

# Hosting a WCRL Rally Trial

This document provides information for hosting a WCRL trial. Click on a topic below to go directly to that section:

A.	<u>INTRODUCTION</u> .....	1
	<u>Who May Host a Rally Trial</u> .....	1
	<u>Overview Timeline to Plan a Rally Trial</u> .....	1
B.	<u>ORGANIZING COMMITTEE</u> .....	1
C.	<u>APPLYING FOR A SANCTIONED RALLY TRIAL</u> .....	2
	<u>Sanctioned Trial Confirmation</u> .....	3
	<u>90-Mile Rule</u> .....	3
	<u>Changes to a Trial after Approval</u> .....	3
D.	<u>PLANNING A RALLY TRIAL</u> .....	3
	<u>Site Selection</u> .....	3
	<u>Judge Selection</u> .....	4
	<u>Scheduling and Planning Classes</u> .....	5
	<u>Judge’s Class</u> .....	5
	<u>Preparing a Budget</u> .....	5
	<u>Equipment and Supplies Necessary for a Rally Trial</u> .....	6
	<u>Ribbons and Awards</u> .....	6
	<u>Trial Premium</u> .....	7
	<u>Advertising</u> .....	8
	<u>Making the Trial Special</u> .....	9
E.	<u>PROCESSING ENTRIES</u> .....	9
	<u>Accepting Entries</u> .....	10
	<u>Entry Confirmations</u> .....	10
	<u>Entry Limits</u> .....	10
F.	<u>PREPARING PRE-TRIAL PAPERWORK</u> .....	10
G.	<u>FUN MATCH/RUN-THROUGHS/MINI-SEMINAR</u> .....	11
H.	<u>DAY OF THE TRIAL</u> .....	11
	<u>Staffing the Trial</u> .....	11
	<u>Chairperson</u> .....	11
	<u>Trial Secretary</u> .....	11
	<u>Awards Chairperson</u> .....	11
	<u>Hospitality Chairperson</u> .....	11
	<u>Ring Stewards</u> .....	12
	<u>Class Process</u> .....	13
	<u>Judge’s Briefing</u> .....	13
	<u>Walk-Throughs</u> .....	13
	<u>Class Runs</u> .....	13
	<u>Ribbon Ceremony</u> .....	13
	<u>Apprentice Judges</u> .....	14
I.	<u>AFTER THE TRIAL</u> .....	14
	<u>Post-Trial Paperwork</u> .....	14
	<u>Debriefing Session</u> .....	14
J.	<u>CONTACT WCRL</u> .....	14

## A. INTRODUCTION

Dog sports are becoming more popular as people want to do more with their dogs, and World Cynosport Rally Limited (WCRL) – one of the most accessible team dog sports – is a great way to bring owners and their dogs together. Here are some key benefits and incentives in hosting a WCRL trial:

- WCRL is one of the few dog sports and activities in which nearly every person and every dog can participate.
  - There are titling classes for puppies as young as 6 months and for veteran dogs.
  - Physically challenged dogs and competitors may participate through exercise modifications.
- Food, praise, and touch rewards are allowed at all levels.
- There are many levels of championship titles to reward teams for as long as they compete.
- WCRL offers teams real-world skills to navigate everyday life.
- Trials are friendly events with a relaxed atmosphere where there's a real sense of camaraderie among competitors.
- Trials are easy to run.

### Who May Host a Rally Trial

WCRL trials operate under license agreements, so any person, organization, school, or group may be licensed to host a WCRL trial.

To become a "Trial Host," submit a Group Information Form<sup>1</sup> to WCRL. Once accepted, a group number<sup>1</sup> is assigned and the Trial Host is listed in the Group Locator on the Rally website at [www.rallydogs.com](http://www.rallydogs.com).

### Overview Timeline to Plan a Rally Trial

An approximate timeline to plan a Rally trial is as follows:

<b>6 months prior to trial</b>	<ul style="list-style-type: none"><li>• Establish Organizing Committee</li></ul>
<b>3 – 5 months prior to trial</b>	<ul style="list-style-type: none"><li>• Contact judges</li><li>• Arrange for trial site, including insurance</li><li>• File "Application for Rally Event License Agreement"<sup>1</sup> (trial application) with WCRL; 3 months prior is the minimum required without a late fee</li></ul>
<b>Once trial is approved</b>	<ul style="list-style-type: none"><li>• Seek sponsorship</li><li>• Prepare trial premium<ul style="list-style-type: none"><li>○ Send premium to WCRL no less than 1 month prior to the trial</li></ul></li><li>• Begin promoting trial and accepting entries</li></ul>
<b>1 – 3 months prior to trial</b>	<ul style="list-style-type: none"><li>• Make sure to have all the equipment and supplies needed for the trial</li><li>• Order ribbons</li></ul>
<b>Closing date for entries</b>	<ul style="list-style-type: none"><li>• Prepare trial paperwork</li><li>• Receive trial course maps and score sheets from Judge(s)</li><li>• Send final confirmation to all competitors</li></ul>
<b>1 day prior to trial</b>	<ul style="list-style-type: none"><li>• Set up the trial site, if possible</li><li>• Offer run-throughs or mini-seminar if desired</li></ul>

## B. ORGANIZING COMMITTEE

The Organizing Committee is the governing body for the Rally trial. The Organizing Committee is responsible for and assumes all liability with regard to conduct of the trial.

