



Companion Dog Sports Program

# Trial Official and Event Guidelines

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## Document History

Version	Updates
1.0	New document effective 07/07/2014
1.1	Effective 1/19/2015 <ul style="list-style-type: none"> <li>• Added reference to Versatility class (Chapter 2: Judge Guidelines <i>Stewards</i>)</li> <li>• Added reference to Versatility Moving Stand for Exam exercise (Chapter 2: Judge Guidelines <i>Misbehavior</i>)</li> </ul>
2.0	Effective 10/1/2015 <ul style="list-style-type: none"> <li>• Added reference to Starter Novice class (Chapter 2: Judge Guidelines <i>Stewards</i>)</li> <li>• Added reference to Starter Novice On-Leash Stand with Distraction exercise (Chapter 2: Judge Guidelines <i>Misbehavior</i>)</li> </ul>
3.0	Effective 5/23/2016 <ul style="list-style-type: none"> <li>• Removed Corgi Creek and added Ribbons 4 All Venues to the list of suggested ribbon companies for Trial Hosts (Chapter 3: Host Organization Guidelines <i>Ribbons</i>)</li> </ul>
4.0	Effective 1/1/2017 <ul style="list-style-type: none"> <li>• Changed submission of <i>Trial Score Log Sheets</i> and <i>Post Trial Paperwork Cover Sheet</i> from 5 days to 10 days. (Chapter 3: Host Organization Guidelines <i>Responsibilities to the CDSP</i>)</li> </ul>
5.0	Effective 6/17/2019 <ul style="list-style-type: none"> <li>• Added mileage requirement when multiple trials are requested on the same date (Chapter 3: Host Organization Guidelines <i>Who May Host a Sanctioned Trial</i>)</li> <li>• Changed phone number for Ribbons 4 All Venues (Chapter 3: Host Organization Guidelines <i>Ribbons</i>)</li> <li>• Changed email address for CDSP Coordinator (Chapter 3: Host Organization Guidelines <i>Resources</i>)</li> </ul>
6.0	Effective 5/18/2020 <ul style="list-style-type: none"> <li>• Updated CDSP logo to current logo (Title page)</li> <li>• Changed “Pike” to “Tpke” in the mailing address provided for Golden Rule School for Dogs. (Chapter 3: Host Organization Guidelines <i>Responsibilities to the Exhibitors and Resources</i>)</li> </ul>
7.0	Effective 1/1/2022 <ul style="list-style-type: none"> <li>• Corrected various grammatical and spelling errors throughout the document. <b>NOTE:</b> None of these corrections impact the meaning of the content within the document.</li> <li>• Clarified distraction steward responsibility for On-Leash/Off-Leash Heeling Pattern exercises (Chapter 2: Judge Guidelines <i>Stewards</i>)</li> <li>• Changed distance between trials on the same date from 125 miles to 100 miles (Chapter 3: Host Organization Guidelines <i>Who May Host a Sanctioned Trial</i>)</li> <li>• Added “Two 36” traffic cones” (Chapter 3: Host Organization Guidelines <i>Equipment</i>)</li> <li>• Clarified fee only required for judged runs (Chapter 3: Host Organization Guidelines <i>Responsibilities to the CDSP</i>)</li> </ul>

	<ul style="list-style-type: none"> <li>• Removed requirement for CDSP registration form in premium; removed requirement that confirmations/judging programs must be sent 7 days prior to the trial (Chapter 3: Host Organization Guidelines <i>Responsibilities to the Exhibitors</i>)</li> <li>• Removed “Acting as ‘posts” for the Figure 8 Heeling pattern”; clarified acting as a distraction for On-Leash/Off-Leash Heeling Pattern exercises (Chapter 3: Host Organization Guidelines <i>Trial Committee: Gate/Ring Stewards</i>)</li> </ul>
8.0	<ul style="list-style-type: none"> <li>• Added “The host organization is responsible for providing High in Trial (HIT) and High Combined (HC) for each trial. Refer to <i>Chapter 1: General Rules and Regulations – Ribbons and Prizes</i> in the <i>CDSP Rules and Regulations</i> for award requirements.” (Chapter 3: Host Organization Guidelines <i>Ribbons</i>)</li> </ul>

## **Chapter 1: Representative Guidelines**

### **Responsibility to Host Club, Exhibitors and Spectators**

A representative is expected to be friendly, courteous, and professional to spectators, exhibitors, and the host organization. A representative should refrain from making personal comments to exhibitors and keep all remarks professional and positive.

The representative's primary concern should be that trials are run according to the *CDSP Rules and Regulations* and to resolve disputes and conflicts in a fair and non-confrontational manner. The representative is expected to listen carefully to suggestions and comments made by exhibitors. In matters of judging, the officiating judge has the final determination.

