

ANKC SCENT WORK

DOGS ACT

AFFILIATE GUIDE (March 2021)

HOW TO RUN AN ANKC SCENT WORK TRIAL

ODOUR SEARCH DIVISION

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INTRODUCTION

The purpose of this document is to provide affiliates organizing an ANKC Scent Work trial with a guide to the Australian National Kennel Council (ANKC) Rules for the Conduct of Scent Work Trials (July 2020) ([Rules \(ankc.org.au\)](http://ankc.org.au)), with a specific focus on the affiliate's role. While most affiliates are generally experienced in conducting ANKC trials, scent work is a new and emerging sport that presents some unique requirements and challenges.

The Rules for the Conduct of Scent Work Trials (July 2020) (the 'Rules') and the Dogs ACT Rules and Regulations are the primary authority for the conduct of scent work trials. This guide is intended to assist the affiliate to prepare and conduct a trial from start to finish to ensure all Dogs ACT requirements are met. In the event of any inconsistency between the 'Rules' and Dogs ACT Rules and Regulations, and this Guide, the 'Rules' and the Dogs ACT Rules and Regulations are the authority.

This guide will (among other things) assist the affiliate to choose an appropriate trial venue, to set up the search areas and understand the responsibilities of the various officials required to make the trial a success including the affiliate, the judge and the various trial officials.

The appendices provide information about what the trial schedule should include, a timeline guide to assist in trial planning, a checklist of trial supplies, a list of known suppliers of resources used in Scent Work, and other trial related documents.

DEFINITIONS

For a full list of trial rule definitions, refer to Section 2 Definitions in the 'Rules'. The following definitions taken from the 'Rules' are helpful to know (with additional explanations in *italics*):

“Affiliate”: A member body of a Canine Control conducting a Scent Work Trial. (*Dogs ACT*)

“Blank area”: A search area in which there are no hides. The dog must search and the handler must call “Finish” to proceed to the next search area. (*Required for the Master Interior class.*)

“Contamination”: When a handler or dog violates the integrity of the search area or hide such that significant time, replacement objects, and/or a relocation of the hide are required to bring the search area back to a usable condition. (*Affiliates will need to provide cleaning kits for each search area for use in the event of contamination.*)

“Demonstration dog”: An accomplished dog which has earned a Scent Work title in the relevant Division and for the relevant element and difficulty level. A demonstration dog may not be entered in the relevant class at that trial. (*Affiliates will need to source a suitably qualified dog.*)

“Hide”: An instance of the target odour within a search area. Depending on the class level and element, the search area may have multiple hides. A hide will consist of odour on a scent aid placed in a scent vessel which may be concealed in a container. (*The 'Rules' s24.1.2 clarifies what constitutes a container.*)

“Odour” or “target odour”: The specific scent or scents for which the dog is searching in a particular class. (*Affiliates are responsible for deciding the target odours to be used in the trial (refer s4.2) and this will need to be advertised in the trial schedule.*)

“Scent aid”: A cotton ball or cotton bud that is permeated with target odour. The scent aid is placed inside a scent vessel (which may be placed in a container) and then hidden in the search area. *(New scent aids must be prepared for the trial. While the ‘Rules’ allow an affiliate to prepare scent aids for the trial, it is preferable that this responsibility be delegated to the contracted judge. This should be set out in the Judge’s Contract and the judge should be reimbursed their costs.)*

“Scent vessel”: A receptacle for holding odour; it may be any small object that prevents the scent aid from coming into direct contact with any object or surface in the search area, and that allows scent to escape. *(New, unused scent vessels must use for the trial and responsibility for providing them should be delegated to the contracted judge and set out in the Judge’s Contract with costs reimbursed.)*

“Search area”: The area on the trial grounds where the actual search and judging activities take place. *(The selection of suitable search areas is key to a trial’s success and requires careful thought, in terms of appropriate space/buildings available for search areas for classes/elements offered and likely environmental conditions together with competitor areas eg parking, marshalling etc.)*

“Start line”: A clearly marked boundary beyond which the search area lies. The dog must cross the start line in order to begin the search.

