

PINE RIVERS DOG TRAINING CLUB

SCENT WORK STEWARDS INFORMATION GUIDE

March 2021

1. GENERAL

This Guide is designed to assist volunteers who undertake stewarding roles at Scent Work trials run by Pine Rivers Dog Training Club.

All trials are run in accordance with the ANKC Rules for the conduct of Scent Work Trials and relevant Dogs Queensland rules and regulations. Where there is any doubt about interpretation or actions required, the official ANKC Rules for the Conduct of Scent Work Trials¹ will take precedence.

2. TRIAL SECRETARY AND TRIAL MANAGER

Stewards will be directed by the Judge but they should also follow advice from the Trial Secretary and/or Trial Manager. Typical duties of those positions are set out in Attachment 1.

Exhibitors may make requests for special consideration, such as asking to be judged out of catalogue order. Such requests should be reasonable and not create unnecessary duress for other competitors. Any request of this nature must be directed to the Trial Manager who will determine the request and advise the Trial Secretary for amendment of the catalogue running order.

A competitor can withdraw prior to entering the trial search area by asking the Trial Secretary or Steward to mark them absent. Once judging has commenced, competitors can only be withdrawn with advice to the Judge.

3. STEWARDS

As in other dog sports, the steward's role is to assist with the smooth running of the trial, to assist the judges and to help make competitors feel at ease. As this is a new sport, some of the competitors may need guidance as to what is expected of them. This information will be provided in the briefing session, but your helpful guidance for them will no doubt be much appreciated by them; however, if in doubt, please refer them to the judge or Trial Secretary.

Stewards must arrive at the time notified by the Trial Secretary or Trial Manager, and report to the Trial Secretary prior to making themselves available to assist with setting up. The Judge will give clear instructions as to their requirements.

Stewards and Judges act as a team and, the greater the cooperation, the smoother the flow of the trial. The Steward assists:

- (a) the Judge to make this happen by being in the right place at the right time, ready to carry out all instructions;
- (b) the competitor by being courteous, understanding, unobtrusive and considerate;

¹ See <http://ankc.org.au/media/9409/21-canine-scent-work-rules-01-07-20.pdf>

- (c) the dog by being in the background and making sure there is a smooth flow from one search area to the next or back to the staging area.

The Judge will advise the Stewards where they should stand. Depending on the role, this is likely to be in a location where the steward can see the team working but where they will not obstruct their movement or access to the hide or likely movement of odour, or in any way affect the performance of the dog.

Stewards need to consider their conduct, dress and overall presentation as a trial official. A Steward should wear clothes that do not have pockets smelling of food. With the exception of the Hide Steward who will handle odour during the trial, Stewards should also not have handled or kept any of the odours on their body or clothes prior to or at the trial.

In the event that a Steward observes any incident or behaviour which gives cause for concern, they should report the matter to the Trial Manager.

Before the trial starts

Stewards should:

- (a) have received briefing notes regarding their specific role for the trial and have familiarised themselves with this Guide, especially in relation to the requirements of their assigned role;
- (b) arrive at the trial venue at the time advised by the Trial Secretary or Trial Manager; normally this will be at least 45 minutes before the trial begins. During the ensuing period, Stewards will:
 - o be briefed by the Trial Manager;
 - o help ensure that all equipment required for the class or element being judged and which the Club is required to supply, is available near the search area before the Judge arrives;
 - o assist the Judge in setting up the search area,;
 - o be briefed by the Judge and follow the Judge's instructions;
- (c) refer to the Trial Manager, Trial Secretary or Judge any questions outside their knowledge and/or role;
- (d) not interact with any dogs likely to be in the trial before or while judging is under way;
- (e) help to ensure minimal distraction or disruption to the running of the trial and individual competitors' searches.

On conclusion of the trial

On conclusion of the trial Stewards should -

- (a) help dismantle the search area/s;
- (b) ensure all documentation from the search area has been delivered to the Trial Secretary;
- (c) ensure that all equipment is collected at the conclusion of judging and delivered to the owner or to storage.

Judge's briefing

The Judge is responsible for managing and briefing allocated trial officials on their roles and responsibilities.

The Judge's briefing is likely to address matters such as:

- (a) clarifying who will perform which role and what is specifically required of each role;

- (b) search area management and flow (eg one dog working; one dog waiting; two dogs alerted to search area progress).
- (c) escorting the competitor to the start line (the Steward should preferably stand on the competitor side, not the dog side)
- (d) introductions;
- (e) where Stewards within the search area should position themselves;
- (f) awareness of search area activity in case there is an incident.