The Organizing Committee's responsibilities include, but are not necessarily limited to:

- acceptance of entries
- preparation of the trial schedule, premium, and trial paperwork

- providing a facility that offers a safe surface and environment for which to conduct the trial
- providing qualified stewarding support
- providing equipment and supplies necessary to conduct a quality trial
- governing and resolving all disciplinary matters related to the trial<sup>2</sup>

The Organizing Committee’s responsibilities include virtually all matters at the trial other than those responsibilities of the judge, which include conduct of ring activities and evaluating performances.

While a trial can be successfully put together by one or two hardworking individuals, a group of volunteers can distribute the workload. The following is an example of an Organizing Committee and duties of each member in preparing for a Rally trial:

#### **Trial Chairperson**

- Secures the site to host the trial
- Files the trial application with WCRL
- Arranges for judges
- Ensures all necessary equipment and supplies are at the trial site
- Compiles the premium
- Solicits volunteers to serve as ring stewards during the trial
- Coordinates the Organizing Committee

#### **Trial Secretary**

- Acts as a general contact for competitors
- Handles and processes entries and fees
- Sends confirmation emails
- Keeps track of the waitlist, if offered, after entries fill; shreds or returns waitlist applications and checks after trial closes
- Handles competitors’ changes to their entries
- Prepares trial paperwork

#### **Awards Chairperson**

- Orders ribbons and awards for the trial
- Solicits sponsors for ribbons and awards
  - Tip: check with local pet stores and veterinarian offices for donations toward trial awards in exchange for mentioning their generosity on social media, in the trial premium, and during trial introductory remarks
  - Even a \$10 donation or gift certificates from local businesses can be nice prizes

#### **Hospitality Chairperson**

- Coordinates meals for judges
- Coordinates other hospitality, if offered, such as a potluck or pre-ordered meals for trial stewards and competitors

### **C. APPLYING FOR A SANCTIONED RALLY TRIAL**

WCRL Trials must be sanctioned (authorized by WCRL) so that teams entered will be eligible to be awarded qualifying legs and titles. Hosts apply for a sanctioned trial by submitting the “Application for Rally Event License Agreement”<sup>1</sup>. It is recommended that an application for a trial be submitted at least three months in advance of the desired trial date to have ample time to advertise the trial. Applications submitted less than three months in advance will still be processed if the appropriate late fee is included with the application fee.

Should the Judge Panel not be known at the time of filing, the application may be submitted with judges “TBD” (To Be Determined).

WCRL trials may be run in conjunction with other dog sports events, but may not be run in conjunction with other organizations’ Rally events.

## Sanctioned Trial Confirmation

Approval or denial of the trial will be emailed, typically within 5 business days from receipt of the application, to the Trial Secretary listed on the application. When approved, a unique six-digit Event number<sup>3</sup> is assigned to the trial, and the trial is listed on the Event Calendar at [www.rallydogs.com](http://www.rallydogs.com).

## 90-Mile Rule

Once a trial has been approved, any subsequent trial applications submitted for the same date(s) for a trial within a 90-mile driving distance of the approved trial shall be denied for that date(s). It is recommended that hosts check the Event Calendar at [www.rallydogs.com](http://www.rallydogs.com) for their desired date before submitting the application.

## Changes to a Trial after Approval

For updates or corrections to the trial or premium after approval by WCRL, the host should contact WCRL. Revisions may include changes in the classes offered, judge class assignments, and number of trials per day offered.

For corrections that may potentially have a significant effect on a competitor's decision to enter the trial or a class, the host shall also notify, to a reasonable extent, all persons to whom the trial notice was distributed.

To cancel a trial, the host shall immediately notify WCRL as well as all competitors entered.

## D. PLANNING A RALLY TRIAL

The following outlines various aspects of planning and preparing for a trial.

### Site Selection

In selecting a site for the trial, the following requirements should be met:

- Host shall be solely responsible for selection and use of a trial site, and shall establish that it is in compliance with local, state, and federal laws with regards to safety and accessibility.
- Host should have liability insurance for the trial site.
- Site should have ample parking for competitors.
- Restrooms should be available.
- Space should be available, with clean up materials and garbage can, for competitors to potty their dogs.
- Adequate space should be available for crating of entered dogs.
- Space should be available for spectators.
- Ring space should equal or exceed the minimum ring size requirement (see Table below).
  - Smaller ring sizes are often approved, as are rings that are not exactly rectangular in shape. In these instances, please submit a scale drawing of your ring with your trial application.

	Ring Size	Recommended Configuration
Recommended Ring Size	4,000 square feet (405 square meters)	50 x 80 feet (15m x 27m)
Minimum Ring Size	2,000 square feet (208 square meters)	40 x 50 feet (13m x 16m)

- Ring should have a ring barrier defining the perimeter of the ring, such as ring gating, temporary fencing, or flagging.
- Whether indoors or outdoors, the ring surface must be safe and suitable given the performance requirements of the classes.
  - If indoors, the ring must have a non-slip surface, such as rubber matting material or artificial turf.
  - If outdoors, the ring surface must be free of holes and the ground level, and shade should be provided for stewards.
- The ring must be free of debris and feces.

## Judge Selection

Hosts must arrange for a WCRL Judge(s) for judging at the trial. Selecting judges from the area can keep costs down, though many judges are willing to travel and work with hosts to reduce the expense of bringing in judges. The "Approved Judge List"<sup>1</sup> includes contact information for all WCRL judges. It is suggested that hosts have an alternate judge in case of emergency.