The representative shall move about the trial grounds during the event, observing the competition and activities inside and outside the ring. If the representative observes a dog exhibiting aggressive behavior, the owner shall be warned to control the dog or asked to put the dog away or remove the dog from the grounds, depending on the severity of the behavior. The representative shall remove from the grounds any dog who attempts to attack or attacks another dog or human. If an owner is observed using harsh verbal or physical punishment, the representative shall ask the owner to cease. Refusal to heed a representative's warning regarding either aggression or punishment shall result in permanent removal of that dog and owner's and/or handler's CDSP eligibility. The representative shall file a report giving the details of any incidents.

The representative shall be available throughout the trial to graciously mediate in any disputes that should arise regarding interpretation or implementation of rules and procedures. In any matters regarding judging, the judge's decision is final. In all other matters, the representative's decision is final.

At the conclusion of a trial, the representative is responsible for making sure all appropriate paperwork is complete.

A representative is expected to meet these criteria:

#### **Knowledge:**

- A representative should demonstrate solid knowledge of the *CDSP Rules and Regulations*. If a questionable situation arises during a trial, the representative should make note of this and check the regulations before offering an opinion or attempting a solution. A representative is encouraged to compete with his/her own dogs and must maintain active status by fulfilling requirements set forth in the section *Representative's Continuing Education and Maintaining Active Status* later in this chapter.

#### **Impartiality:**

- It is critical that exhibitors have complete faith in the impartiality and competence of the representative. A representative cannot discard, modify, or require anything not specified in the regulations.

**Procedure:**

- A representative must possess and demonstrate sound trial procedure.

**Policy for Emergency Situations Requiring Representative Substitution**

In the event an officiating representative has an emergency on the day of a trial and cannot fulfill her/his obligations, the representative must immediately notify the trial host.

In this type of an emergency situation, the following procedure is to be followed:

1. If there is another CDSP Representative in attendance at the trial as an exhibitor or a judge, or present as a representative for another class, the trial host will ask this representative to step in for the absent representative. If the trial official accepts the assignment, the trial official will be compensated by the trial host according to the suggested compensation guidelines (refer to *Accepting Assignments* later in this section) or any other agreement the trial host and trial official may agree to at the time of the trial.
2. If there is no other CDSP Representative in attendance, or a trial official in attendance declines to step in for the absent representative, then the trial secretary or trial chair will act as the representative.

In the event the nature of the emergency prevents the officiating representative from notifying the trial host:

- The trial host will wait one half hour past the scheduled class start time to arrange for a substitute representative.
- A trial host must endeavor to contact the absent representative before substitution.

The trial host may re-arrange classes on the day of the trial to accommodate this situation.

The trial host must notify the CDSP office within 24 hours after the conclusion of the trial.

Post-trial paperwork must contain the absent representative's name as well as the substitute representative's name. The substitute representative must sign all applicable post trial paperwork.

**Ring Condition**

It is the representative's responsibility to arrive at the show site early enough to inspect the ring and the equipment.

If it is an indoor trial, there must be matting on any potentially slippery surface such as concrete, wood, and tile. Deficient conditions must be brought to the immediate attention of the trial secretary. The host club must immediately remove any debris on the floor.

If it is an outdoor trial, the representative should take special care to inspect the ring surface. There may be holes and/or other hazards, which would require the judge to modify the layout of the course for safety reasons. The grass should be cut short. Debris including, but not limited to, animal waste, rocks, and sticks must immediately be removed by the host club.

In extreme cases, the judge should file a report with the CDSP Coordinator regarding the condition of the ring.

It the responsibility of the representative and host club to ensure that all spectators and other exhibitors are kept a reasonable distance from the ring at all times.

### **Ethics**

A representative must be unfailingly ethical and strive to avoid situations that might raise ethical questions.

- A representative must never solicit or promote assignments.
- A representative may not promote seminars for which payment is being made (unless the time is being donated as a fundraiser for the host club) or sell equipment/merchandise at trials for which the representative has been hired.
- A representative who attends a trial as an exhibitor or spectator must never “double judge” a team’s performance. The representative may not interfere with any ring personnel, may not discuss the officiating judge’s scoring with anyone and may not interfere with the officiating judge’s duties.
- A representative who attends a trial as an exhibitor or spectator must never attempt to interfere with the performance of a team while in the ring. “Double handling” is strictly prohibited and will result in disciplinary action by the Trial Official’s Conduct Committee.
- A representative may enter trials at which he/she is officiating.

### **Accepting Assignments**

The representative must require that all host clubs follow up verbal invitations to officiate with a confirmation letter. The representative must then sign and return the letter to the host club in a timely manner.

CDSP has suggested compensation guidelines of \$50.00 per day, plus travel and expenses. These are guidelines only and a representative may modify these suggestions at his/her discretion. Agreed upon fees and expenses must be clearly stated in the confirmation letter.

If for any reason a representative cannot fulfill an assignment because of illness or other serious occurrence, the representative must immediately notify the trial secretary or trial chair by telephone, overnight letter, or fax. If a representative is delayed in route to a trial, every effort to contact the trial secretary and/or trial chair should be made.