ANKC AND DOGS ACT DOCUMENTS

Affiliates should have a sound understanding of the following documents which provide a framework for the conduct of ANKC Scent Work trials:

- ANKC Rules for the Conduct of Scent Work Trials (the ‘Rules’): [Rules \(ankc.org.au\)](http://ankc.org.au)
- Scent Work Judges Chart (‘Rules’ Interpretation March 2021) **TBA**
- Dogs ACT Rules and Regulations [Rules & Regulations : Dogs ACT](#)
 - Part 9 Judges
 - Part 14 Use of motorized vehicles and assistance to handlers with disabilities
 - Part 16 Code of Ethics
 - Part 17 Aggressive Dogs
 - Part 18 Discipline
 - Part 19 Social Media Policy
 - Part 20 Scent Work
- ANKC Judges Contracts: [Download ANKC Ltd Forms / Guidelines / Procedures / Publications](#)
- Dogs ACT Draft Schedule Draft-Schedule-Trial-Dec2020.pdf [Draft-Schedule-Trial-Dec2020.pdf \(dogsact.org.au\)](#)

The following documents, taken from the ‘Rules’, are included in this Guide for ease of reference:

- Guidelines for Scent Work Trial Schedule (**Appendix 4**)
- Scent Work Entry Form (‘Rules’: Appendix B (word version at **Appendix 5**))
- Scent Work Judge’s Mark Sheet (‘Rules’ Appendix A) (**Appendix 6**)
- Scent Work Judge’s Chart (‘Rules’ Appendix A) (**Appendix 7**)
- Qualifying Certificates (contact Dogs ACT)

AFFILIATE'S RESPONSIBILITIES

The affiliate is responsible for compliance with all ANKC and member body rules and regulations and has the authority to decide all matters relating to the trial except for those under the sole jurisdiction of the judge. Key areas for decision/action include:

Approval of Trial Dates

When considering possible trial dates, always check the Dogs ACT events calendar and if possible NSW regional clubs (eg Wagga Wagga, Albury, Southern Highlands, Cooma, Goulburn) to avoid other dog sports events on the same day to maximise trialling numbers.

Also consider the time of year, as scent work in the heat is challenging for the dogs, and for trial officials. Regulation 20 Scent Work sets out the Hot and Inclement Weather Policy for Scent Work.

The proposed trial dates need to be submitted to Dogs ACT for approval at their monthly meeting (usually the 2nd Wednesday). This should be done as early as possible in the calendar year. Contact details include: admin@dogsact.org.au; phone: 02 6241 4404.

You cannot advertise the trial or contract judges until this step is completed.

Selection of Trial Venue

The affiliate is responsible for locating and assessing suitable venues for the trial. While trials can be held at the affiliate's grounds, alternative venues should be considered over time to provide variety and challenge to triallers. It may also be necessary when the time comes to cater for higher level classes where more space is required.

The venue will need to include:

- search areas for each element being offered at the trial. These need to be separated by geographical features, walls and/or artificial barriers from all other areas, that is, competitors are not allowed to watch searches being conducted
- a staging area where competitors wait until called for a search and where they will spend much of the trial unless they are searching
- a warm-up area where competitors may run their dog on the trial odours before their search commences
- a spectator area subject to space availability ('Rules': s11). The 'Rules' require that spectator areas are at least 8 metres from the search area. It is not compulsory to provide a spectator area and spectators are allowed at the judge's discretion, depending on space and minimisation of distractions for competing teams. Spectators are not permitted in the Novice class
- other areas such as a space for: scent vessel preparation and storage of odour on the day; the trial manager; catering; and toilet facilities.

The affiliate may conduct a trial that offers all elements (containers, interior, exterior and vehicles) at the novice level, the advanced level and so on provided that the venue is able to accommodate the different requirements for each class/element. The areas selected by the affiliate for each element can be in different geographic locations but should be in sufficiently close proximity to enable the trial to run smoothly eg all levels of one element could be conducted in location A, with another element conducted in location B.

Alternatively, the affiliate may offer an element(s) trial, for example, containers and/or vehicles with different classes (novice, advanced, excellent and master). Two or more affiliates can combine to conduct element trials on the same day or weekend, sharing judges, trial officials etc, and using the same or different venues. It is suggested that each affiliate submit a trial schedule for their components for ease of administration ie Dogs ACT entry levies etc. Non-titling classes may also be offered subject to capacity.

Obviously there will need to be some balance of elements in the trialling region to maintain interest and enable triallers' to compete and obtain class and element titles. It is suggested that affiliates liaise annually about their scent work trials and work together to promote varied trialling opportunities.

Assessing the Search Areas

When assessing a venue for suitability, the affiliate must consider the safety of the competitor and dog. For example, fixtures and objects should be secure, firm and safe footing is a priority though an outdoor search may occur on natural, uneven surfaces, and so on. Care should be taken to ensure the surface is free of prickles, ant nests, faeces and sharp objects. On trial day, the public should be excluded from the search and adjacent areas to allow for movement of competitors during the trial.