Members belonging to the host's group or club may judge for their own trial provided they apply and complete the Judge approval process, which must be done well in advance of the trial.

The following is presented to aid a host in the judge selection process, and is not a comprehensive list of procedures or caveats relative to such matters. Consult with your legal counsel if you have any questions or if any issues arise regarding these matters:

- Judges should generally be treated as Independent Contractors as that term is defined in the IRS Tax regulations, unless they are an Employee.
- Host shall cover or reimburse judge's travel expenses (airfare, mileage, tolls, parking, meals, lodging) in amounts no greater than those stipulated in current Federal IRS Guidelines.
  - Offering the judge housing in someone's home can save hotel costs.
- Compensation and expenses shall be made to a judge in the form of a check, cash, or money order at the conclusion of the judge's last assignment.
- Fees for service shall be reportable pursuant to IRS tax regulations on Form 1099.
- A written Judge's contract (by email or hard copy) should be provided to the judge within two weeks of verbal acceptance of the assignment; verbal agreements are to be avoided in order to minimize any possible miscommunications.
  - The terms of the Judge's contract are negotiated between the trial host and judge; WCRL shall not enter into judge negotiations.
  - After the host and judge have negotiated a contract, the host shall sign and date two hard copies of the contract, and send both copies to the judge, along with a self-addressed, stamped envelope. The judge shall sign and date the contracts, and return one completed copy to the host for their records.
  - The Judge's contract<sup>1</sup> may include the following:
    - Date(s) of the trial
    - Classes to judge
    - Location of the trial site
    - Ring size and surface
    - To-scale map of the ring, including potential problems, such as support columns
    - Maximum number of teams, if any, the judge is willing or able to judge in a class
    - Judge's compensation
      - Compensation may be a flat fee per course or a fee per run judged
      - Complimentary entries, generally valued at Fair Market Value, may be given as a portion of the judge's compensation
    - Expenses covered
    - Date that the judge shall send course map(s) and score sheet(s) to the host
    - Statement that the host will provide copies of the course(s) and score sheet(s)
    - Statement specifying who will provide all necessary equipment (e.g., exercise signs, sign holders)
    - Statement, if preferred, that the judge shall nest courses (as nesting courses minimizes the time required to change courses between classes)
    - Cancellation clause
      - Provision for judge's fees in case of cancellation or rescheduling of the trial
      - Plan for host in case of judge cancellation

## Scheduling and Planning Classes

Hosts will determine such details as how many trials will be held each day, which classes to offer, the order in which classes are run, and entry limits (if any). When planning the schedule of classes, consider the following:

- Up to three trials may be offered per event day (where each trial is defined as one set of classes).
- Trials may include regular classes (Level 1, Level 2, Level 3, Veteran, and Intro) and specialty (nontitling) classes, but need not include all classes.
  - If desired, judges may be assigned separately to A and B classes within a class (e.g., Judge 1 may be assigned to judge the Level 1 A class, and Judge 2 may be assigned to judge the Level 1 B class.)
- Offer primarily Intro, Level 1, and Level 2 in areas without a history of Rally.
- Individual Class titles must be earned under at least two different judges, except Intro titles, which may be earned under one judge.
- Consider offering a Level 1 class in at least three trials (with two different judges) over the event to provide an opportunity for new teams to title at a single event.
- If space allows, multiple rings may be used and run at the same time.
- Hosts may limit the number of entries for their trial, though WCRL does not regulate entry limit.
  - When determining how many entries to accept for the trial, consider how many dogs can be judged per class based on the Time Standards for each class (see the Official Regulations, Chapter 4—Section 3.4 Time Standards), noting that judges aim to design courses with an estimated performance time of less than the Maximum Course Time.
- For estimating the time for each class, time should be allowed for:
  - Course building (15 – 20 minutes per course) if the ring is being used for another course
  - Judge's briefing (1 – 5 minutes)
  - Walk-throughs (7 – 10 minutes per 20 competitors, per the Official Regulations, Chapter 3—Section 3.4 Walk-throughs)
  - Course Performance for each entry in each class (see time standards for each class in the Official Regulations, Chapter 3—Section 3.4 Time Standards)
  - Ribbon ceremonies (1 – 5 minutes)

Talk with WCRL and other trial hosts for additional planning tips.

### Judge's Class

To accommodate judges who may wish to show their own dogs in classes in which they are officiating, and/or to accommodate judges' family members or others who would not be eligible to show under the officiating judge, hosts may offer a special Judge's class as follows:

- Scores earned in the Judge's class are for titling purposes only and are not eligible for placements or special awards.
- The Judge's class may only be judged by another judge approved to judge that class.
  - An officiating judge may judge another officiating judge in a Judge's class.
  - If there is not another officiating judge available to judge a Judge's class, any judge present who is approved to judge that class may judge the Judge's class.
- Trial hosts are not required to compensate any judge for judging the Judge's class.
- Judge's classes may be held prior to judging the regular class or at the conclusion of the regular class, after the ribbons and other awards for that class have been presented. This should be noted in the premium.
- The course used for the Judge's class may be the same course that is used for the regular class.
- A Judge's class is not needed for a judge entering a class they are not officiating, as judges may enter regular classes.