A representative is responsible for promptly notifying the CDSP Coordinator of any change in address or contact information.

### **Proper Dress**

It is important for a representative to maintain a proper and professional appearance. A representative shall wear casual business attire (weather permitting).

When officiating outdoors in hot weather, a representative should dress to be professional and comfortable.

When officiating outdoors in inclement weather, a representative should dress to be protected from the elements.

A representative may not wear any clothing that advertises a club, organization, school, or dog breed.

### **Stewards:**

If necessary, the representative should assist the host club by filling in for a steward who is absent or must leave.

### **Scoring Guidelines**

While it is not the representative's responsibility to score teams, the representative must be familiar with scoring and judging guidelines for all classes. In particular, the representative must be familiar with guidelines that require the judge to score a performance as non-qualifying, as this situation is most likely to elicit a complaint from an exhibitor.

### **Misbehavior**

It is the representative's responsibility to monitor the behavior of dogs waiting to enter the ring as well as on the show grounds.

Any and all cases of aggression by dogs towards other dogs and/or humans must be noted in a trial incident report. This report is to be sent by the host club to the CDSP Coordinator with all other trial paperwork.

### **Representative's Evaluation Form**

The representative shall provide the host club with the *Representative's Evaluation Form*. This form must be completed by the trial secretary at the conclusion of the representative's assignment and sent to the CDSP Coordinator with all other trial paperwork. Evaluation forms will be kept on file in the representative's folder.

### **Complaints**

Host clubs and/or exhibitors may submit concerns about a representative's execution of duties either by notations on the *Representative's Evaluation Form* or individual submissions the day of a trial. Any individual submission day of trial will be included with the trial paperwork sent to the CDSP Coordinator by the host club.

All complaints will be reviewed by the Trial Official's Conduct Committee and acted on accordingly.

### **Trial Official's Conduct Committee**

The Trial Official's Conduct Committee will review all complaints made by a host club or exhibitors about a representative.

The Trial Official's Conduct Committee consists of three members, none of whom are judges and/or representatives. In the event of a complaint by a host club or individual exhibitor, the committee will review the complaint and the response from the named representative and act accordingly.

The committee will have the discretion to make appropriate recommendations within guidelines established for them. These may range from a warning letter to the representative, recommendation for additional education and/or mentoring, to the suspension of the representative's privileges for a period of time, depending on the circumstances of the complaint and history.



### **Representative's Continuing Education and Maintaining Active Status**

A representative must maintain current knowledge of CDSP obedience. A representative must complete at least two of the following requirements on a yearly basis in order to maintain full approval status:

- Satisfactorily officiate at a CDSP sanctioned trial, either as a representative or a judge
- Exhibit at a CDSP sanctioned obedience trial
- Actively participate on a CDSP Committee
- Conduct or attend a seminar on CDSP obedience
- Conduct or attend training classes in competition obedience

**NOTE:** A representative who does not complete at least two of these requirements on a yearly basis will be removed from the *CDSP Trial Officials List* and must re-apply as a new representative. It is the responsibility of the representative to submit written verification to the CDSP Coordinator for the last two items in the list (seminar or training class requirements).

## **Chapter 2: Judge Guidelines**

### **Responsibility to Host Club, Exhibitors and Spectators**

A judge is expected to be friendly, courteous, and professional to exhibitors, spectators and the host organization. A judge should refrain from making personal comments to exhibitors and keep all remarks professional. A judge is never to leave the ring while judging a team. A judge may take announced breaks in judging if necessary.

The judge's primary concern should be that all exhibitors are judged fairly and consistently.

After the trial has been completed and all score sheets have been turned in, the judge may discuss an exhibitor's performance if requested by the exhibitor.

The judge should be aware that spectators form their opinion of the sport of competitive obedience through seeing the actions of the judge and the working teams. A judge should always maintain a professional and positive appearance.

A judge is expected to meet these criteria:

#### **Knowledge**

- A judge must demonstrate solid knowledge of the CDSP Rules and Regulations. If a questionable situation arises during the judging of a performance, a judge should make note of this and check the regulations before turning in the worksheet. A judge is encouraged to compete with his/her own dogs and must maintain active status by fulfilling requirements set forth in the section *Judge's Continuing Education and Maintaining Active Status* later in this chapter.

#### **Impartiality**

- It is critical that exhibitors have complete faith in the impartiality and competence of each judge. A judge has full discretion within the framework of the *CDSP Rules and Regulations*. A judge must exercise this authority impartially. A judge cannot discard, modify, or require anything not specified in the regulations.

#### **Procedure**

- A judge must possess and demonstrate sound judging procedure and ring control.

### **Policy for Emergency Situations Requiring Judge Substitution**

In the event an officiating judge has an emergency on the day of a trial and cannot fulfill her/his obligations, the judge must immediately notify the trial host and/or the CDSP Representative.

