

# Quick Reference for the Small Club Trial

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Before starting, everyone concerned should carefully review trial rules and regulations. Tracking and trial field's availability and conditions for your area are critical concerns. Acquiring signed contracts on both fields is important for smooth running trials.

After studying the variables, the next step is to discuss what date your trial will be held. Try to come up with a few dates for the trial in case the judge you want is busy on the weekend of your first choice. After plans are tentatively made, call your Regional Director. He/She will be able to let you know if other clubs in the Region are already scheduled on or very near your choice of dates. Once you have cleared the dates with your Regional Director, call the judge you have picked, to coordinate dates and times. Remember some judges can be booked up more than a year in advance.

If you would like an SV Judge you must fill out the SV Judges Request Form found in the Schutzhund USA magazine or on the USA website ([www.germanshepherddog.com](http://www.germanshepherddog.com)). Follow all the instructions. SV Judges request forms should be submitted six (6) months in advance. When hosting an SV Judge he/she needs to know exactly what titles you would like to offer so they can decline or accept those titles.

When you have found your judge and have scheduled them for your trial, let the Regional Director know, in writing or by email, so he/she can get your club their Event Authorization Form. The Regional Director needs the date, the judge's name and what degrees your club is offering. It is a good idea to offer every title, because as the trial approaches you may need the entries or have people in your club that are ready for different titles. You are not forced to have every title you have printed on your Event Authorization Form provided at the trial. The event has to be publicized to all Full Member Clubs in the host club's region in writing or to valid email addresses at least three weeks before the trial. If the trial is not publicized all scores and ratings will be null and void.

If more than one club is hosting an event, the Co-Host Agreement form must be filed with the Regional Director at the time you request the Event Authorization. When preparing for a trial, remember how you would like to be treated if you were showing. Providing practice tracking fields is helpful. Allowing prospective dog/handler teams to work with your helpers a week or two before the trial is also courteous.

## **Trial Secretary:**

A USA Trial Secretary should be a very organized person. It helps if they know a little about trialing. They have to be a USA member in good standing. They cannot be showing a dog in the same trial.

**Forms needed in advance from the USA Office or off the USA Website:  
(whatever may apply to your clubs trial):**

### **Judge's Sheets for:**

SchHA, SchH/VPG/IPO 1-3, TR1-3, and OB1-3  
BH, WH, FH1, FH2, IPO FH, RH, AD

### **You also need to get either from the USA Office or the USA Website:**

Trial Scoresheets and Cover Sheet; these are to be filled out and sent as to the instructions on the bottom of the Cover Sheet. The scoresheet that you receive is very detailed and comes with an instruction sheet. If a competitor passes the BH Written Examination whether or not they pass or fail their BH needs to receive a certificate that shows they have passed the written exam so they need not take it again.

Certificates of Achievement - for each dog that passes. (optional)

Scoresheets are also called Bewertungsliste.

**\*\* It is VERY important now to fill out all the information for the helpers and the tracklayers OR it will be rejected at the office! \*\***

## **Secretary's Trial Bag:**

A club should put together a Secretary's Bag to store trial information and paperwork from past trials to present. Preferably the bag/box/briefcase is water proof. As an example files can be labeled:

Example of File #:

- 1 SchH A, SchH 1, TR1 and OB1 Judge's Sheets
- 2 SchH 2, TR2 and OB2 Judge's Sheets
- 3 SchH 3, TR3 and OB 3 Judge's Sheets
- 4 BH Judge's Sheets
- 5 AD Judge's Sheets
- 6 WH Judge's Sheets
- 7 FH Judge's Sheets
- 8 Trial Score Sheets and Cover Sheets
- 9 Competitors Scorebooks - to be put in order of participation and separated by rubber bands or plastic bags by SchH I, II, III, B, AD, etc.)  
Example: Joe, Peter, Patrick, Sarah in order that they trialed all separated inside the SchH 1 file.
- 10 Helper Books - Check to see if the helper book is correct by matching it to the USCA website. Check to see if the helper's USA membership is current.
- 11 Entry Forms- (Blanks and completed forms from competitors)
- 12 Completed information to be sent to office - Trial Score Sheets, cover sheets, a check for \$4 per dog entered.
- 13 Certificates - to be filled out after trial before the awards presentation
- 14 BH Exams - keep them current as they change from time to time.

A lot of paperwork can and should be filled out before a trial. The trial secretary should fill out the top of each Judge's Sheet with information on the competitor and fill out all the information but the results and scores on the Trial Score Sheets. Do not fill out the scores on any of these papers unless under direction and approval of presiding judge. \*Remember that many judges have their own judge's sheets.

Following is an example of the information needed from an exhibitor and you can also include statement of release of liability.