### **Preparing a Budget**

Preparing a budget in advance will help hosts determine entry fees needed to at least break even. (Entry fees are set by the host, who may offer discounts and package rates.) Income will include entry fees and donations. Expenses include the trial application fee, trial site fee, insurance, ribbons and awards, judge fees, hospitality, office supplies (including postage), and WCRL licensing fees.

## Equipment and Supplies Necessary for a Rally Trial

The following equipment and supplies are necessary for a trial:

- Ring space and ring barrier (see “Site Selection” in this section)
- Course building supplies
  - WCRL Exercise Signs<sup>1</sup>
  - Sign holders<sup>4</sup> (up to 24 sign holders, depending on the class)
  - Station numbers<sup>5</sup> (numbers 1 to 20)
  - Bar jumps (Levels 2 and 3)
  - Cones (for exercises involving cones)
  - Two food bowls with covers (Levels 2 and 3)
- Score table supplies
  - Typically, pens/pencils, stapler, staple remover, white-out, scissors, scratchpad, calculator, file folders, 3-hole punch, 3-ring notebooks
  - Stopwatches or electronic timers for timing of runs (to hundredths of a second)
  - Tables and chairs for trial stewards (see “Staffing the Trial” in section H in this document)
  - Clipboards for judge’s score sheets while in the ring
- Ribbons and Awards (see “Ribbons and Awards” in this section)
- A large flip chart with easel and a marker, whiteboard, or other means for posting running order and unofficial score board information
- Trial Paperwork (see “Preparing Pre-Trial Paperwork” in section F in this document)
- WCRL Official Rules & Regulations,<sup>1</sup> including the WCRL Rules of Conduct and Disciplinary Actions<sup>1</sup> and the Disciplinary Action Committee (DAC) Guidelines and Incident Report Form<sup>1</sup>
- Clean-up supplies for spills or accidents
  - First Aid kit is recommended

## Ribbons and Awards

Ribbons and other awards help recognize achievement at a sanctioned trial. Some awards are required by WCRL (i.e., qualifying ribbons, placement awards in the “A” classes), and others are at the discretion of the host (e.g., placement awards in the “B” classes, title awards). See the following for details.

### Qualifying Ribbons

The host is responsible for providing awards to competitors who receive a qualifying score in any class. A qualifying award shall take the form of either a ribbon or rosette, upon which are imprinted the WCRL logo, the designation “Qualifying Score”, and, if not otherwise imprinted, a place to indicate class, judge, and date.

The primary color of the qualifying award shall be maroon. When accented with another color, white, pink, gray, or black are encouraged.

### Placement Ribbons

The host is responsible for providing placement awards in the “A” (titling) classes, to a reasonable number of placements at the host’s discretion. A placement award shall take the form of a ribbon, rosette, or other nominal gift award (e.g., trophy, dog toy, leash, or other similar specialty items).

In the event of a tie score for placement, the team with the fastest time shall win the place. Those teams with a tied time and score may be awarded duplicate placement prizes, or enter a run-off to determine placement (at host’s discretion.) A run-off shall be the performing of a shortened course (the first six or last six exercises on the course, at Judge’s discretion), in which the team with the best score and fastest time shall win the place. Run-offs are not required in any classes.

All placement ribbons/rosettes offered shall be imprinted with the WCRL logo.

Placement awards are recommended, but not required, in the “B” (championship) classes.

Recommended placement ribbon/rosette colors are:

1 <sup>st</sup> place	Blue	6 <sup>th</sup> place	Dark Green
2 <sup>nd</sup> place	Red	7 <sup>th</sup> place	Purple
3 <sup>rd</sup> place	Yellow	8 <sup>th</sup> place	Brown
4 <sup>th</sup> place	White	9 <sup>th</sup> place	Gray
5 <sup>th</sup> place	Pink	10 <sup>th</sup> place & beyond	Light Blue

### Title Awards

Awards for any titles earned are at the discretion of the host. If title awards are offered, clubs may put a small section in the Entry Form of their trial premiums that asks competitors to indicate any titles they anticipate earning at the trial, to help the host estimate the number of awards to have.

All title ribbons and rosettes offered shall be imprinted with the WCRL logo.

### Other Awards or Prizes

The host may offer other ribbons or special awards for any distinction they see fit, such as High in Trial, Junior Handler, Puppy, etc.

Special awards and prizes should be mentioned in the premium when possible, and when not possible, advertised at check-in or in the entry confirmation so all teams are aware of these awards.

### Ordering Ribbons

For ordering ribbons, some national manufacturers/distributors include Hodges Badge in Rhode Island, Stineman Ribbon in New York, and F&H Ribbon in Texas.

### **Trial Premium**

A trial premium is a document announcing the trial. It contains all relevant trial information, such as the trial schedule and Entry Form, as well as appropriate logos and wording in accordance with WCRL requirements. The premium represents the contract between a competitor and the host, and shall be viewed as the final word in setting forth rules for classes, awards offered, and conditions for entry to the trial, except that no statement in the trial premium that is contradictory to the WCRL Official Rules & Regulations shall be held enforceable.

An editable trial premium template is available by contacting WCRL. Information may be added and modified in the premium as needed. The host is responsible for any errors in the posted premium.