In this type of an emergency situation, the following procedure is to be followed:

1. If there is another CDSP Judge in attendance at the trial as an exhibitor or a representative, or present as an officiating judge for another class, the trial host will ask this judge to step in for the absent judge. The judge may decline or accept. If the judge accepts the assignment, the judge will be compensated by the trial host according to the suggested compensation guidelines (refer to

*Accepting Assignments* later in this section) or any other agreement the trial host and judge may agree to at the time of the trial.

2. If there is no other CDSP Judge in attendance, or a judge in attendance declines to step in for the absent judge, then the CDSP Representative shall step in for the absent judge and shall be compensated as per #1.
3. If the absent judge is scheduled to judge only one class and there is an apprentice judge in attendance, the apprentice judge may step in and officiate at the request of the trial host and CDSP Representative. The apprentice judge shall be compensated as per #1.

In the event the nature of the emergency prevents the officiating judge from notifying the trial host and/or CDSP Representative:

- Trial hosts will wait one half hour past the scheduled class start time to arrange for a substitute judge.
- Trial hosts must endeavor to contact the absent judge before substitution.

The trial host may re-arrange classes on the day of the trial to accommodate this situation.

The trial host must notify all exhibitors in attendance of the change once a decision has been made. Exhibitors have the option to decline the change. In this event, the trial host must either refund the exhibitor's entry fees for the classes in which the substitution will occur or offer the exhibitor a credit towards future entry fees. If the exhibitor requests a refund, the trial host must forward a refund to the exhibitor within 10 business days following the trial. Refunds and/or credits will not be offered to any exhibitors unless they are entered in the classes in which the substitution occurs.

The trial host must notify the CDSP office within 24 hours after the conclusion of the trial.

Post-trial paperwork must contain the absent judge's name as well as the substitute judge's name. The substitute judge must sign all applicable post trial paperwork.

### **Ring Condition**

It is the judge's responsibility to arrive at the show site early enough to inspect the ring and the equipment.

If it is an indoor trial, there must be matting on any potentially slippery surface such as concrete, wood, and tile. Deficient conditions must be brought to the immediate attention of the trial secretary. The host club must immediately remove any debris on the floor.

If it is an outdoor trial, the judge should take special care to inspect the ring surface. There may be holes and/or other hazards, which would require modifying the layout of the exercises for safety reasons. The grass should be cut short. Debris including, but not limited to, animal waste, rocks, and sticks must immediately be removed by the host club.

In extreme cases, the judge should file a report with the CDSP Coordinator regarding the condition of the ring.

### **Ethics**

A judge must be unfailingly ethical and strive to avoid situations that might raise ethical questions.

- A judge must never solicit or promote judging assignments.
- A judge may never accept consideration for past or future placements.
- A judge who attends a trial as an exhibitor or spectator must never “double judge” a team’s performance. A judge who attends as an exhibitor or spectator may not interfere with any ring personnel, may not discuss the officiating judge’s scoring with anyone and may not interfere with the officiating judge’s duties.
- The person acting as the CDSP Representative for a trial at which a judge is officiating may show under the judge provided the representative is not a relative or living in the same residence.
- Students may show under a judge provided the judge did not personally train their dogs.
- Family members and household members may not show under a judge.
- Individuals with whom dogs are co-owned may not show under a judge.
- CDSP recognizes that the judge cannot control who enters a trial. However, everything possible must be done to ensure the integrity of a trial.
- A judge may not enter and show in a class for which he/she is judging at the trial. A judge may enter and show at a trial for which he/she is officiating, provided the entry is in a class he/she is not judging and does not interfere with the judging duties for the day.

### **Accepting Assignments**

The judge must require that the host club follow up verbal invitations to judge with a confirmation letter. The judge must then sign and return the letter to the host club in a timely manner.

CDSP has suggested compensation guidelines of \$100.00 - \$200.00 per day, plus travel and expenses. These are guidelines only and a judge may modify these suggestions if desired. Agreed upon fees and expenses must be clearly stated in the confirmation letter.

If for any reason a judge cannot fulfill an assignment because of illness or other serious occurrence, the judge must immediately notify the trial secretary or trial chair by telephone, overnight letter, or fax. If a judge is delayed in route to a trial, every effort to contact the trial secretary and/or trial chair should be made.

A judge is responsible for promptly notifying the CDSP Coordinator of any change in address or contact information.

### **Proper Dress**

It is important for a judge to maintain a proper and professional appearance. A judge shall wear casual business attire (weather permitting).

When judging outdoors in hot weather, a judge should dress to be professional and comfortable.

When judging outdoors in inclement weather, a judge should dress to be protected from the elements.

A judge may not wear any clothing that advertises a club, organization, school, or dog breed.

### **Stewards**

A judge shall review with the stewards their respective duties and the manner in which they are to be performed. Any request from an exhibitor for special consideration must be directed to the judge.