The element search area requirements are set out in the 'Rules': Part 5. Key factors include:

- i. the physical size of the area and whether it can be adjusted/extended for higher classes, or will another space be required?
- ii. available buildings and/or rooms for the interior search which may include furnishings (can they accommodate hides adequately?) and obstacles (for example, poles or large items of furniture). Environmental issues such as windows and doors, large banks of refrigerators etc should be noted and advised to the judge as they can influence search area design. A separate search area may be required if a hide from another search area cannot be adequately cleaned or there is unacceptable contamination in the area
- iii. while container searches can be conducted outside under the 'Rules', they are usually conducted inside but not in the same area as the interior search at the same time. It could be an adjacent area or use of the same area, with a reasonable time between the classes to minimise the impact of residual odour on searching dogs. Factors such as time of year and weather conditions will be a consideration in choosing a suitable area
- iv. a suitable search area for an exterior search. It is usual at the lower levels for an exterior search to be near a structure, for example, an exterior wall or courtyard to create a border for the area and minimise excessive air flow and other distractions for the novice dog
- v. an open outdoor area for the vehicle search based on the class level
- vi. a minimum buffer zone of 30m space between the search areas to minimise unintentional viewing of another competitor's search as well as ease of movement between search areas and back to the staging area at the conclusion of the search
- vii. the impact of the surrounding environment on search areas, for example, placing the vehicle search within 100m of a public oval where dogs may be exercised off lead at any time may provide too much distraction for some searching dogs and may result in unwelcome visitors to the search area.

Working with your Judge

Once the trial venue is largely decided, a judge can be contracted for the elements and the classes to be offered at the trial. It may be useful to discuss the proposed search areas and chosen target odours where relevant with the judge before finalising the arrangements and advertising the trial.

The link for the judge's contract is listed above. The contract should clearly set out the elements and the classes to be judged and the odours to be used in each class (refer to the "Breed/Class" section of the Contract). The affiliate should delegate the responsibility of odour preparation to the judge and request the judge to supply the target odour(s), scent aids and scent vessels for the trial. This should also be set out in the "Breed/Class" section of the judge's contract.

The affiliate is responsible for covering all reasonable judges' expenses (as specified in the contract, for example, travel, accommodation, meals, as well as reimbursement for the provision of target odours, scent aids and scent vessels).

At least 30 days prior to the trial (60 days would be preferable), the affiliate is required to provide the judge with:

- clear and detailed descriptions of each of the search areas for the elements to be judged
- any obstacles, uneven surfaces or safety issues which need to be considered
- measurements and photographs of the proposed search, and immediately adjacent, areas
- for the interior search area, details such as the location of windows, doors, passage ways, kitchens and other wet areas, and fixed objects (eg bookcases) should be included
- potential entry and exit points to each search area including from the staging area
- the location of possible spectator areas (for advanced and above)

It is important to work closely with your judge leading up to the trial because the more the judge understands the search areas being used, the better they will be able to plan the search area and hide locations. Too little or poor information may result in the judge having to change search areas around on the day to ensure the Rule requirements are met, which may lead to delays in commencing the trial. The judge may also advise the affiliate on specific responsibilities for trial stewards that would assist in the conduct of trials.

The judge will:

- maintain complete control over matters in the search area
- design each of the searches
- set time limits for searches as per the 'Rules'
- evaluate individual team performances
- assign qualifying or non-qualifying results for each search.

Organising a Trial

A Trial Supplies Checklist is at **Appendix 1** as a guide to the equipment that will need to be provided at the trial. It is important to source this equipment early so that it is available at the trial.

Recommended Trial Timelines setting out the key tasks leading up to a trial can be found at **Appendix 2**.

A list of scent work suppliers is provided at **Appendix 3**.

Pre-Trial

The affiliate is responsible for the publication of the trial schedule with all the relevant information (**Appendix 4** Guidelines for Scent Work Trial Schedule).

The affiliate is responsible for organising and rostering trial officials and volunteers and for the hospitality for judges, officials and volunteers (tea, coffee, lunch). For stewarding appointments, preference should be given to current or aspiring trainee judges. Where possible, stewards should be ANKC members, or at least members of the affiliate conducting the trial.

The affiliate must have either a Dogs ACT Representative or an affiliate committee representative at the trial to deal with competitor complaints and dog incidents. They should not be a competitor on the day. The representative is not allowed to fulfil any other role at the trial on the day (ie they cannot be a steward, and then become the representative for the purposes of the incident). All incidents/complaints must be dealt with and reports completed prior to the close of the trial (Dogs ACT Regulation Part 20 Scent Work).

Trial Day

It usually takes a minimum of an hour for set up on trial day. It is important for the judge has access to the site to review the search area and make any necessary adjustments, determine hide placement locations, set hides and brief trial officials. Trial officials should arrive at the same time as the judge to assist with these preparations.

The affiliate is responsible for providing all equipment for the trial including for marking boundaries (eg bunting, cones), competitor signage, gazebos, and containers for the Container search, vehicles for the Vehicle Search, distractor items for the Advanced Class and above, and other equipment (eg chairs for officials etc) for search areas. Food distractors must be in a sealed container.