The trial premium shall include the following:

#### First page of the premium (typically):

- "WCRL Sanctioned Trial", "This is a titling event under WCRL Official Rules & Regulations", and the WCRL logo
- Date(s) and location (complete address) of the trial
- Trial host
- Classes offered (including Judge's classes, if offered)
- Officiating judge(s)
- Trial Schedule
- Description of the ring surface and whether the trial will be indoors or outdoors
- Opening and closing dates for accepting entries
  - Notice whether entries must be received by or postmarked by the closing date
  - Notice if day-of-show entries will be accepted



### Other required information in the premium:

- Contact information for the Trial Chairperson and/or Trial Secretary (including mailing address [P.O. box is acceptable], email, and phone)
- List of the Trial Committee
- Clear directions to the trial site
- Entry limits (if any)
- Start time of the first trial on each trial day
- Specified time when competitors may arrive at the site
- Size and number of rings
- Type of ring barrier (e.g., 2-foot-high ring gating, 4-foot temporary fencing, flagging, etc.)
- Statement on A and B classes, including prerequisites for entering those classes
- Notice if move-ups in classes will be allowed
- Name, address, and phone of local hotels, campsites, and/or other available lodging that accept dogs
- Name, address, and phone of closest available veterinarian
- Description of prizes and awards for each class, including special awards if offered
- Refund policy<sup>6</sup>
  - Notice that there will be no refunds if the trial must be cancelled for any reason
- Notice if un-entered dogs are not allowed at the trial site
- Official Entry Form, which includes a General Agreement in the form approved by WCRL
- Notice of when entry confirmations will be sent
- Entry fees, and to whom and where to remit the Entry Form and fees
- WCRL Dog Registration Form<sup>1</sup>
- Statement to the effect of “competitor has read and understands the WCRL regulations, which are incorporated in their entirety by reference”

### Optional information/forms in the premium

- Volunteer Interest Form (to help with stewarding or other duties)

### **Advertising**

Once the trial has been approved as sanctioned, it will be listed on the WCRL Event Calendar at [www.rallydogs.com](http://www.rallydogs.com). It is important that the trial be posted on the WCRL Event Calendar and on social media at the earliest possible time to enable prospective entrants ample time to plan accordingly.

Hosts should send a copy of the final premium to WCRL no less than 1 month prior to the first day of the trial; the premium will be made available for download through the WCRL Event Calendar at [www.rallydogs.com](http://www.rallydogs.com).

A host is responsible for marketing the trial to the local community. Some effective marketing and advertising techniques include:

- Post announcements on the WCRL Yahoo group at [groups.yahoo.com/group/RallyO-All-Dogs](http://groups.yahoo.com/group/RallyO-All-Dogs).
- Post announcements on local news media event calendars.
- Distribute copies of your trial premium to training schools, clubs, and others in your local area.
  - Existing agility teams may benefit from the teamwork involved in participating in Rally; note that USDAA dog registrations are valid for entry into WCRL events, just as WCRL dog registrations are valid for entry into USDAA events.
  - Basic and advanced manners students can hone their skills in WCRL.
  - Retired dog/handler teams can find enjoyment in being active in WCRL.
  - Junior Handlers are welcome to compete in any class in WCRL.
- Promote your trial on local dog event lists.
- Keep a database of everyone who inquires about upcoming trials, regardless of whether they attended, and send them information for your subsequent trials.

## Making the Trial Special

A few special touches can add to the enjoyment of the event. Examples include:

- Theme for the event with decorations
- Display ribbons and other awards prominently
- Raffles
  - Raffle off donated items
  - “NQ Raffle” (all teams who get an NQ score are entered in the raffle)
- Other contests
  - Costume contests
  - Crate decorating contests
  - High in trial awards
- Upbeat music during walk-throughs
- Potluck or option to pre-order lunch so competitors do not have to go off-site
- Photographer on-site and/or decorated area to use as a photo backdrop

## E. PROCESSING ENTRIES

At all times, the host shall communicate promptly and courteously toward competitors and those inquiring about the trial, and act in a manner to ensure that the impression of the trial is professional and fair.

The Trial Secretary (or Chairperson) is responsible for receiving and processing entries.

Recording entries as they are received helps to stay organized. It is recommended that a spreadsheet or database be used to log entries received for the trial. This method also allows data to be merged for trial paperwork such as Trial Score Reporting Sheets (with the entered teams in each class), score sheets, armbands, ribbon labels, gate sheets, and more.

If building a spreadsheet or database, possible data fields include:

<ul style="list-style-type: none"> <li>• Trial information               <ul style="list-style-type: none"> <li>○ Trial host</li> <li>○ Event #</li> <li>○ Trial #</li> <li>○ Classes                   <ul style="list-style-type: none"> <li>▪ Class code (indicating trial #, class, and A or B)</li> <li>▪ Class description (e.g., “Trial 1, Level 1 A”)</li> <li>▪ Date</li> <li>▪ Judge</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Entry information               <ul style="list-style-type: none"> <li>○ Date the entry was received</li> <li>○ Classes entered (use a separate field for each class)</li> <li>○ Titles expected</li> <li>○ If Intro title already earned (if entering Intro class)</li> <li>○ Entry fees                   <ul style="list-style-type: none"> <li>▪ Money paid</li> <li>▪ Payment method</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Competitor information               <ul style="list-style-type: none"> <li>○ Last name</li> <li>○ First name</li> <li>○ Owner name (if different from competitor name)</li> <li>○ Street address</li> <li>○ City</li> <li>○ State</li> <li>○ Postal code</li> <li>○ Telephone #</li> <li>○ Email address</li> <li>○ Notes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Trial Accounting               <ul style="list-style-type: none"> <li>○ Income</li> <li>○ Expenses                   <ul style="list-style-type: none"> <li>▪ Application fee</li> <li>▪ Site fees</li> <li>▪ Insurance</li> <li>▪ Ribbons and awards</li> <li>▪ Judge fees</li> <li>▪ Hospitality</li> <li>▪ Office supplies</li> <li>▪ WCRL Licensing fees</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Dog information               <ul style="list-style-type: none"> <li>○ WCRL or USDAA dog registration # (6-digits)</li> <li>○ Call name</li> <li>○ Breed</li> <li>○ Date of birth</li> <li>○ Height at withers</li> <li>○ Jump height</li> <li>○ Notes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Additional data fields for pre-trial paperwork               <ul style="list-style-type: none"> <li>○ Team #</li> <li>○ Run order #</li> <li>○ # of teams entered per class</li> </ul> </li> </ul>