A judge must advise stewards that they are not to make eye contact with dogs during the distraction portion of the On-Leash/Off-Leash Heeling Pattern exercises.

### **Judging the Performance**

Being in the right position to observe a team's performance is critical. There is no perfect position, but this does not mean that some positions are not better than others.

The judge is expected to discreetly move around the ring to judge a team's performance. For example, fronts cannot be judged from the side; the judge must be positioned to view the dog's back as the dog has come to front position. Finishes, halts, and turns cannot be properly judged if the judge is not positioned to see the dog in heel position.

A judge must not move quickly toward a dog as it is moving, stand closely behind a dog, or follow a heeling team too closely. The judge must always be in a position to see both the dog and handler at the same time.

### **Philosophy of Scoring**

It is the judge's responsibility to qualify all teams that should qualify and to non-qualify all teams who did not meet the standards of a qualifying performance.

A judge must excuse a dog if it is brought into the ring with bandages, stitches, or tape in any manner. The dog may not be brought back into the ring later, even if the bandages have been removed.

The judge must excuse any dog that goes lame while on course, eliminates in the ring or demonstrates illness such as vomiting.

Females in estrus are not allowed to compete and must be excused from the ring.

### **Misbehavior**

The judge must excuse any dog from the ring that demonstrates uncontrollable misbehavior such as leaving the handler and refusing to return after a reasonable amount of time and effort, leaving the ring, constant jumping up on the handler and/or knocking down the handler.

The safety of the judge as well as the handler in the ring is of paramount importance. If a dog attempts to bite or attack the judge or handler, the dog must be immediately removed. If during the On-Leash Stand with Distraction (Starter Novice) exercise, Stand for Exam (Novice) exercise, Moving Stand and Exam (Utility) exercise or Versatility Moving Stand for Exam (Versatility) exercise, the judge believes the dog may bite, the judge must stop immediately and advise the handler the dog will receive a non-qualifying score. The judge may remove the dog from the ring. A judge should remove any dog from the ring that exhibits threatening behavior towards the judge, stewards, handler, other humans, and other dogs.

It is the responsibility of the CDSP Representative and/or host organization to monitor the behavior of dogs waiting to enter the ring as well as on the show grounds.

It is the judge's responsibility to excuse any dog from the ring that threatens the handler, judge, or any spectators. The judge must also excuse any dog who attempts to attack or attacks another dog or person

while inside the ring.

Any and all cases of aggression by dogs towards other dogs and/or humans must be noted in a trial incident report. This report is to be sent by the host club to the CDSP Coordinator with all other trial paperwork.

Handlers are not to deliver corrections to their dogs while in the ring. The judge has the right to excuse from the ring any handler delivering a correction to their dog. A judge shall have the discretion to prevent the handler from further competition that day.

A judge must file a report with the CDSP Coordinator for any incidents of aggression on the part of a dog and any misbehavior on the part of a handler.

### **Judge's Evaluation Form**

The judge shall provide the host club with the *CDSP Obedience Judge Evaluation Form*. This form must be completed by the trial secretary at the conclusion of the judge's assignment and sent to the CDSP Coordinator with all other trial paperwork. Evaluation forms will be kept on file in the judge's folder.

### **Complaints**

Host clubs and/or exhibitors may submit concerns about a judge's execution of duties either by notations on the *CDSP Obedience Judge Evaluation Form* or individual submissions the day of a trial. Any individual submission day of trial will be included with the trial paperwork sent to the CDSP Coordinator by the host club.

All complaints will be reviewed by the Trial Official's Conduct Committee and acted on accordingly.

### **Trial Official's Conduct Committee**

The Trial Official's Conduct Committee will review all complaints made by host clubs or exhibitors about judges.

The Trial Official's Conduct Committee consists of three members, none of whom are judges and/or representatives. In the event of a complaint by a host club or individual exhibitor, the committee will review the complaint and the response from the named judge and act accordingly.

The committee will have the discretion to make appropriate recommendations. These may range from a warning letter to the judge, recommendation for additional education and/or mentoring, to the suspension of the judge's privileges for a period of time, depending on the circumstances of the complaint and history.

### **Judge's Continuing Education and Maintaining Active Status**

A judge must be current in the knowledge of CDSP obedience. An approved judge must complete at least two of the following requirements on a yearly basis in order to maintain full judging status:

- Satisfactorily judge a CDSP sanctioned obedience trial at each level for which he/she is approved
- Exhibit at a CDSP sanctioned obedience trial
- Actively participate on a CDSP committee
- Conduct or attend a seminar on CDSP obedience
- Conduct or attend training classes for competition obedience

**NOTE:** A judge who does not complete at least two of these requirements on a yearly basis will be removed from the *CDSP Trial Officials List* and must re-apply as a new judge. It is the responsibility of the judge to submit written verification to the CDSP Coordinator for the last two items in the list (seminar or training class requirements).