Specific duties

All Stewards will receive specific instructions from the Judge as to what will be required during the conduct of the trial. While it is desirable to have Stewards for each function, it is not always possible, and in some cases, Stewards may be required to perform several functions.

These are the duties which need to be executed by the Steward(s). It will depend on how many Stewards are available as to whether the duties will be divided as per the suggested functions.

Hide Steward

The Hide Steward -

- (a) Is the only person who may handle the scent vessel or container and will do so, under the direction of the judge, in order to place hides in the search area.
- (b) Must wear non-powdered latex or nitrile gloves when handling odours (these will be provided). Used gloves should be placed in a designated place away from the search area and then disposed of.
- (c) Will set the odour in the warm-up area.
- (d) Should not handle any other object or surface in the search area; this includes door handles.
- (e) Should not be present when a team is searching but should be available nearby in order to assist with re-positioning of any hide which is moved or dislodged during a search.
- (f) Will otherwise support the Judge as required.

The location of hides is of course confidential and you should not discuss the set-up of the search area or location of hides with any person (whether a competitor or not).

Assembly Steward

In addition to the Assembly Steward, there may be multiple Assistant Assembly Stewards/Marshals working under the direction of the Assembly Steward. Each will have an assigned post or area of responsibility in the marshalling and movement of competitors *en route* to the respective search areas.

Assembly Stewards and Assistant Stewards/Marshals will -

- (a) Alert competitors when their turn to commence movement to the search area is approaching.
- (b) Re-arrange the order of judging if authorised by the Trial Manager or Trial Secretary, and advise Assistant Assembly Stewards and the Search Area Steward accordingly.
- (c) Oversight the warm-up box area and ensure that competitors do not handle the odour boxes and move through that point promptly and on to the first staging post.

- (d) Marshall competitors to ensure the smooth flow of teams in their movement to and between search areas.
- (e) Consider the welfare of the dog (eg the waiting area is safe; water and shade are provided if the weather requires etc).
- (f) Mark off the run sheet as competitors commence and move along their route to the search area.
- (g) Keep the search moving by ensuring that the next dog is ready and waiting at each specified staging point.
- (h) Direct competitors for their return to the staging area on completion of their search.

Search Area Steward

The Search Area Steward will -

- (a) Assist with set up of the search area as directed.
- (b) Help manage the environment with a view to ensuring that neither the Judge, the handler nor the dog are distracted by noise or other types of distractions outside the search area.
- (c) Ensure that the Judge has the correct score sheet for the next competitor, and is advised of any absentees or competitors running out of catalogue order, and that correct dog enters the search area according to the catalogue.
- (d) Manage competitors' progress into the search area, and ensure the competitor's catalogue number is correct and displayed.
- (e) Bring each team into the search area in a manner directed by the Judge but remaining well clear of the dog. The Judge will usually have earlier briefed the Steward on their preferred method of introduction of competitors.
- (f) Ensure the dog enters and leaves the search area on lead (off-lead may only be approved by the judge for Interior searches).
- (g) Guide the competitor out of the search area (unless there is a separate steward designated for this task).
- (h) Be aware at all times of what is happening in the search area in the event the Judge requires assistance eg repositioning of items (other than hides) or dealing with contamination in the search area.
- (i) Undertake other duties as required by the Judge.

In Container searches, in addition to the Hide Steward there is a requirement for 'Cold Box Stewards'.

- (i) They will maintain a supply of hot and cold boxes respectively. Hot boxes should be stored in a closed area near to but not in same room or area as the search area. Cold boxes may be stored near the search area but should not be stored in proximity to the hot boxes.
- (ii) The Cold Box Steward will ensure that containers are realigned and, if necessary (eg due to damage, saliva etc) replaced after each competitor's search. The Cold Box Steward will also realign any distraction items should they be moved by a competitor.
- (iii) The Hide Steward alone may touch the containers in which a scent vessel is placed, and will ensure that hot containers are realigned and, if necessary (eg due to damage, saliva etc) replaced after each competitor's search. Any damaged hot containers must be removed from

the search area and returned to the closed area near to but not in the same room or area as the search area.

Official Timer

The official time starts when any part of the dog's or competitor's body crosses the start line. The official time ceases in Novice when the competitor calls "Alert" and, in all other classes when the competitor calls "Finish" or when the allocated time for the search has been reached.