## Accepting Entries

Entries are acceptable when they are received, with payment, by the Trial Secretary (and/or Chairperson) before the closing date, and are signed<sup>7</sup> and completed with all necessary information on the Entry Form and General Agreement.

The host should promptly notify senders of entries with missing or incomplete information.

All teams entered in a trial must have a WCRL or USDAA dog registration number, unless entering FEO (For Exhibition Only)<sup>8</sup> if allowed by host. Competitors may register for a WCRL dog registration number either online at [www.rallydogs.com](http://www.rallydogs.com) to receive a registration number immediately, or by sending a completed "Dog and Junior Handler Registration Form"<sup>1</sup> to WCRL.

## Entry Confirmations

For all accepted entries, the host must send out entry confirmations, as stated on the premium. Entry confirmations should be sent as early as possible. Confirmations of entries should include the following information:

- A short introduction (e.g., "Thank you for your entry . . .", "This is your confirmation . . .")
- Confirmation details: competitor's name, dog's name, breed, jump height, and trials and classes entered
- Statement to contact you (by phone or email) if there are any errors or questions
- Any special instructions or other helpful information

## Entry Limits

Once entry limits are reached, the host must promptly notify senders of subsequent entries that the host is no longer accepting entries, and should return or shred entries and checks. Hosts at their discretion may maintain a waitlist, and all entries placed on the waitlist should receive prompt notification of such. Hosts may also notify WCRL if the trial is full, and an appropriate note will be posted on the Event Calendar on the Rally website at [www.rallydogs.com](http://www.rallydogs.com).

## F. PREPARING PRE-TRIAL PAPERWORK

The Trial Secretary typically oversees preparation of the pre-trial paperwork. Pre-trial paperwork includes:

- Check-in list of all teams entered in the trial, in alphabetical order
- Assigning team #s (optional)
  - Tip: by using the team's jump height as the first two digits of the Team #, the Team # can be used as a quick reference of the jump height on score sheets, gate sheets, etc.
- Trial Score Reporting Sheets<sup>1</sup> for each class per trial
  - Each Trial Score Reporting Sheet may be pre-filled with the Date, Host name, Event #, Trial #, Judge name, and Class (including A or B), along with each entered team's information (Team #, Dog Registration #, Call Name, Competitor Name)
  - A and B classes may be listed on the same Trial Score Reporting Sheet for small entries, but entries must be grouped and labeled on the sheet as to A or B class.
- Gate Sheets/Running Order
  - Gate sheets are the list of teams in each class in running order, and may include:
    - Team #, Dog Name, Breed, Jump Height, and a place to write in the Score if desired (or a separate Score Board may be used)
  - For Levels 2 and 3 running order, teams in each class may be grouped by jump height, either in ascending or descending order
  - "A" class does not need to run separately from the "B" class
- Score sheets for each class per team entered
  - Score sheets should be labeled with identifying information such as Team #, Dog Name, Breed, Competitor Name, etc.
- Armbands
  - May include Team #, Call Name, and Competitor Name
- Request for Modification (RFM) Forms<sup>1</sup>
- Judge Evaluation forms<sup>1</sup>

- Course maps
  - If printed copies of course maps are not provided to each competitor, course maps should be posted visibly (at a size large enough for several competitors at once to view), or several copies of the course map should be posted. Also, course maps may be sent digitally (texted or emailed) to competitors on the day of the trial at the time course maps are made available.
- Optional: Ribbon labels (pre-printed with Date, Trial #, and Class for each entry)

## **G. FUN MATCH/RUN-THROUGHS/MINI-SEMINAR**

Hosts may offer run-throughs (fun match) the day or evening before the trial. A small fee may be charged to help offset costs. Run-throughs are not judged and need not have an approved judge present.

A dry run-through for a trial may also be desirable for first-time hosts. The dry run-through can be held a week or two prior to the trial, and can include course building and course performances, allowing stewards to practice their jobs.

Hosts may offer a mini-seminar before the trial as well. A small fee can help offset other costs.

## **H. DAY OF THE TRIAL**

The following information is related to the day of the trial.

### **Staffing the Trial**

There are many duties necessary to be performed during a trial. The following is a description of duties as may be assigned per position:

#### **Chairperson**

- Greets the judge and introduces the judge to the trial staff and stewards.
- Ensures that each steward has everything they need for their duties.
- Before the first trial each day, assembles all competitors for a welcome and brief introductory remarks, to remind them of instructions such as being at the gate for their turn, cleaning up after their dogs, and any other special instructions. This is also an opportunity to thank any sponsors and introduce the judge(s).
- Circulates among the competitors to answer any questions and receive feedback.
- Assists the judge(s) with monitoring the trial site<sup>9</sup>.
- Handles any incident by following the Disciplinary Action Committee (DAC) Guidelines<sup>1</sup>.
- Collects judge receipts and pays judge at the conclusion of their last assignment.