## **Chapter 3: Host Organization Guidelines**

### **Who May Host a Sanctioned Trial**

Any club, organization or individual may apply to host a sanctioned obedience trial. It may be held in conjunction with any other dog event. A trial will not be approved for its requested date if another trial is being held within 100 miles on the same date.

### **Equipment**

The equipment list below is a suggested list for host organizations which may assist them in holding a successful CDSP obedience event.

- All necessary jumps
- Two 36" traffic cones
- Ring gates and/or snow fencing
- Ring space that is equal to or exceeds the minimum size requirement
- Tables and chairs for trial personnel
- A large flip chart and easel or blackboard for posting run order
- Required ribbons and, if applicable, awards to be offered by the host organization
- Armbands or adhesive labels to identify each working team
- One extra set of Utility gloves (3 white gloves)

### **Personnel**

The personnel list below is a suggested list for host organizations which may assist them in holding a successful CDSP obedience event.

- Approved CDSP judge(s)
- Approved CDSP representative
- Trial secretary
- Gate/ring stewards
- Desk steward
- Floating volunteers

### **Forms & Procedures**

The required forms and documents which should be used when holding a CDSP event are listed below. All official CDSP forms and documents are located on the web site ([www.companiondogsportsprogram.com](http://www.companiondogsportsprogram.com)).

- Trial Application Form
- Move-Up Form
- Trial Score Log Sheets
- Post-Trial Paperwork Cover Sheet
- Evaluation Forms

### **Responsibilities to the CDSP**

The host organization is responsible, to the best of its ability, to provide a professional, efficient trial. Trial hosts who do not conduct their trials according to CDSP guidelines may have their trials' sanctions revoked and future hosting privileges denied.



To hold a sanctioned trial, it is the responsibility of the host organization to obtain a copy of the *CDSP Sanctioned Trial Application* from the CDSP website, complete the application, and mail it to the CDSP Coordinator with the appropriate fee (\$40.00 per trial event). Trial applications must be received by the CDSP Coordinator a minimum of two (2) months prior to the proposed trial date.

A *Trial Score Log Sheet* must be prepared for each class offered by the host organization. You must use a separate *Trial Score Log Sheet* for each class of your trial. The *Trial Score Log Sheets* must list each team entered in the class, including scratched and absent teams, and the following information per team:

- Armband number
- CDSP registration number
- The handler's first and last name
- The dog's registered name
- The official score for each team

You may copy the *Trial Score Log Sheet*, as needed, and remember to get the judge's signature and the desk steward's signature on each copy of the *Trial Score Log Sheet*. A fee of \$1.50 per judged team listed on the *Trial Score Log Sheet* must be included when sending the sheets to CDSP. The *Trial Score Log Sheets* along with the *Post Trial Paperwork Cover Sheet* must be completed and mailed to the CDSP Coordinator within 10 days of your event.

The trial secretary completes judge and representative evaluation forms. They must be sent to the CDSP Coordinator within 10 days following the trial. The host organization must keep the score sheets for a minimum of one year following the trial.

### **Responsibilities to the Judges/Representatives**

The host organization must arrange for judges and representatives for their trial. The terms of agreement are negotiated between the host organization and judge. CDSP will not get involved in judge/representative negotiations. It is the responsibility of the trial host to send each trial official the confirmation letter for signature, confirming all details. The trial secretary or trial chairperson will also sign the letter and mail a signed copy to the judge. The host organization will keep a signed copy for its records. Verbal agreements are not considered valid and are not binding.

The confirmation letter should cover, but is not limited to, the following topics:

- Date(s) of the trial
- Site of the trial (including a to-scale map of the ring showing problems like support columns)
- Directions to the site
- Classes to judge and their limit if any
- Judge's fee and/or Representative fee
- Covered expenses such as hotel accommodations, mileage/tolls, meals
- All necessary equipment provided by the host organization
- Provision for judge's/representative fees in case of cancellation/rescheduling of the trial

A judge cannot be both the judge and representative for the class he/she is judging.

It is the host organization's responsibility to provide the judge with the minimum size specified ring free of

debris and feces.

If outdoors, the grass must be mown short and the ring surface free of holes.

If indoors, the ring must be matted with rubber matting material.

The ring must be gated with a barrier from the ground to at least 2' tall. Dog show gating and temporary fencing are acceptable, but roping is not.

The host organization must provide the judge with an adequate number of stewards, preferably giving the stewards a briefing or mini class on their duties before the trial.

The judge is in charge of the trial ring and all decisions are final. The host organization does not have the authority to overrule any decision made by a judge. If the host organization has a complaint, it should be noted on the *Judge's Evaluation Form* and mailed in with the post-trial paperwork or the complaint may be filed directly with the CDSP Coordinator immediately following the trial. All complaints will be reviewed by the Trial Official's Conduct Committee and acted on accordingly.

### **Responsibilities to the Exhibitors**

First and foremost, the host organization must provide a safe environment, courteous volunteers and do its utmost to see that the exhibitor's impression of the trial is that it is professional and fair.