**Entry Form for dog #1**

Title going for at this trial \_\_\_\_\_ USA Scorebook# \_\_\_\_\_  
Dog's Registered Name \_\_\_\_\_ Breed \_\_\_\_\_  
Titles earned \_\_\_\_\_ Registration # \_\_\_\_\_ Sex: M F  
Date of Birth \_\_\_\_\_ Tattoo#/Chip: \_\_\_\_\_  
Owner \_\_\_\_\_ USA member # \_\_\_\_\_  
Handler \_\_\_\_\_ USA member # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_  
Handler-Owner-Trained Yes \_\_\_\_\_ No \_\_\_\_\_

I understand participation at this trial is at my own risk. I will not hold 'Schutzhund Club's Name' or any of its members responsible for damages that may occur to my person or property or dog as a result of this club. I understand that I am fully responsible for the actions of my dog.

\_\_\_\_\_  
Signature of applicant

Foreign scorebooks, DVG Scorebooks, AWDF Scorebooks and all other FCI approved scorebooks must be approved and certified by USCA and given a number.

A \$50.00 scorebook bond must be collected from the handler if a dog is shown without a USA scorebook or a USA certified foreign scorebook being presented to the Trial Secretary prior to the start of the event. All scorebook bonds are to be forwarded to the USA Office with the trial results. If the necessary paperwork to issue a USA scorebook or to certify a foreign scorebook is received by the USCA Office within ten days of the trial, the \$50.00 scorebook bond will be refunded. Otherwise, the scorebook bond is forfeited. A foreign competitor with a foreign scorebook does not have to be USCA certified.

When given scorebooks from participants, make sure the name of the handler is on the last page of the scorebook. For better record keeping, the dog's name can be lightly written in pencil on the front; call names and registered names are often different and some handlers have not filled out the last page of ownership.

Remember to put bitches in heat at the end of the trial. Chip readers are to be the responsibility of the dog's handler not the club. It would be a good suggestion for a club to purchase a universal chip reader to have for its members.

The Trial Secretary is to be at the judge's disposal providing drinks, food and service.

### **Important points:**

Do you need a host hotel and if so make sure they take pets. If you are having a big trial it is thoughtful to provide a car rental discount if possible. It is nice to have a get together planned for either Friday and/or Saturday evening.

A present for the judge, agitators, tracklayers, and anyone deserving can be bought for the award ceremony. Remember if the judge is flying he/she might not have room for a big gift.

The judge's fee for trials is now \$100 a day with one day of travel. The judge has the option of adding another \$100 for travel if kept an extra day without judging. The club is responsible for all expenses of the judge to and from the trial, also. (example: mileage to and from airport, food, rental car, parking, etc.) When scheduling a judge, a club may ask for an estimate of the judge's expenses before asking him/her to judge a trial for them.

Be prepared for all types of weather: Tents, awnings, umbrellas, rain gear, etc. Sometimes judge's can be caught unaware of changes in climate so offering them clothing would be appreciated.

At the end of the last trial day the Trial Secretary should assimilate all pertinent information and send the packet to USA **immediately**.

### **The Packet should include:**

The packet should include:

- appropriate number of copies of the Trial Scoresheets (Bewertungsliste) and Cover Sheet with the judge's and secretary's signature.
- A check for \$4 per entry trial recording fee.
- Scorebook bond of \$50 for each dog not meeting the scorebook requirements.

\*The Judge's Sheets are property of the judge. The judge also requires a copy of the Trial Scoresheets and Cover Sheet.

## **Helpers**

Mandatory equipment for the helper are scratch pants, soft stick, approved trial sleeve and jacket. Brand new covers or worn out covers should be avoided. The decoys are to be ready for the judge when the protection phase is about to start. All helpers must be USA members in good standing and have a helper book.

## **Tracklayers**

The Tracking Coordinator is in charge of the tracklayers. The club should have articles available that meet the current trial standard. Articles should be in the tracklayers possession at least 30 minutes before the track is to be laid and heavily scented by them. Flags for the starting pad are provided by the host club for the SchH2's and SchH3's. Metal flags should be avoided as they can hurt farmer's equipment. Tracklayers should be able to know how to walk in a straight line using sights and notes if needed. It is essential the tracklayers be able to find their track if the dog gets lost or does not complete the track

## **Group Leader**

The group leader is in charge of making sure the group is ready to be on the field the same time for each dog. It is a good idea to have extra group people on call for backup. The group leader will have the gun and make sure it is loaded at all times. Gunfire will be from a 6 mm or 22 caliber pistol with a closed barrel that does not release a projectile. Remember some blanks are duds and you should fill the blank gun often (or have a backup blank gun). Be aware that the judge may ask for a third gunshot, if he/she feels it is necessary. There is no longer gunfire during the BH phase.

## **Trial Field**

The trial field should be legal size, clean and easy to walk on. Some judges like using tracking flags for the male and female long down position. Some judges like putting flags down to indicate the obedience pattern, also. The protection field should be marked by the judge.

## **Jumps and Equipment**

Jumps and dumbbells should be of legal size and dimension. A sturdy and non-slippery wall is essential (even when wet). The jump is now solid to the top and dumbbells are provided by the hosting club.

**If you have any questions, please contact the USA Office:**

**3810 Paule Avenue**

**St. Louis, MO 63125-1718**

**(314)638-9686**

**Website: <http://www.germanshepherddog.com>**