#### **Trial Secretary**

- Checks in each team as they arrive for the trial.
  - Checks off names on check-in list.
  - Verifies that the dog registration number is correct.
  - Gives competitors their armbands and other prepared information for the trial.
- Handles competitor requests to add day-of-trial entries (if allowed per the host's discretion) if the class is not full.
- After each class, verifies that the paperwork is correct, complete, legible, and signed by the judge.

#### **Awards Chairperson**

- Ensures the ribbons and awards are available at the ring and organized for the ribbon ceremonies (i.e., presentation of class awards).
  - Ribbons for each class may be hung on cardboard sheets for ease of handling.

#### **Hospitality Chairperson**

- Provides meals to judges.
- Checks on the judges' and stewards' needs throughout the trial.
- Handles other hospitality arrangements.

## **Ring Stewards**

Each class shall be conducted by one judge and several stewards under the judge's direction. Each ring will need at least the following positions covered: desk steward, scoring steward, gate steward, timing steward, and a bar setter. Some of these duties may be combined to be performed by a single person.

Stewards can also enter the trial, but hosts will need to arrange to have someone take over their duties during their runs.

Remember to thank your volunteer ring stewards and help them have a pleasant experience as a volunteer.

The following is a sample description of duties for each ring steward position:

### Desk Steward

- Checks in each team for a class and verifies that the team is in the correct class (A or B).
- Updates the score sheets for move-ups (if moves from one class to another are allowed) and move-overs<sup>10</sup> from A to B class as needed.
- Checks that score sheets are in run order and gives the score sheets to the scoring steward after check-in and before the start of the class.
- At the end of each class:
  - Determines placements for each class (A and B).
  - Sorts score sheets by class (A and B), and then sorts in reverse placement order for the judge to award placements in the ribbon ceremony.
  - Enters times, scores, and placements on the Trial Score Reporting Sheet (to be signed by the Judge.)
  - Ensures that all paperwork is complete, legible, accurate, and signed where appropriate before giving paperwork to Trial Secretary.

### Timing Steward

- Times each run. This person should be placed in a position where they can clearly see the team cross both the Start and Finish lines.
- Signals to the judge when Maximum Course Time has been reached (at judge/host discretion).
- Reports time, to the hundredths of a second, either in minutes (m:ss.ss) or in seconds (sss.ss).
- If there is an error in the timing device when a dog is running a course, timing steward reports this to the judge and desk steward immediately after the team completes their run.

### Scoring Steward

- Before the class begins, coordinates with the gate steward to review the score sheets and update the gate sheet (i.e., moves due to conflicts, teams that are absent, etc.)
- Gives the judge the score sheet for each dog after the previous team has completed its run, unless the judge prefers having all the score sheets at once.
- Receives the score sheet from the judge at the completion of each team's run.
- Notes the performance time on the score sheet and calculates time penalties<sup>11</sup>, if any.
- Calculates score (or checks the judge's calculations on the score sheet.)
  - Note: A score less than 170 is non-qualifying, but the score is recorded at the actual point value (not as simply "NQ".) A score of zero ("0" or "E") is only recorded in the case of an Elimination ("E") condition (see the Official Regulations, Chapter 4—Section 4.2.)

### Gate Steward

- Confirms that each competitor is ready to enter the ring and calls the next team(s) to ensure they are near the gate when it is the team's turn.
- Ensures that the working team can exit the ring at the completion of their run by keeping the ring exit clear.
- Works with the scoring steward to post unofficial scores following each run.
- If the judge has the score sheets in their possession and a run order change occurs, the gate steward relays this information to the judge.

### Bar Setter

- Sets the jump to the appropriate height per team.

### Chief Course Builder

- Coordinates with several volunteers to set the course before each class and to change each course if the ring is used for more than one course.

## **Class Process**

After the course is set for a class, each class shall have a Judge's briefing, walk-through, judging of each team running the course, and a ribbon ceremony.

### Judge's Briefing

The Judge's briefing is an occasion during which the judge addresses the competitors of a class to point out specific features of the course, give reminders of important guidelines, and answer course-related questions from competitors. (Questions may also be asked during the walk-through.)

### Walk-throughs

After the Judge's briefing, competitors will be allowed to do walk-throughs of the course, without their dogs. A minimum of 7 minutes and a maximum of 10 minutes shall be allowed for each walk-through of up to 20 competitors. During walk-throughs, competitors may ask the judge course-related questions. (See the Official Regulations, Chapter 3—Section 3.4 Walk-throughs.)

The following rules apply to walk-throughs:

- Walk-throughs will be held before judging of the entire class begins; however, judges (in consultation with the trial host) have discretion to hold an additional walk-through for competitors unable to be present before the class begins, with sufficient cause.
- If there are more than 20 competitors, an additional walk-through period shall be provided for each additional group of up to 20 competitors, until all competitors have walked the course.
- When more than one walk-through period is required, the first group shall include those competitors first in the running order to facilitate beginning of the class.

