

**January 19, 2009**

### **Dogs On Course in North America, LLC Group/Club Membership**

Any agility club or group that promotes agility for everyone and every kind of dog may join DOCNA and host trials. All forms pertaining to membership and hosting trials are available by mail or on the dogs on course website at <http://www.docna.com/HostTrial.aspx>. **The preferred method for applying to be a club is to go to [www.docna.com](http://www.docna.com) and download the forms and complete and return to DOCNA.** You simply click on the link "Club Application Form" in the yellow banner on the left side of the main page. You may want to look at the club membership form first however, in order to make sure you have gathered all the necessary information.

### **The following are the steps are required to become a DOCNA Member Club/Group**

- Promote agility for everyone
- Promote agility for all dog breeds, including mixed breeds
- Submit a completed Club/Group Membership Application form including membership fee (if applicable)
- Club/Group statement of purpose or corporate bylaws
- Provide proof of liability insurance
- Provide a Name, phone number, and email address of one club/group member who will act as an official contact (this person must have a valid email address and phone number and also must join DOCNA's yahoo club list)
- List experienced club/group members that are willing to assist with a trial
- Submit complete list of equipment used by the club/group including but not limited to, the length of the dog walk, slat or non-slat contacts, contact zone lengths, diameter of tire, length of chute fabric, type of double and triple jumps (what organization are they used in) – this is part of the online club application form.
- Acknowledge the requirement that all clubs/groups must use the trial software called Agility Unscrambled for DOCNA. More information on this trial software can be found at <http://www.agilityunscrambled.com/>.

Host clubs or groups that have successfully run a sanctioned agility trial from another agility venue will be approved for 2009 and on an individual case by case basis for 2010.

**PLEASE NOTE: Clubs/Groups/Businesses joining before January 31, 2012 will receive the membership free until January 31, 2012. Starting February 1, 2012, all clubs/groups/businesses will be required to submit the membership fee of \$35.00 per year (due on February 1<sup>st</sup> each year) or \$100 for 4 years. Membership is due with the submission of this form beginning February 1, 2012.**

### **Dogs On Course in North America, LLC Scheduling a DOCNA Trial**

#### **Requesting a trial date**

At least 12 weeks in advance of your chosen trial date:

- Consult the DOCNA website under <http://www.docna.com/Events.aspx> to make sure your proposed trial dates do not conflict with another scheduled or pending trial within a 300 mile radius.
- Send email to [trials@docna.com](mailto:trials@docna.com), with the subject of Requesting DOCNA Trial Date
- Include the Club/group name, proposed dates of the requested trial and location of trial (this may be location of club if no site has been secured), number of rings, surface, name, address, and email address for show contact, club/group website (if available)
- All trials are pending until approved by Dogs On Course in North America, LLC.

Upon receipt of the request:

- DOCNA will confirm that the trial date is open and does not conflict with an currently listed trial or with a trial that another club has traditionally held in your region on that particular range of dates and contact you via email within 5 business days of your request

- DOCNA will add your trial to the DOCNA events page as Pending (until application is received and approved)

**NOTE on date conflicts:**

A requested trial date must not conflict with an existing trial or trial that another club traditionally held a trial on that particular date range within your region. Please note that trials should be at least 300 miles away from each other. Certain exceptions may be granted by DOCNA if special circumstances apply.

Any club that has hosted a trial within a region on a particular date or dates, will be given first right of refusal of that date.

- If requested date is more than 1 year away, previous club has until the start of the calendar year to confirm previous dates.
- If requested date is between 6 months to 1 year away, previous club has 30 days to confirm their use of calendar date requested.
- If requested date is less than 6 months away, previous club will be given the opportunity of first refusal (3 days) to confirm their use of calendar date requested.
- Exceptions can be made if; trials are in a large agility populated area, one or both of the clubs are running a one (1) ring trial.
- At any time a year has gone by and the date has passed, the date now becomes available on a first request basis.

**Once the proposed trial dates are approved:**

After you have received pending approval for your trial date:

- Complete and submit a trial application form to DOCNA **at least 12 weeks** prior to the requested dates. The Trial Application Form is available at the DOCNA website at <http://www.docna.com/HostTrial.aspx>.

