

# United Schutzhund Clubs of America

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## **IMPORTANT - PLEASE READ** USCA Trial Scoresheet Instructions

Below are the instructions for filling out the new USCA Trial Scoresheets. We are excited that these forms are now in Adobe Acrobat format and can be filled out on a laptop at a trial, filled out partially on your home computer with entry information and printed for the trial, or printed out on your home computer and filled out completely by hand at the trial. To use this form on a computer or to print this form out, you must have the latest version of Adobe Reader on your computer. This software is free and can be downloaded from the Adobe site at: <http://www.adobe.com>.

### **Trial Secretary and Judge Original Signatures Required**

It is important to note that whether the forms are filled out by computer and then printed, or completed by hand, the form sent to the USCA Office **REQUIRES AN ORIGINAL SIGNATURE** of the Trial Secretary and Trial Judge.

### **After the Trial**

Upon completion of the trial, and once the judge has completed the scorebooks, the Trial Secretary should copy scorebook information to the scoresheets and print an additional 4 copies. The judge should confirm that the information on the scoresheet is identical to the scorebook before signing the scoresheets.

The original and two additional copies of both forms should be mailed to the USCA office, along with filing fees and scorebook bonds if required. One copy of both forms should be provided to the judge for his/her records, and one copy of both forms should be filed in the clubs records. Forms that are not filled out correctly will be returned to the club for correction.

### **Scoresheet Format**

Please note that the scoresheets consist of two pages. The two pages are titled:

*United Schutzhund Clubs of America Trial Scoresheet – Trial Information  
And  
USCA Trial Scoresheet – Entry Information*

### **Filling Out Trial Scoresheets on a Computer at the Event**

The instructions for the information required on the scoresheets are noted below. These forms are in Adobe Acrobat format and can be filled out on a computer by placing the cursor in the appropriate field and typing. To move from field to field, simply use the Tab bar on your keyboard. Should you miss a field, simply click your mouse in the appropriate field and put your cursor there. Note that if a box says click or select, it means that if you click the mouse cursor in that box, a check will appear. To get rid of a check in a box, just simply click again. The fill-in fields will automatically adjust the font size.

If you are using a computer at the trial to fill out these forms, simply download a copy of these instructions and the two forms to your hard drive. Rename the two scoresheet files (Trial Information and Entry Information) Master1.pdf and Master2.pdf (or another suitable name) so that should you make a mistake, you can simply start over again and will have access to the

master of the forms at the trial. As Murphy's Law always applies (if something can go wrong, it will), it is also prudent to make multiple hard copies so that in the event of a power failure, computer crash or some other catastrophic event, you will have the necessary forms for filling out manually, if necessary. If at all possible, we encourage you to use a computer at least to do the information on entries, as it will make the task of the office staff much easier. The forms will be legible and easy to read.

### **Filling Out Trial Scoresheets By Hand at the Event**

If you are not planning on using a computer at the trial to fill out these scoresheets, simply download them to your computer hard drive and fill-in as much information before the trial as possible. Once the judge has completed the scorebook, transcribe trial information to the scoresheets and Xerox an additional 4 copies of the scoresheets. The judge should confirm that the information on the scoresheets is identical to the scorebook before signing them.

### **Instructions for Use Trial Scoresheet – Trial Information Form**

#### *GENERAL INFORMATION*

Place an X or click the mouse cursor in the box indicating whether this is a Club or Regional Trial. On the line following, type or print the Type of Trial (Regional, Affiliation, Club Trial).

In the boxes below the words "Please fill-in box with the appropriate number of trial entries, please print or type the number of entries for each phase (SchH A, 1, 2, 3 etc.)

In the space labeled Date/s, please type or print the date.

In the space labeled Region, please type or print the USCA Region (Mid-Eastern, New England etc.)

In the space labeled Club Name, please type or print your clubs' official USCA Name.

In the space labeled Trial Location, please type or print the exact location of the trial.

In the space labeled Club Address, please type or print your clubs' official USCA recognized club address.

In the Trial Secretary spaces, please type or print the name, address and USCA Membership #.

#### **USCA membership is required for Trial Secretaries at USCA events.**

In the space labeled Judge/s, please type or print the name of the trial judge. One judge - use Box A. Judges for National Events, Tracking Judge – Box A, Obedience Judge – Box B, Protection Judge – Box C.

#### *HELPER INFORMATION*

In the spaces under Helper Information, please type or print the Helper's Name, Helper Book Number, USCA Member number, and the Number and Types of Titles held by the trial helper (for example, 4-Sch 2, 2 SchH 3). Note that there are additional columns for two additional helpers. If there are more than three helpers working your trial, use an additional sheet. **Helper books and USCA membership are required for all USA events.**

#### *TRACK LAYER INFORMATION*

In the spaces under Track Layer Information, please type or print the Track Layer's Name and Number and Types of Tracks previously laid by the individual laying the tracks. Note that there are additional columns for three additional Track Layers. If there are more than four Track Layers working your trial, use an additional sheet.

#### *TRIAL TIME SCHEDULE*

In the spaces under Trial Date, Start Time and Time Completed, please type or print the appropriate date, start time and time of completion for each day of the trial.

#### *SIGNATURES*

Once the judge has completed the scorebook, transcribe scorebook information to the scoresheets and print an additional 4 copies if you are using a computer at the trial or make four Xerox copies or handwritten copies if you are doing these sheets manually. The judge should confirm that the information on the scoresheet is identical to the scorebook before signing the

scoresheets. **The Trial Secretary and Trial Judge must sign the original sheets.** After all documents have been completed and signed, they should be mail to the USCA Office at the address above with filing fees and scorebook bonds, if required.

### **Instructions for Use Trial Scoresheet – Entry Information**

*You no longer need one sheet for each title. All titles are listed on the same scoresheet.*

Note that there are spaces on this sheet for 8 team entries. If you have additional entries for a trial, please be sure to use the necessary number of sheets.

On the Club line, type or print the complete name of the club holding the trial.

On the Date line, type or print the date of the trial

Catalog number - Note that in the far left column (running down the page) there are three boxes for each entered dog. In the first box, please put the entry number for the given dog. For example, if the dog is number one to have entered the trial, type or write 1.

Sex of dog - In the next box down on the far left column type or write either M for Male or F for Female.

Breed of dog - In the next box down on the far left column type or print the breed of dog entered. The abbreviations from the table along the right hand side of the scoresheet should be used. In the column second from the left you will add the following information for each entry:

Name of dog - Please type or write the full registered name of the dog

Name and address of handler - Please type or write the full address of the handler, including City, State and Zip Code

Name and address of the owner if different from the handler - Please type or write the full address of the owner if different from the handler, including City, State and Zip Code

Title entered for – Please type or write the Title the team is attempting using the following abbreviations:

SchH 1, SchH 2, SchH 3

IGP 1, IGP 2, IGP 3

TR 1, TR 2, TR 3

OB 1, OB 2, OB 3

BH

AD

FH 1 or FH 2

Present titles - Please type or write the titles the dog already holds using the above abbreviations.

Scorebook # - Please type or write the USCA Scorebook number. This number is found on the front of the Scorebook as issued by the USCA.

Registration # - Please type or write the dogs' USCA, SV, AKC or other registration number  
Information on temperament, points, ratings, total, date shown, and the reason a dog may not have completed the trial **should be copied exactly from the scorebook information that the judge has entered.**

In the HOT Column, Click on the box or write an **X** in the box if the dog is handler owned, trained and titled. A dog is considered handler owned and trained (HOT) if the handler has placed all titles on the dog. The USCA Office is not responsible to provide this information. **Trial**