Walk-throughs are for entered competitors only, except that:

- Junior Handlers may have a parent or other mentor accompany them.
- Disabled competitors may have a helper assist them at the discretion of the judge.
- Trial officials may walk the course at any time for inspection.
- When time or number of entries permits, others may walk the course at the discretion of the host. Such persons shall at no time interfere with competitors that are walking the course.

### Class Runs

The following relates to course performances:

- Judge decisions are final. The host does not have the authority to overrule any decision made by a judge.
- Once judging for each class is finished, the judge must ensure all scores, times, absences, and other necessary information have been entered correctly on the Trial Score Reporting Sheet before signing this sheet.
- Competitors are allowed to view and photograph their individual score sheets, which may be grouped in a folder or notebook after each class and made available to competitors, though all score sheets are kept by the host after the trial.
- Hosts shall not delay judging to accommodate late-arriving competitors, and hosts are not required to refund any entry fees for those unable to show their dogs under these situations.
- Judges are allowed to enter a class they are not judging, provided it does not conflict with their judging assignment. However, hosts will not interrupt or delay any class to accommodate judges, and hosts are not required to refund any entry fees for those unable to show their dogs under these situations.

### Ribbon Ceremony

In a ribbon ceremony, the judge presents the ribbons and other class awards (e.g., qualifying ribbons, placement ribbons). It should be held as soon as possible after each class ends. The judge should verify the scores and typically sign the Trial Score Reporting Sheet prior to awarding ribbons.

All competitors in the class are called to the ring for the ribbon ceremony.

Course builders may start setting the next course during the ribbon ceremony.

## Apprentice Judges

On occasion, a judge or potential judge may desire to observe an officiating judge as an apprentice. (Apprenticing is not a WCRL requirement for judges.) The apprentice judge must contact the host and officiating judge for approval to apprentice at the trial. Hosts are not responsible for any fees incurred by the apprentice judge. The apprentice judge may not disrupt the flow of the trial. (See the Judge Policy<sup>1</sup> for the complete guidelines on apprentice judges.)

## I. AFTER THE TRIAL

After the trial, the post-trial paperwork should be prepared as soon as possible.

### Post-Trial Paperwork

The Trial Secretary, together with the Chairperson, prepares the post-trial paperwork, which must be sent to WCRL within 10 business days of the trial.

Post-trial paperwork and fees include:

- Post-Trial Reporting Summary<sup>1</sup>
- Trial Score Reporting Forms<sup>1</sup> for each class held
- Licensing Fee for each entry (including present, absent, scratched, FEO, and Judge's class entries for all regular and specialty classes)
- Judge Evaluations<sup>1</sup> (at least one evaluation per Officiating Judge)

All trial score sheets must be kept by the trial host for a minimum of one year following the trial.

### Debriefing Session

Hosts may want to have the Organizing Committee meet after the trial to discuss what went well, what needs improvement, etc. This may also be a time to discuss the next trial (date, judges, location, etc.)

## J. CONTACT WCRL

For questions or special requests regarding hosting a trial, contact WCRL:

Email: [groupServices@rallydogs.com](mailto:groupServices@rallydogs.com) ♦ Phone: 972-487-2200 ♦ USPS: P.O. Box 850955, Richardson, TX 75085

---

### Footnotes:

- 1** Current version is available for download from the Rally website at [www.rallydogs.com](http://www.rallydogs.com) by navigating to the Forms & Documents page.
- 2** See the Disciplinary Action Committee (DAC) Guidelines and Incident Report Form for details. Disciplinary matters arising from conduct exhibited within the ring shall be the responsibility of the judge in determining if dismissal from the ring is warranted, though this shall not prohibit others from filing a complaint with the Organizing Committee for competitor misconduct should the judge not do so. The Committee may consult with the judge on matters brought to it involving incidents in the ring and other matters it deems appropriate.
- 3** The Event number is noted in the automatic email sent to the Trial Secretary upon approval of the trial, or by clicking on the event in the Event Calendar at [www.rallydogs.com](http://www.rallydogs.com), where the event # is listed in the address bar (e.g., [http://rallydogs.com/events\\_no=800123](http://rallydogs.com/events_no=800123).)
- 4** A set of L-shaped wire sign holders may be purchased from a Rally supply business (search online). Other ideas for sign holders are small easels or free-standing sections of PVC pipe with a slit to hold the sign.
- 5** Station numbers are used to sequentially number each exercise sign on the course. Station numbers may be placed on or next to the exercise signs and/or sign holders, or numbered cones may be used.
- 6** Refunds are at the host's discretion. Hosts may choose to refund entries withdrawn prior to closing date. Hosts are not required to refund entry fees if the trial cannot open or be completed for any reason, including by reasons of civil disturbances, fire, Acts of God (including but not limited to weather conditions such as thunderstorms, snowstorms, severe cold, severe heat), public emergency, act of a public enemy, strike, or any other cause beyond control of the organizers.
- 7** General Agreements must be signed and dated by the competitor, authorized agent, or parent or legal guardian if the competitor is a minor.
- 8** Contact WCRL for information on the FEO "Try Before You Buy" program.
- 9** Trial site includes the crating area, outside exercise area, parking lot, and any place occupied by the dogs and competitors entered in the day's trials.
- 10** While host has discretion to disallow move-ups from one class to another after the closing date, move-overs from A class to B class must be allowed. The desk steward shall update the score sheets as needed for move-overs.
- 11** Time Penalties will be effective January 1, 2019. (See the Official Regulations, Chapter 3—Section 3.4 Time Standards for more information.)