The Official Timer will -

- (a) Ensure time-keeping devices work and that back up devices are available. In the case of timer malfunction, refer to 19.5.5 of the Rules for the Conduct of Scent Work Trials.
- (b) Monitor and record the search time of each team (to one-hundredth of a second). The Timer announces the search time to the Judge who records the time on the mark sheet.
- (c) May be required to provide a 30 second warning to competitor (at the Judge's discretion); this involves clearly announcing "30 seconds" to indicate to the competitor the time remaining for the search.
- (d) Announce clearly when maximum time allocated by the Judge for the search has expired.

Score Steward

The Score Steward will –

- (a) Collect the Judge's score sheets as and when directed by the Judge; this may be direct from the Judge or from the Search Area Steward.
- (b) Maintain the score sheets in competitor order.
- (c) Transfer scores from the individual score sheets to a Combined Results Sheet.
- (d) Deliver the Combined Results Sheet to the Trial Secretary for posting at or near the registration area, for access by all competitors.
- (e) Deliver the individual score sheets to the Trial Secretary for completion of the Qualifying Certificates.

Video Steward

If the judge or the Club wishes to maintain a video or photographic record of the searches, the Club may appoint a Video Steward who will follow the directions of the Judge in relation to timing of any videoing, and where the Video Steward should stand or may move during any search. On completion of the class and/or trial, the Video Steward will ensure that the video/photographic equipment and footage are returned to the Trial Secretary.

Other Volunteers

Volunteers are required to assist with a variety of tasks including directing parking, hospitality, and providing directions to assist competitors. They may also be required to assist with taking spectators to the designated area, where permitted, and ensure they remain for the duration of the judging of that element/class.

4. EQUIPMENT

The following is a list of equipment which should be available in a search area:

- Catalogue/running order list for the relevant class, with absentees noted
- Tapes and/or cones for start lines and to indicate the perimeter of the search area
- 'Hot' and 'cold' boxes/containers for Container Element classes
- Vehicles for Vehicle Element classes
- Target odours, scent vessels, affixing materials, distractor items and props/theme for searches
- Stop watches (to 100th of a second)
- Clipboard (including individual and combined score sheets), pens and/or other recording devices for judges and officials
- Water (spray bottles), vinegar and paper towels for cleaning (one kit per search area)
- Video/photographic equipment (if the Club chooses to undertake videography/photography)

DOG SPORTS TRIAL MANAGER'S DUTIES²

The function of a Dog Sports Trial (Competition) Manager is to supervise, direct and co-ordinate all aspects of the trial during its duration, so as to ensure that the event is conducted in an orderly manner in strict accordance with the rules of the CCCQ, as well as supervising all Stewards. To achieve this, the Trial Manager MUST be fully conversant with all current, applicable Dogs Queensland Rules for Exhibitions, Code of Ethics, and the Appointment of Judges, and should have had extensive Stewarding experience.

The following includes some but not all of the facets of operation that the Trial Manager needs to supervise/check/organize for the smooth running of the competition:-

- Allocate the necessary Stewards to the required tasks and explain their duties
- Establish the Club's Disputes Committee to handle any incidents or disputes that may arise
- Liaise closely with the Trial Secretary
- Ensure all necessary equipment is available, fit to be used and placed on site
- Greet the appointed Judges as they arrive and introduce them to their Stewards
- In the event that a Judge has not arrived within 15 minutes of commencement, make alternative arrangements for a replacement and advise the competitors
- Prior to the scheduled starting time for the event, introduce the Judges and explain the running order for the trial, including meal/comfort breaks that may be needed
- Ensure that Stewards have consulted the Trial Secretary for absentees and marked their score boards accordingly. Advise competitors to check these score boards so they present themselves promptly for judging
- Announce the commencement of the trial at the scheduled starting time
- Make sure Judges and Stewards are offered drinks as/when required
- Check that Stewards are assisting the Judge as required
- Deal with any problems as soon as they arise and if necessary call the Disputes Committee together when a hearing is required
- As Judges complete their judging ensure the judging sheets are handed to the Trial Secretary for checking and preparation of Qualifying Certificates as needed
- Ensure that trophies and prizes are prepared for presentations, act as MC for the presentation of awards, thanking Judges, Stewards and all workers for their assistance
- Check that all equipment is stored away and the site is left clean and tidy
- Assist the Trial Secretary as necessary to finalize the trial paperwork

Finally, complete the Trial Manager's report and incident reports (if required) and sign same.