**Please note:** Judges should not make travel arrangements until this trial application and fee has been submitted. Any extra costs incurred by the club due to judges having to make late travel arrangements because this application is late, is the responsibility of the club. Because judges need a reasonable amount of leeway to make time off work and other arrangements that take them away from home, if this form and fees are more than 4 weeks late (less than 8 weeks before the trial date), DOCNA will notify the scheduled judge(s) and they will be allowed to decline this assignment or to accept another DOCNA judging assignment for the agreed upon dates.

- Include the current application fee of \$25.00 per calendar day of events to hold a trial.
- A fee of \$10.00 per sanctioned agility event held at the trial is also due with your application.
- Trial club/groups must submit proof of liability insurance that covers the trial/show dates shown on the application form. If this is not available at the time of application, it may be emailed to DOCNA at [trials@docna.com](mailto:trials@docna.com) or sent by mail or fax, but must be received no later than 8 weeks before the trial date.
- The trial club/group may offer up to a maximum of 6 events per day. It is required that all divisions and levels be offered. Trial club/groups who chose to add an additional trial day, typically either a Friday or a Monday, may add up to 6 additional events to their premium. Trial club/groups offering an additional ½ day, typically a Friday afternoon, may add 2 additional events of their choice. (with the exception of Trigrility – one run per trial)
- The close date for the trial must be no earlier than 2 weeks before the trial date unless approved by DOCNA.

**Trial event scheduling guidelines:**

- Trial club/groups may choose to run both Gamblers on one day and both Jumpers on the other day.
- For all 2 day trials that offer two rounds of gamblers, at least one (1) round each of both types of gamble events (Traditional Gamblers, Strategic Time Gamble) must be offered. On a 3 day trial, the type of the 3<sup>rd</sup> round can be clubs choice. (with the exception of Trigrility – one run per trial)

- Trial club/groups may offer one additional run of Traditional Gamblers, Strategic Time Gamble, Jumpers or Snakes 'N Ladders per day as long as they do not exceed 6 events per day or judges total allowed runs.
- A trial club/group may offer only one (1) round of the North America Challenge per trial
- Trial club/groups must run at least 1 round, but may not run more than 2 rounds of Standard Agility per day.

#### Two day trial rules and guidelines:

- Up to six events per day
- The Trial club/group should typically offer over the 2 days (1) round of North America Challenge, three(3) or four (4) rounds of Standard Agility Events (2 per day) (depending on the North America Challenge Event), one (1) round of Traditional Gamblers, one (1) round of Strategic Time Gamble, two (2) rounds of Jumpers, and one (1) or two (2) rounds of Snakes 'N Ladders and one (1) round of Trigrility. Other events may be substituted per the event scheduling guidelines.
- Trial club/groups may not run more than 2 rounds of Standard Agility per day. Trial club/group may choose to run both Gambles on one day and both Jumpers on the other day.
- On a 2 day trial, club/groups may offer one (1) round of North America Challenge in lieu of a standard agility event.
- Trial club/groups may request additional rounds of Jumpers or Gamblers in lieu of additional rounds Snakes 'N Ladders.
- At all times the trial club/group must be in compliance with the total number of runs allowed for the judge per day and be aware of any other time restrictions (hours of daylight, hours of facility, etc) in planning the number of runs.

#### Two and a half day trial rules and guidelines:

- Up to six events per each full trial day
- The ½ day will typically be a Friday afternoon
- On the ½ day, clubs/groups may offer up to two (2) additional events of their choice, including Standard (no more than 4 standards may be run), Traditional Gamblers, Strategic Time Gamble, Jumpers, Snakes 'N Ladders, or one (1) round of the North America Challenge.
- The Trial club/group should typically offer over the 2 full days, (1) round of North America Challenge, up to four (4) rounds of Standard Agility Events (2 per day), one (1) round of Traditional Gamblers, one (1) round of Strategic Time Gamble, two (2) rounds of Jumpers, and one (1) or two (2) rounds of Snakes 'N Ladders and one (1) round of Trigrility. Other events may be substituted per the event scheduling guidelines.
- Trial club/groups may not run more than 2 rounds of Standard Agility rounds per day. Trial club/group may choose to run both Gambles on one day and both Jumpers on the other day.
- On a 2 day, trial club/groups may offer one (1) round of North America Challenge in lieu of a standard agility event.
- Trial club/groups may request additional rounds of Jumpers or Gamblers in lieu of additional rounds Snakes 'N Ladders or Trigrility.
- At all times the trial club/group must be in compliance with the total number of runs allowed for the judge per day and be aware of any other time restrictions (hours of daylight, hours of facility, etc) in planning the number of runs.

