbers; staging, warm-up and search areas and pathways between them; nature of any distraction items; set up of spectator			

area (if allowed); location of video-takers (if allowed); arrival time; set-up arrangements; meal arrangements; transport and accommodation details (if relevant)			
Firm up arrangements with stewards and other volunteers			

Firm up catering arrangements			
Ensure stop watches and videos are working			
1 DAY BEFORE OR ON THE DAY OF THE TRIAL			
Ensure trial location is free of hazardous conditions			
Ensure search areas have been cleared of all superfluous materials/objects; clean area if necessary			
For vehicle searches, ensure location will be free of through traffic			
Set up car parking and check in areas, 'traffic' signage			
Mark boundaries for each of the search areas			
Mark routes for competitors moving between search areas			
Set up gazebos, tables, seating required for warm-up, staging and search areas			
TRIAL DAY			
Ensure all superfluous materials/objects have been removed from search areas well before set up of search areas is due to commence			
Ensure timely availability of the hide steward and other officials required to assist with organization and/or set up of search areas to maximize efficiency of the process for the judge and avoid delays in start times			

Maintain registration desk; record attendances and absentees			
Update catalogues for stewards and judges with absentees			
Remove individual score sheets from folder and mark absentees on composite score sheets			
Provide all required paperwork and other requisites to judges, stewards and in each search area			
Ensure timely availability of all stewards for briefings with judge/s and their location at their respective posts – in particular, briefings for hide steward, official timer as well as assembly stewards			
Assist judge/s with final set up of search areas and judges' briefing of stewards and competitors			
Collect judges' score sheets as they are finalised and record on composite score sheet			
Ensure all judges' sheets (individual and composite) are signed by judge/s before they leave the venue			
Ensure the availability of refreshments for judges, stewards as appropriate			
DAY OF THE TRIAL OR POST TRIAL			
Record results in online system			
POST-TRIAL			

Submit required paperwork to Dogs Qld (eg results report; 'marked catalogue'; Trial Manager's report; Incident report (if any); surcharge report)			
Follow up with thank-you letters to judges and volunteers			
Finalise budget report			

APPENDIX 4 - SCENT WORK SUPPLIERS

Availability as at June 2022

Essential Oils 100% Pure

- Birch (Betula Lenta) - sometimes called Sweet Birch
- Anise (Pimpinella Anisum) – sometimes called Aniseed
- Clove Bud (Eugenia Caryophyllata) – NOT Clove Leaf!
- Cypress (Cupressus Sempervirens)

You may need to shop around because not all suppliers will have the 4 odours at any given time.

Essentials of Australia Pty Ltd Qld www.essentialsofaustralia.com

Australian Wholesale Oils www.awo.com.au

Mystic Moments UK www.mysticmomentsuk.com

Cotton Tips (paper stemmed only)

Swisspers (available in supermarkets) www.swisspers.com.au

Scent Work Kits, Pre Scented Cotton Tips, Hide Tubes, Tins and Magnets

Callicoma Pet Supplies (all 4 odours) www.callicoma.com.au

Ultimate K9 (all 4 odours) <https://ultimatek9.com.au/shop/>

Puppingtons (all 4 odours) www.puppingtons.com.au

Scent Dogs Australia (all 4 odours) www.scentdogsaustralia.com

K9 Pro
Kits (Birch Anise & Clove only) www.k9pro.com.au

Polite Paws
Kits (Birch Anise & Clove only) www.politepaws.com.au

Boxes & Containers

Signet, Qld www.signet.net.au

Stanley Packaging, Victoria www.stanleypackaging.com.au