To make an interior or exterior search area more interesting, the affiliate can choose a theme and provide props for use in the area, for example, a children's playroom, a gardener's work area, etc. The main consideration is ensuring safety for the dog (no sharp objects) and nothing that will scare a dog, for example, flapping clothes on a line.

The affiliate must also provide a cleaning kit, consisting of two spray bottles (one with distilled white vinegar and one with water), gloves and paper towel in a container near each search area. **Note:** distilled white vinegar at a ratio of 1:2 is preferred. If distilled white vinegar is not available, ordinary white vinegar may be used at a ratio of 1:5.

While the Covid-19 pandemic continues, it is the affiliate's responsibility to meet all local Covid requirements for the trial. At a minimum, they should provide personal protective equipment consisting of gloves, paper towel, and sterilising solution for the use of the judge and stewards.

While judges will conduct their own steward briefings on the day, it is helpful to provide stewards with an understanding of the requirements of possible roles on the day, which the affiliate can brief them on when confirming attendance.

The trial manager is responsible for assembling competitors in order for the judge to conduct the briefings, introduce judges and officials, and for commencing the trial on time and organising lunch and refreshment breaks.

ENTRY REQUIREMENTS

All entries must be made on the ANKC entry form or in a format providing the required data and in accordance with the Member Body rules and the timelines and/or other requirements published in the trial schedule.

The trial schedule must clearly set out the names of the judges contracted and the classes, elements and target odours for each of the elements.

The entry form must also allow a competitor to understand which classes and elements to choose when entering the trial (refer **Appendix 5**). Alternatively, K9 Entries is offering online entry arrangements for scent work ([Competition Listing \(k9entries.com\)](http://k9entries.com)).

It is the competitor's responsibility to enter only the classes they are eligible to enter. It is suggested that the Trial Schedule include reference to section 6.1 Titling Classes and section 6.2 Progression through the Titling Classes (specifically s6.2.2 and 6.2.3) of the 'Rules' re eligibility requirements for entering a trial. To clarify, a competitor wanting to enter the Advanced class should review:

The 'Rules': s6.1: in effect, a dog seeking to compete in an Advanced element must have 2 Novice qualifying certificates in the element to be able to compete in Advanced (ie because they are now precluded from competing in Novice)

The 'Rules': s6.2.2: in effect, dogs can trial in Advanced if they have their SWN title, OR 2 qualifying certificates in the Novice class for that element

Competitors should submit one entry for each class/element they are seeking to enter eg there should be a separate entry form for each of Novice Containers and Novice Interior (the 'Rules': s8).

Judges are restricted to a maximum of 80 searches per trial day (ie across all classes/elements they are contracted to judge including 'Not for Competition'). Should entries exceed this limit, the affiliate should conduct a ballot in accordance with Dogs ACT's balloting procedures for scent work. Balloting should be conducted in the week prior to the trial and should be conducted by the affiliate with at least 3 to 4 affiliate members present.

All handlers must be current ANKC members. All dogs must be over the age of 6 months and registered with the ANKC (the 'Rules': s7).

Trials must be available to all current ANKC members for entry (not restricted to members of the affiliate). Trials must be available to all ANKC registered breeds and associates unless the trial is advertised clearly as 'Restricted to Breed' or 'Restricted to Group'.

A dog may be entered in only one class within an element. Handlers may only handle one dog in a class, that is, multiple entries in a class with the one handler are not permitted.

Bitches in oestrus or showing any coloured discharge are not permitted to trial or to remain within the trial precincts. Vet checking should be conducted at the check-in area prior to the commencement of the trial.

The trial manager will provide competitors with a trial number for each entry submitted (it can be the same number for each entry or a different number, depending on the affiliate's approach to preparing the catalogue). Competitors must wear the correct competitor number when entering the search area.

Numbers and names of the competitor and dog (registered name), along with other relevant information, will be listed in the trial catalogue. The catalogue can be printed and made available on the day or advertised online eg Facebook page: Canberra Canine Nose Works.

As set out in Regulation Part 20, a contracted Scent Work Judge may compete in Scent Work competition at the same trial for which they are contracted providing they are not competing in the class/s they have been contracted to judge. They should discuss their intention to enter the trial with the affiliate before submitting their entry. The judge is not permitted to suspend or interrupt their judging in order to compete. Presentations and additional activities are considered as activities separate to the judging contract for this purpose.

Trial managers may reorganize the running of a trial in order to accommodate a contracted judge's wish to compete. Competitors should be advised of these arrangements before the trial commences. Trial schedules must include the note '*...contracted Judges may compete provided they do not do so in classes they have been contracted to judge*'.