#### Three Day Trial rule and guidelines:

- Up to six events per day
- Day 3 will typically be a Friday or a Monday and is automatically approved for all traditional holiday weekends. All other 3 day trial requests must be approved by DOCNA.
- The club/groups should typically offer over the 3 days, (1) round of North America Challenge, five(5) or six (6) rounds of Standard Agility Events (2 per day), a total of 3 gambles which must include one (1) round of Traditional Gamblers, one (1) round of Strategic Time Gamble, and one (1) of club choice, three (3) rounds of Jumpers and one (1) to three (3) rounds of Snakes 'N Ladders and one (1) round of Trigrility. Other events may be substituted per the event scheduling guidelines. (with the exception of Trigrility – one run per trial)
- Club/groups may request additional rounds of Jumpers or Gamblers in lieu of additional rounds Snakes 'N Ladders.

- Trial club/groups may not run more than 2 rounds of Standard Agility per day. Trial club/group may choose to run 1 or 2 Gambles on one day and 1 or 2 Jumpers on another other day.
- At all times the trial club/group must be in compliance with the total number of runs allowed for the judge per day and be aware of any other time restrictions (hours of daylight, hours of facility, etc) in planning the number of runs.

Clubs wishing to deviate from the above event guidelines must request special approval from DOCNA and will be reviewed on a case by case basis. Should this become a popular thing to do, the DOCNA rules committee will review the event scheduling guidelines for all trials.

### **How does a club host a North America Challenge Event**

**A club/group may offer only one (1) challenge run per trial per weekend.**

Competitors may earn Certificates of Merit for qualifying runs in the Challenge Events. (see Awards Table)

### **DOCNA Approved Trial Software from Agility Unscrambled**

**Special NOTE** - Dogs On Course in North America, LLC requires all Trial club/groups to use only the Agility Unscrambled software for trials. ***\*No other software will be accepted.***

This software has all the features needed by the trial secretary and will allow DOCNA to receive trial results in a format that can be downloaded into the results database so that competitors can access their results online; necessary for minimal waiting to view how many Q's you have or what is needed to finish an Award level.

The Agility Unscrambled software is available at <http://www.agilityunscrambled.com/>. It is very intuitive and easy to use and completely manages your trial from start to finish.

### **Agility Unscrambled Features (taken from the website)**

#### **Master Database**

Information entered into the Master Database is preserved from show to show. Each show is built off the master and any changes to owner and dog information are folded back into it at the end of the show.

#### **Build a Show (not available yet)**

Information provided on the first 3 screens is used to build a standard premium and to guide the operation of the program for this trial. Information entered into the text boxes on these screens is saved from show to show. The premium is created in booklet format. Each 8 1/2 x 11 sheet has two pages printed on it. You may also use the DOCNA sample premium as a guide.

#### **Enter show info**

Entering information about the dog's owner is a snap with this screen. If an owner or dog has entered a show with this club in the past most of the information will automatically be displayed. For dogs that have been shown before, the only thing that must be entered for this show is information on which runs the dog is entered in. Buttons at the top of each column will automatically fill in the entire column. Great for those entering show packages at the same level and division for all runs. No need for the Show Secretary to have to worry about jump heights. Appropriate Competition, Select, Veteran, Grand Veterans and Junior Handlers heights are calculated automatically.

#### **Build show catalog and run orders**

Show secretaries that want to modify the default alphabetic run order will love this screen. You can choose from A-Z, Z-A and Random order for each run. More importantly you can modify the sort order field manually to move workers to the top or bottom of the run order or separate dogs with the same handler. Lots of power to play with run orders.

#### **Trigility Team Setup**

The field makes dealing with organizing Trigrity teams very simple. Teams that have requested certain partners show up as already paired and the software will randomly, but intelligently pair the rest of the team in just a few seconds.

### **Pre-show reports**

This page provides links to all the most common show reports and a link to the page shown below.