The host organization will not delay judging to accommodate late-arriving exhibitors. A judge is allowed to enter a class he/she is not judging, provided it does not conflict with the judging assignment. However, a host organization will not interrupt or delay any class to accommodate a judge. The host organization is not required to refund any entry fees for exhibitors or judges unable to show their dogs under these situations.

A host organization may not announce and/or advertise the trial or accept entries until after it receives official trial sanction from the CDSP Coordinator.

Each trial must have a premium prepared for it. The premium should be ready for distribution following notification of the trial sanction. The premium must be provided to anyone expressing interest in the trial either by email or, in the case of an exhibitor without email access, printed and mailed. Trial premiums cannot have any advertising in them - including classes, seminars or run-thrus offered by the host organization. Nor may flyers advertising anything be included in the mailing or emailing of premiums. Such advertisements may be mailed separately. Advertising is allowed in trial catalogs.

Premiums should contain:

- Name and address of the host organization
- Dates of the trial(s) including opening and closing dates
- Contact information for the trial chairperson and/or trial secretary
- Clear directions to the show site
- Information on A, B, and C classes including requirements for entering each class
- Level entry limits (if any)
- Judges officiating and which classes they are judging
- Official entry forms and a General Agreement
- A few local hotels (phone number and address) that accept dogs and distance from the show site

The host organization is not required to prepare or provide a trial catalog. A host organization may prepare a catalog and charge for advertisements in it. The catalog may be sold or given away.

The host organization should promptly notify senders of entries with missing or incomplete information. It is the trial secretary's sole decision whether to conditionally accept an entry until the missing information is provided or deny it. The trial secretary should promptly notify the denied entrant and explain why the entry was denied.

CDSP will not accept any post trial paperwork with missing registration numbers or numbers listed as pending.

The host organization must send out confirmations/judging programs for all accepted entries. Confirmations should include armband numbers. Confirmations/judging programs must be sent so that exhibitors receive them prior to the date of the trial.

The host organization must provide an armband to identify each team with the team's number.

The host organization should provide exhibitors with a space to exercise (potty) their dogs complete with clean up materials and garbage can. The host organization must be sure to provide adequate crating space for the entry they accept. The host organization is not responsible for providing shaded crate space.

The host organization is not responsible for providing food or water. However, a well-run trial will make sure bathroom facilities are available for exhibitors.

The host organization is responsible for providing *Exercise Modification* forms.

## **Trial Committee**

### **Trial Chairperson**

The trial chairperson is responsible for the following:

- Finding a location to host the trial, which generally includes applying for the proper park permit or negotiating a contract with an indoor facility.
- Filing the *CDSP Sanctioned Trial Application* with CDSP a minimum of two (2) months before the desired date.
- Arranging for judges/representatives.
- Ordering ribbons and armband numbers (or preparing adhesive labels) for placements/qualifiers.
- Making sure all necessary equipment and ring gates/barrier are at the trial site.
- Printing score sheets.
- Putting together the premium and catalog.
- Collecting judge's and representative's receipts and paying them at the conclusion of their last assignment.
- Putting together the trial committee or handling the committee responsibilities if a volunteer cannot be found.
- Providing personal contact information such as address (PO box is fine), email address and

- phone number.
- Turning in post-trial paperwork if the trial secretary cannot complete the task.

### **Trial Secretary**

The trial secretary is responsible for the following:

- Preparing and submitting the trial paperwork.
- Accepting entries and fees.
- Assigning armband numbers.
- Being the general contact for exhibitors.
- Providing personal contact information such as address (PO Box is fine), email address and phone number
- Notifying the trial chair and the rest of the trial committee when limits have been reached.
- Turning in post-trial paperwork with the assistance of the trial chairperson, if needed.

### **Awards Chairperson**

The awards chairperson is responsible for the following:

- Soliciting awards and cash prizes from the organization members, obtaining those awards and bringing them to the trial.
- Designing special awards sign-up sheets on which exhibitors can sign up for awards.
- Getting the ribbons to the ring when a class has finished.
- Ordering ribbons for the trial if the trial chairperson requests it.

### **Hospitality Chairperson**

The hospitality chairperson is responsible for the following:

- Making sure the judges and volunteers are fed.

### **Desk Steward**

The desk steward is responsible for the following:

- Checking in exhibitors and giving them their armband number (or sticker).
- Checking that the correct information for each team is on the score sheet.
- Calculating the scores from the score sheet and entering the scores on the *Trial Score Log Sheet*.

### **Gate/Ring Stewards**

The gate/ring stewards are responsible for the following:

- Ensuring each team is ready to enter the ring when its number is called.
- Adjusting jump heights when necessary.
- Acting as a distraction during the On-Leash/Off-Leash Heeling Pattern exercises (except for the Starter Novice class).
- Placing and removing gloves and scent articles.