THE ROLE OF STEWARDS

The affiliate is required to provide stewards for the trial. The role of the stewards is to ensure that the trial runs smoothly in all aspects. They should have an understanding of their specific role and carry out the judge's instructions. The stewards should be familiar with the 'Rules' and other relevant Dogs ACT regulations. Stewards should be advised to wear clean clothes to reduce the risk of other odours being present eg from training their own dog on previous days.

Stewards must arrive early and be prepared to assist the judge with setting up search areas or other tasks as required.

The judge will give clear instructions as to their expectations of the different roles before commencement of the trial. In carrying out their specific roles, stewards are representatives of the ANKC, and must be courteous and considerate towards other officials, spectators, competitors and their dogs.

Hide Steward

The hide steward has sole responsibility for odour placement, under the judge's direction, and must not be present in the search area while dog is searching. The hide steward must wear non-powdered latex or nitrile gloves when handling the odours and scent vessels and must not touch any other surfaces in the search area. The hide steward is also responsible for setting the odour in the warm-up area. They could also assist the affiliate by writing up qualification certificates while waiting to be called.

The affiliate will need to provide an area away from the search areas where the hide steward can prepare scent vessels and store odour under the judge's direction.

Official Timer

The affiliate will need to provide a timing device that measures to 100th second, as well as a back-up timing device. A charger and/or battery pack can be useful.

The official timer, under the direction the judge, shall record the search time for each team, ensuring that the team does not exceed the maximum time allocated for the search. They may provide a 30 second warning to the competitor. The official time starts when any part of the dog or competitor's body crosses the start line. If the dog/handler does not enter the search area between the designated start line markers, timing will still commence once they cross into the search area, and the judge will impose a fault.

The official time ceases in Novice when the competitor calls "Alert" and, in all other classes when the competitor calls "Finish" or when the allocated time for the search has been reached. A back-up timing device should always be available. In the case of timer malfunction, the timer should advise the judge who will rely on s19.5.5 of the 'Rules' to resolve the matter.

The judge may also ask the timer to act as a scribe and complete (under supervision) the Judge's Chart, which includes individual results and will be provided to the trial manager to write up qualifying certificates at the end of the class/element.

Search Area Steward

The search area steward's role during the trial is to assist the judge with setting up the search area (as per the judge's plan) for their element prior to the trial commencing.

Once the trial commences, they bring each team to the start line, check the handler/dog equipment, and carry out any orders and requests from the judge. The search area steward must have an accurate copy of the running order, including marking off attendees, absentees and requests for changes of position. They must advise the judge of any change to the running order.

The judge may also allocate the role of scribe to the search area steward.

Assembly Steward

The assembly steward is responsible for checking in competitors, issuing name tags and numbers, giving directions to competitors (toilet area, warm-up area etc.), progressive updating of the running order and results, providing information to competitors about local shops and emergency vet, and answering competitor questions in general.

On the day of the trial, the judge will brief the Assembly Steward about organising competitors and directing them to the search areas as required, and how to maintain an uninterrupted flow of competitors to the search areas. The Assembly Steward will also direct the competitor to the warm up-area prior to going to the search area, and monitor the competitor's time in the area (maximum 2 mins).

LAYOUT OF TRIAL VENUE

The affiliate should make best efforts to ensure that no scent training has been conducted at the trial location in the two (2) weeks prior to the trial. The boundaries of the trial area should be clearly defined in the trial schedule.

Competitors and anyone attending the trial are not permitted to bring any of the trial target odours to the trial or to undertake any training on/near the trial venue on trial day. Failure to adhere to this rule may result in disqualification.

A staging area should be established, clearly marked and out of sight of the search area. This area is to be used for competitor parking, crating, check in and posting of running order and results. The staging area will be separated from search areas by geographical features such as walls or artificial barriers.

The affiliate will also designate a warm-up area. The hide steward will place one labelled container per target odour being used on that day in the warm-up area. Blank containers may also be placed in the area. The warm-up period will be for a maximum of 2 minutes per team with no other training allowed in the area.

Search areas must provide a firm and safe footing for dogs and handlers. The search areas should comply as closely as possible with search areas specified in the 'Rules'. Search areas must be clearly identified with boundary markers. There must be spray bottles with water; and distilled white vinegar and paper towels available in each search area, in case a dog eliminates or a search area is contaminated.

Where spectators are allowed (at the judge's discretion and not for the Novice class) the affiliate will establish a dedicated spectator area(s) at least 8 metres from the search area(s), marked by tape/bunting/cones/flags. No dogs shall be permitted in the spectator area. Spectator entry and exit from this area will be managed by trial officials under the direction of the judge.

The affiliate may, in consultation with the judge, designate an area outside of the search area from which videotaping/photography may be undertaken on behalf of a competitor for personal use, or by the affiliate for promotional or educational purposes (prior competitor permission required). This must not be a distraction to the dogs/handlers while they are working.