² Duty statement issued by Queensland Dog Sports Committee.

TRIAL SECRETARY – Role Description

The primary role of the Trial Secretary is to undertake all administrative tasks necessary to ensure the smooth operation of Obedience and Rally Obedience trials and Dances with Dogs competitions. A thorough knowledge of the relevant trial management software in use, the Club policies and procedures and relevant rules and regulations of Dogs Queensland is required.

Responsibilities

- Approach judges regarding their availability to judge at the trial (includes DWD competitions); forward to them two copies of the judging contract, for signature and return of one copy.
- Prepare and forward to Dogs Queensland, at least 5 months in advance of the event, the schedule and associated signed judges' contracts. Maintain one copy in the Club files.
- Set up the event on the relevant software program in use (eg K9 Entries) for access by competitors.
- Provide supplementary information regarding the trial via social media as appropriate.
- Monitor entries (and payments) during the weeks preceding the trial closing date.
- Undertake entry into the system of any paper-based entries received.
- Respond to any enquiries regarding the trial.
- Liaise with other relevant members regarding their availability for ring set-up, stewarding, catering and other necessary functions on the day of the trial.
- Liaise with the Trial Manager and Equipment Officer to ensure that all required equipment is available for the trial.
- Manage and order entries via class, enabling the production of the trial catalogue.
- Produce the catalogue, competitors' numbers and envelopes, competitor lists and judges' sheets for each class and ensure they are available at the required time/place.
- Liaise with the Trial Manager regarding any further requirements.
- After the trial, submit all required reports to Dogs Queensland.
- Undertake any other tasks outlined in the attached Queensland Dog Sports Committee statement of duties.
- Contribute to the overall functioning of the Club, including the tidiness and cleanliness of club infrastructure and training resources.
- Undertake other duties as nominated by the President and / or Management Committee.

TRIAL SECRETARY ROLE DESCRIPTION³

INTRODUCTION

The following is an outline of the functions of the Trial Secretary. Some of the functions may vary from Club to Club.

RESPONSIBILITIES

- A Trial Secretary MUST be fully conversant with CCC (Q) Ltd t/as Dogs Queensland Rules for the conduct of Shows and the appointment of Judges.
- A Trial Secretary should remind the Club when Judges are required for shows, at least one (1) year in advance of the Trial date concerned (usually June).
- Judges may be contacted by either telephone or email. Generally, you will get a better response by a personal telephone call although a general email to all suitable judges may be done at the beginning. Then any empty spots may be filled in.
- Once a Judge has agreed to judge they should immediately be forwarded a contract either by mail (include a stamped self-addressed envelope for return of the signed contract) or by email – check with the Judge if email is suitable.
- Judges contracts may be purchased from Dogs Qld either in a block form of 10 which are self-carbon so are handwritten or as a download which may be computer done and emailed to the Judge.

CONTRACTS

- While the Trial Secretary may contact judges as directed by the Club, the Club Secretary must sign all contracts, confirm all arrangements for travel and accommodation and sign ALL correspondence.
- Judges are expected to return the offered contract, signed, within fourteen (14) days. Where a Club finds that the expenses and conditions requested by the Judge are unreasonable, the Club may withdraw from the contract within fourteen (14) days of receiving it. The judge must be notified immediately of such decisions.

SCHEDULES (Advertisement for Paw Prints) – 5 months prior to trial date

- Following discussions with the Club about entry fees, classes and value of trophies, the Trial Secretary is to complete the proposed Trial Schedule (in triplicate) and send to CCC (Q) Ltd t/as Dogs Queensland at least five (5) months before the show date. A copy of each Judge's contract MUST accompany the proposed schedule. Two copies of the schedule go to Dogs Qld and a completed copy of the Schedule and the Judges' contracts on file are kept by the Trial Secretary.
- The date for the advertisement that goes into PawPrints is 2 months before the Trial. Check the Shows/Trials Dates listing on the Dogs Queensland website for the exact date of the Trial each year.
- Schedules published in Paw Prints will not list trophies, ribbons and prizes unless specifically requested on the schedule form and the paid advertising space is 1/4 page or

³ Document issued by Queensland Dog Sports Committee.

more. In advertising cases, trophies, ribbons and prizes are to be published in the Trial Catalogue. CCC(Q) Ltd will issue an invoice for all Schedules received.

- If the Club is dealing with a sponsor, contact the sponsor to provide details of the Trial (e.g. Trial date, venue, type of sponsorship and when required) and request confirmation of sponsorship, in writing.
- Upload Trial details to K9 or other website where applicable.