### **Administrative Recommendations**

A trial host may find it extremely helpful to have the trial secretary sit at the desk steward's table with the desk steward and complete the *Trial Score Log Sheets* and all other post-trial paperwork as the trial progresses.

If a trophy/award book is kept, the book should have the entries listed by entry number so as to make it easier for the desk steward to enter scores efficiently.

### **Per Day Trial Limit**

A host organization is limited to three (3) trials per day to ensure that both judges and exhibitors are provided with a safe, positive, and successful experience in the ring.

**NOTE:** Host organizations must contract two (2) judges for a three-trial event.

When planning more than one trial on a day, or on a weekend, the trial host should submit each trial on a separate application. A single application fee need only be provided for all trial paperwork, so long as it is submitted together.

### **Weather Cancellations**

The safety of all dogs and exhibitors is paramount.

- In the event of an outdoor trial and inclement weather, the trial host may cancel the trial and is not required by CDSP to refund any trial entries.
- In the event of threatening weather and/or conditions, the trial host may cancel the trial and is not required by CDSP to refund any trial entries.

### **Policy for Emergency Situations Requiring Judge or Representative Substitution**

Refer to the respective section noted below for emergency situations and the appropriate requirements and guidelines.

- Representative Policy – Refer to [Policy for Emergency Situations Requiring Representative Substitution](#) in *Chapter 1: Representative Guidelines*
- Judge Policy - Refer to [Policy for Emergency Situations Requiring Judge Substitution](#) in *Chapter 2: Judge Guidelines*

### **Advertising your trial**

It is the host organization's responsibility to advertise its own trial.

### **Adequate space**

It is the host organization's responsibility to make sure it provides adequate space for the trial. When seeking a place to hold a sanctioned obedience trial, the host organization must be sure the space is large enough to accommodate the number of trial rings required.

### **Ribbons**

The host organization is responsible for providing qualifying ribbons to exhibitors who receive a qualifying score in all classes. The color of the qualifying ribbon is determined by the host organization.

The host organization is responsible for providing placement ribbons to exhibitors who place first through

fourth in all classes. The following colors must be used for prize ribbons or rosettes in all classes:

<b>First Place</b>	Blue
<b>Second Place</b>	Red
<b>Third Place</b>	Yellow
<b>Fourth Place</b>	White
<b>Qualifying Ribbons</b>	Trial host's choice
<b>High in Trial</b>	Blue and Gold
<b>High Combined</b>	Trial host's choice

The host organization is responsible for providing High in Trial (HIT) and High Combined (HC) for each trial. Refer to *Chapter 1: General Rules and Regulations – Ribbons and Prizes* in the *CDSP Rules and Regulations* for award requirements.

Rosettes must have the CDSP logo.

Additional ribbons are not required but may be given by the host organization. The host organization may also offer prizes as it so chooses.

The companies below may be used by the host organization for purchase of ribbons and rosettes. A host organization is not required to use either of these companies. They are solely suggestions offered by CDSP.

**Hodges Badge Company**

800.556.2440

[www.hodgesbadge.com](http://www.hodgesbadge.com)

Hodges has the official CDSP logo.

**Ribbons 4 All Venues**

973.534.4418

[ribbons4allvenues@gmail.com](mailto:ribbons4allvenues@gmail.com)

[www.ribbons4allvenues.com](http://www.ribbons4allvenues.com)

Ribbons 4 All Venues has the official CDSP logo.

**Awards**

The host organization may offer special awards for any distinction it chooses.

**Resources**

If you have questions or require further assistance, please feel free to contact:

**Sandi Ver Sprill**

**CDSP Coordinator**

Golden Rule School for Dogs

23 Morris Sussex Tpke

Andover, NJ 07821

[CDSPobedience@gmail.com](mailto:CDSPobedience@gmail.com)

973.786.5229

## **Chapter 4: Sanctioned Seminar Guidelines**

### **Requirements**

Sanctioned CDSP seminars require the following:

- The presenter must be an approved CDSP judge or representative.
- The host organization must complete a *Sanctioned Competition Obedience Seminar Application* and submit it with a \$25.00 application fee to the CDSP Coordinator for approval.
- The presenter and/or host organization must have demonstration teams at the seminar to demonstrate the various exercises in the classes being presented at the seminar.
- The host organization must provide all equipment necessary (jumps, ring gates, etc.)
- If time permits, the host organization may offer run-thrus for attendees and their dogs after the conclusion of the seminar. The host organization may charge an additional fee for run-thrus.
- The host organization must provide all attendees with a copy of the current *CDSP Rules and Regulations*.
- Within five days after the conclusion of the seminar, the host organization must submit an attendance sheet with a fee of \$1.50 per person to the CDSP Coordinator. The CDSP Coordinator will forward certificates of attendance to all attendees.

### **Presenter Compensation**

The host organization must compensate the presenter for conducting the seminar. It is recommended that the presenter be compensated in the amount of \$150.00 plus expenses. However, the host organization and the presenter may negotiate compensation terms.