SETTING UP SEARCH AREAS

Search areas will be determined by the judge having regard to the element and class levels offered. All search areas must have a clear start line, marked by cones or similar, and clearly marked boundaries.

Container Search

"Containers" are defined in the 'Rules': s24.1. Boxes and containers to be used in the trial must be new and unused and boxes which have had any contact with the odours must not be used in future trials. Other containers (bins, luggage, etc.) may be used in future trials as long as they are washed/aired and stored away from odour to avoid contamination. The search areas for Containers must comply with the measurements set out in the 'Rules'. Containers will be set out in the pattern directed by the judge.

Interior Search

The interior search will take place inside a room (or rooms) (the 'Rules': s25.0). If only part of a room is used, there should be clear boundaries defining the search area. The search area should be within the measurements specified for each class level and should include some furniture and props. Affiliates may choose a theme and decorate accordingly.

Exterior Search

The exterior search may be within a covered area but should have no more than two walls (the 'Rules': s26). The boundaries of the search area should be clearly defined and the search area should comply with the measurements specified for each class level. Affiliates may choose a theme and decorate accordingly.

Vehicle Search

“Vehicles” are defined in the ‘Rules’: s27.1. Vehicles should be parked in an open, outdoor area and should be thoroughly checked for fuel/oil leaks and sharp protruding parts which may harm the dog. They should be parked early enough to allow the motor to have cooled down. The size of the search area depends on the number and size of vehicles to be used in the search. The vehicles should be placed according to the requirements for each class level.

PREPARATION FOR THE SEARCH

Preparation and Storage of Odours

The judges are the most qualified people to take responsibility for the preparation, handing and storage of scent work odour and have undertaken specific training in that field. When contracting judges for your trial, you should agree in the contract with them that they will provide correctly prepared tips and scent vessels in the target odours selected by the affiliate.

Placement of Odours

The hide steward, under the judge’s direction, shall undertake the physical placement of the hides and any adjustments needed (the ‘Rules’: s17.3). The hide steward is the only person who may handle the scent vessel/container, and the hide steward must not handle any other objects in the area. They are required to wear non-powered latex or nitrile gloves and dispose of them appropriately. The hide steward should not be in the search area while the dog is searching but should be available as required for the entirety of the trial where possible.

The hide steward cannot change roles during the trial that is, act as the assembly steward in a different search area because they will have handled the target odour being used at the trial. The hide steward cannot be a competitor at the trial. If they enter to compete at a trial on the following day, they should wear clean clothes to avoid potential contamination.

Consistent Location of Odour

Hides must remain in the same location for each competitor in the class unless that location becomes contaminated or the judge requires the hide to be relocated. In this case, the judge will direct the hide steward to move the hide to a location that presents the same challenges as the original location. The ‘Rules’: s17.4.2 set out the requirements for cleaning contaminated search areas. The hide must be left in the new location for ten (10) minutes before the next dog begins their search.

Distraction Items

Distraction items are to be provided by the affiliate:

- Non-food distraction is anything other than food but must not contain any artificial scent although it may contain scent of another animal.
- Food distraction is any kind of dog or human food. It must be enclosed in a sealed container which is large enough not to be swallowed by the dog and must be at least 30cm from the hide.
- Mimic distraction is an object such as toy or doll but should not be a stuffed animal or statue that looks like a realistic animal or person

- Human distraction is a person, other than the judge, who is present inside the search area; that person will be dressed in normal street attire which does not alter their shape and appearance as human. They may stand or sit, and may look at the dog but must not maintain eye contact with the dog, speak to the dog or intentionally touch the dog.

The affiliate is required to provide a demonstration dog to enable the judge to evaluate the search area before judging commences. This dog must be an accomplished scent work dog, not a novice dog, and not entered in that class. The purpose of the demonstration dog is to assist the judge to determine whether the odour is behaving as expected. Where a suitable demonstration dog is not available, a competitor's dog will complete the search and the judge will determine whether the search is acceptable. If a decision is made to relocate the hide, the competitor's dog will be given the opportunity to run again at the end of the running order without penalty.

Affiliates have no authority to require the judge to use the nominated demonstration dog as judges may use their own dog for this purpose (if the dog meets the requirements). Where a judge elects to use their own dog, this should be discussed with the affiliate prior to the trial commencing.

CONDUCT OF THE TRIAL

A short competitor briefing is to be conducted by the judge prior to the start of each class (the 'Rules': s19.2) where competitors are able to view and ask questions about the search and the search area. No dogs are to be present during the competitors' briefing.

Competitors in each class shall be run in catalogue order unless a valid conflict exists.

Where spectators are permitted, at the judge's discretion, to observe the judging of a class/element, they are to be escorted to the designated area and directed to remain until completion of judging of that class/element. A trial official must remain with the spectators to ensure compliance.