PRE-TRIAL TASKS

- *Supervise K9 or other entries*
- *Upload to K9 or other any postal entries*
- *Covering costs of Trial*
 - *At the appropriate Club meeting, move a motion to “Cover all costs for the upcoming Trial”*
- *Contract Trial Workers*
 - In conjunction with the Trial Manager, the Trial Secretary is to contract the appropriate number of Stewards.
- *Purchase stationery*
 - Check supplies of Qualifying certificates, Height cards, Extra Dog on the Grounds Form and Exhibitor cards and order as required
- *Purchase trophies/ribbons/prizes etc.*

If this is not your responsibility ensure they have been organised by the appropriate person
- *Accepting Entries*

The Trial Secretary is to collect all entries, check fees with entries and ensure that all fees are promptly paid to the Treasurer. The Trial Secretary is to receive a receipt from the Treasurer for total payments.

Receipt entries as you receive them, attaching the required number of Exhibit cards to the receipt. Do not wait for all entries to come in before handing collected fees to Treasurer – if all cheques are banked two (2) weeks before the Trial, any dishonoured cheques can be followed up on the day of the Trial.
- **After Close of Entries**
 - Check the catalogue on K9 or other. Move handlers to ensure there are no double ups or clashes with other rings.
- Confirm numbers for each Ring/Track and, if required, organise a reserve Judge/reserve Ring/ballot according to the particular Discipline being trialled.
- Provide the Committee with a required Trophy List

- Provide the Caterer with estimated numbers
- Provide the Sponsor/s with the number of Classes and the required number of prizes in each Class. Clarify the amount of advertising they require
- Organise a prize for the raffle
- Organise gifts for judges if required
- Provide the Treasurer with the Dogs Queensland surcharge amount, a list of Judges and their fees, the number of Catalogues required and the number of pages in each Catalogue.

➤ *Preparing the Catalogue*

- The order of Classes in the Catalogue must be the same as on the Judges' Contracts and in the Schedule advertised in PawPrints. Ensure you check the order of classes for each Judge as advertised in the Schedule.
- Mark competitors who are clashing across the Rings for the Stewards' benefit.
- Include Sponsor's advertising
- Print sufficient Catalogues. 1 per handler, 1 per ring and a few spares.

➤ *After the Catalogue has been printed*

- Prepare Exhibit Number cards noting the Class and the Competitor Number
- Prepare Judge's Sheets – plus enlarged ones for the Rally Obedience Ring to be used as a scoreboard. Prepare the Trial Manager's Report sheet/s unless using the K9 generated forms.

TRIAL DAY TASKS

- Make sure you have all trophies, Exhibitor Number cards, Entry forms, Catalogues, First Aid Kit, Trial Manager's Report, Statutory Declaration forms, Incident Report forms, Recording Sheets, spare blank Number cards, stopwatches, folders, pens and safety pins. **ABOVE ALL – BE EARLY AT THE EVENT.**
- Set yourself up in the Secretary's Office and be ready to hand out Exhibit numbers at least 1 hour before the beginning of the Show. Remove Exhibit Number card for any dog declared absent by its owner/handler.
- Prepare Judges' folders – should include Judge's score sheet, list of competitors, pens.
- Notify Stewards of any absentees.

- Judges Contracts for any extra or different Judges than those advertised. A copy of the signed contract must be forwarded to Dogs Qld with the after trial paperwork.
- *As each Ring finishes*
 - Complete Qualifying Certificates. Check Recording Sheets for errors and ensure they have been signed by the Judge. If any errors are detected, ask the Judge to amend and initial.
 - Prepare for Presentations.
 - make sure you have a copy of all ring catalogues
- Ensure the Judges receive their payments, Thank You Notes and gifts.

AFTER THE TRIAL

- Complete the R10 Form and CCC (Q) t/as Dogs Queensland marked catalogue. Send these with Trial Manager's Report to CCC (Q) t/as Dogs Queensland office within 14 days. Keep copies of all these for the Club file.
- On receipt of the surcharge invoice from Dogs Queensland, forward it to the Treasurer for payment.
- Trial Results Form must be filled out for each class and forwarded electronically to Dogs Qld.
- Keep all entry forms for a minimum of three (3) months, in accordance with the Rules (140) of the CCC (Q) t/as Dogs Queensland.
- Judges' Sheets and Trial Catalogues should be kept for one (1) year, or as advised by your Auditor.