The assembly steward should ensure that competitors are aware of the running order and ready to be escorted from the staging area to the relevant search area as required. Volunteers will escort competitors to and from the search areas.

Where a search area is contaminated, either by dogs eliminating or with dropped food or saliva, every effort must be made to return the area to its original condition (the 'Rules': s19.16). Where the judge determines that a hide must be relocated, the original location must be cleaned (the 'Rules': s17.4.2).

The judge will record the result, number of faults, official time and comments for the search on individual Judge's Mark Sheets (**Appendix 6**). The judge may choose to give the individual mark sheets to each competitor at the end of the search or at presentation with their Qualifying Certificate.

The scribe (Timer or Search Area Steward) will record time, number of faults, Q/NQ, and time next to each competitor's number on the Judge's Chart (**Appendix 7**). At the completion of that element, the Chart will be provided to the trial manager to prepare qualifying certificates. It can then be posted in the check in area to allow competitors to see the results.

Qualifying Certificates are to be completed by the trial manager and placed in a folder together with the Judge's Chart for each class/element ready for the signature of the judge at the completion of judging of that class/element

When all judging is completed, a Presentation is conducted where successful competitors are awarded qualifying certificates, sashes/ribbons/rosettes and/or other awards. Generally first, second and third

place in each element are acknowledged. Affiliates may also choose to present ribbons/awards for Highest Scoring Club Member or similar awards. Judges can also provide general feedback from each of the elements they have judged but should avoid negative comments about the affiliate or any particular competitor or dog.

COMPLETION OF TRIAL

Following the presentation of qualifying certificates and place ribbons, the affiliate must complete the Dogs ACT documentation (marked catalogues, results and Dogs ACT Rep reports) and forward them to Dogs ACT within seven (7) days of the trial.

The Affiliate must ensure that any negotiated costs are settled with the judge(s) at the end of the trial. All stewards, volunteers and other officials should be openly acknowledged for their assistance in the running of the trial.

APPENDIX 1: TRIAL SUPPLIES CHECKLIST

- Copy of current ANKC Scent Work Rules
- Dogs ACT regulations and guidelines
- Tables and chairs for check in area, display board for running order and results
- Name tags for volunteers, handlers, spectators
- List and map of nearest shops for competitor lunches
- Signs to indicate separate parking area, directions to toilets
- Garbage bins/bags and poo bags
- Master plan of area showing trial precinct and routes to search areas
- Cones, bunting and tape to mark off restricted areas
- Running order lists and directional maps to staging areas and elements
- Bunting, tape, cones, flags to mark staging and search areas
- Gazebos for the warm up area, and warm up boxes
- Stop watches (to 100th of a second) and back-up
- Video equipment (if required)
- Tapes and cones for start lines, boundary markers
- Boxes and containers for Container Elements (new boxes for Novice)
- Approved vehicles for the Vehicle Element
- Distractor items and props/theme for Interior and Exterior searches
- Clipboard and pens for judges and officials
- Water (spray bottle), white distilled vinegar (spray bottle) and paper towels in each element area
- First Aid Kit and qualified first aider on hand
- Qualifying Certificates, ribbons and awards for presentation

APPENDIX 2: TRIAL TIMELINES

4-6 MONTHS BEFORE TRIAL	<ul style="list-style-type: none"> • Locate and assess a suitable trial location • Decide which elements are suitable for the location • Complete the application for trial with Dogs ACT • Lodge trial schedule with Dogs ACT • Negotiate with and contract judges
3 MONTHS BEFORE TRIAL	<ul style="list-style-type: none"> • Confirm trial location • Prepare the trial budget • Organise supplies • Advertise trial schedule
1-2 MONTHS BEFORE TRIAL	<ul style="list-style-type: none"> • Photograph and measure proposed search areas • Send search area information and site map to judges • Monitor competitor entries • Collect qualifying certificates and place ribbons • Organise judge(s) accommodation and payments
1 WEEK BEFORE TRIAL	<ul style="list-style-type: none"> • Arrange Dogs ACT Rep, volunteers and officials • Accept trial entries • Prepare trial catalogue • Conduct ballot if entries excessive • Organise competitor numbers • Prepare catalogue and running order • Organise demonstration dog(s) • Arrange volunteer duties for the trial • Designate staging and warm up areas • Organise equipment and props • Organise catering for judge(s) and officials • Advise judge(s) of trial numbers, arrival and meal times
1 DAY BEFORE TRIAL	<ul style="list-style-type: none"> • Ensure trial location is free of hazardous conditions • Set up car parking and check in areas • Set up gazebos where necessary • Ensure timers and video equipment are working • Mark boundaries for each of the search areas • Signage for parking, toilets, staging, warm up and search area

APPENDIX 3: SCENT WORK SUPPLIERS

Essential Oils 100% Pure

- Birch (Betula Lenta)
- Anise (Pimpinella Anisum)
- Clove (Clove Bud)
- Cypress (Cupressus Sempervirens)

Essentials of Australia Pty Ltd Qld www.essentialsofaustralia.com

Mystic Moments UK www.mysticmomentsuk.com

Cotton Tips (Paper stemmed only)
Swisspers (Woolworths) or www.swisspers.com.au

Kmart & Coles Stores www.kmart.com.au

Beauty Heaven www.beautyheaven.com.au

Pre Scented Tips (acceptable for training but not for trials)

Alert Pets
Individual Jars of Tips (3 only)\ www.alertpets.com.au

Scent Dogs Australia (all 4 odours) www.scentdogsaustralia.com

Pinterest
Kits (Birch Anise & Clove only) www.pinterest.com.au

Hide Tubes, Tins and Magnets
Alert Pets www.alertpets.com.au

K9 Pro www.k9pro.com.au

Pinterest www.pinterest.com.au

Boxes & Containers
Signet, Qld www.signet.net.au

Stanley Packaging, Victoria www.stanleypackaging.com.au

APPENDIX 4: GUIDELINES FOR SCENT WORK TRIAL SCHEDULE

Subject to member body requirements, published Schedules for Scent Work trials normally include the following information:

1. The name of the Affiliate conducting the trial.
2. The date, time the trial is to commence (including check-in times), and the venue at which the trial is to be conducted.
3. Details of the venue. If possible provide GPS details and name(s) of the venue. Where the trial venue is a sub-set of a larger venue, the specific buildings and/or areas will be specified, to define the boundaries of the trial venue in scope for the 'Rules'.
4. The closing date for entries.
5. The address to which entries should be forwarded and/or details of the online entry system being used.
6. Entry fees and other charges such as catalogues.
7. Divisions, Elements and classes offered and the Judge(s) for each.
8. Target odours to be used in each Division, Element and class.
9. Commencing time of vetting and judging.
10. Contact phone number (mobile) for the affiliate on the day of the trial.
11. Entry limits or a statement that entry is unlimited.
12. Entry acceptance methods for limited entry trials (eg restricted to breed, or group).
13. In the case of a ballot, the date, hour, and location of the ballot.
14. Such other information specific to the trial as the affiliate considers appropriate.

Where relevant, the Schedule should also include a statement to the effect::

- "It is not appropriate to visit the trial location prior to the trial date. Many search locations are real-life environments and such visits may risk the host losing the opportunity to use the location in the future."
- "It is the competitor's responsibility to enter only the classes they are eligible to enter. Refer to section 6.1 Titling Classes and section 6.2 Progression through the Titling Classes of the 'Rules' (specifically s6.2.2 and s6.2.3) re eligibility requirements for entering a trial."
- "Competitors should submit one entry for each class/element they are seeking to enter (the 'Rules': s8)."
- "Contracted Judges may compete provided they do not do so in classes they have been contracted to judge"

APPENDIX 5: OFFICIAL SCENT WORK ENTRY FORM

To be held under the Rules and Regulations of the Dogs ACT

Note: Writing shall be in ink, and all names (ie dog and owner) shall be in block letters.
Use a separate form for each entry.

Affiliate :..... Date of Trial / /

EXHIBITOR'S DECLARATION I hereby apply to enter the following exhibit in terms of and upon the conditions set out in the Dogs ACT Constitution Rules and Regulations by which I agree to be bound, and I hereby certify to the correctness of the particulars endorsed hereon.

BREED _____

NAME OF EXHIBIT _____

Details of dog entered must be identical with the registration of the Canine Control with which the dog is registered

Date of Birth _____ Sex _____ Registered No _____
State D or B

Name of Registered Owner/Lessee _____
(Mr, Mrs, Ms, Miss - BLOCK LETTERS please)

_____ Membership No _____

Postal Address _____

Post Code _____ Phone _____ Email _____

Name of handler (if different from owner/lessee): _____

Element and class entered

Element:	Container	Interior	Exterior	Vehicle
Novice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that this exhibit has been vaccinated in accordance with Member Body Rules.

Usual Signature of owner/lessee(s) _____

Entry Fees _____

Catalogue _____

Sundries _____

Total _____

Payment method and date _____

APPENDIX 6: APPENDIX A OF THE 'RULES': SCENT WORK JUDGE'S MARK SHEET

Affiliate		Date
Division:	Class <input type="checkbox"/> Novice <input type="checkbox"/> Advanced <input type="checkbox"/> Excellent <input type="checkbox"/> Masters	Competitor number
Element:		
Judge		Signature
Search Time		
Faults		
Non-Qualifying Faults		
Disqualifications		
PASS/FAIL		
Comments		