Confirmation letters

Exhibitors list (email in .pdf format to [showresults@docna.com](mailto:showresults@docna.com))

Workers List

Pending Registration Numbers (email in .pdf format to [showresults@docna.com](mailto:showresults@docna.com))

Check In List

Run order (can be used for scoring)

Trial Statistics (email in .pdf format to [showresults@docna.com](mailto:showresults@docna.com))

Dogs by Ring #

Ribbon Count

Scribe sheets

### **Day of show score entry**

On the day of the show you can enter the information from the scribe sheet directly into the program. The first page sets up the run to be scored. The SCD comes right from the judges and SCT's are either predetermined based on rules or calculated by the program from the SCD given by the judge. The next page is designed to look like a scribe sheet. It takes just minutes to train table help! The program will calculate the score, determining whether the dog qualified and determine placements. The print catalog button will print both a catalog and ribbon labels.

### **Moves Ups**

This page provides an easy approach to move ups. All move ups are applied for the day specified and all succeeding days in the trial. Two different reports are printed for your convenience.

### **Clean Up**

This screen provides links for reports needed to close out the show. It is from this screen than you print your final catalog with scores and produce the Electronic File for DOCNA with all the qualifying scores. Individual Results allows you to email a confirmation type letter to exhibitors with their scores from the weekend.

Competed catalog (email file in pdf format to [showresults@docna.com](mailto:showresults@docna.com) and mail hardcopy to DOCNA)

Financial report

Judges report (email file in pdf format to [showresults@docna.com](mailto:showresults@docna.com))

DOCNA Report (email file in pdf format to [showresults@docna.com](mailto:showresults@docna.com))

Electronic file (email file to [showresults@docna.com](mailto:showresults@docna.com))

Individual results (email this info out to each competitor)

### **More report info**

Confirmation Letters may be emailed or US mailed. Printed Confirmation Letters are designed to fit in window envelopes.

Scribe Sheets are printed with sheet numbers to help when ordering the sheets for scoring etc.

The Ribbon Count Report indicates the number of ribbons you need to order for the trial.

The Check in List is used to check in exhibitor's day of trial.

The Workers List lists everyone in the trial with their email address and the runs they are entered in. This can be used with a list of volunteers to generate a volunteer schedule.

The Show Stats Report indicates the total runs by ring, by day.

The High in Trial can be calculated from any runs the show committee chosen. The same was calculated from Regular and Jumpers. (available soon)

The Financial report lists every check received and a total income for the show.

The DOCNA Report is a summary required by DOCNA of the runs in the show.

The Judges Report is a summary of runs by judge that can be used to determine how much should be paid to each Judge.

The Catalog when printed on a color printer has the dogs that Q highlighted in yellow per DOCNA requirements. The catalog should be exported to PDF format.

The Electronic file is the file that DOCNA will upload into the online database that makes shows results available to members.

The Individual Results is contains the individual dogs scores for the weekend. It may be emailed to exhibitors when the trial is over so they have a permanent record of their results for the weekend.

### **Program requirements**

Windows 98, XP, ME, 2000, Pentium class computer, 128 MB ram (256MB preferred), does not require MS Access or any other software to run.

The cost of this program and information on technical support is available at <http://www.agilityunscrambled.com/Purchase.html>

### **Your trial is approved, what's next?**

#### **The site, how big, what should it contain?**

There is no limit on the number of times a trial site can be used. Club/groups may use any pre-approved trial site for all approved trials.

- Ideally, each agility ring should be a minimum 10,000 square feet with no side or end being less than 70 feet. Smaller rings will be reviewed on a case by case basis.
- The area around the ring(s) should allow for a 10 foot buffer on each side. There should be enough room for a tenting or crating area to hold the number of expected competitors, plus availability to washrooms, potty area, warm-up areas, and parking close by.
- Information about food vendors on site or availability of food within a reasonable driving distance should be noted on premium so competitors may plan for the need to bring food with them.
- Where possible, there should be a spectator area designed to encourage spectators not to get too close to the ring.
- The surface should be artificial Sports Turf or grass or dirt/mixed sand that has been groomed. The surface must be safe and have good footing for dogs and handlers.
- The club/group must be able to mark the ring dimensions with a fence/re-bar measured at 10 or 20 foot with gamble tape/flag string/rope/other material attached to or near the top to resemble a closed area. When using re-bar, safety caps must be used.
- Agility trials held on cement/wood floors or lawn carpet over cement/wood floors will not be approved.
- It is recommended you create one separate warm up area in close proximity to each ring. This warm up area must contain a jump and optionally a club may provide a set of 5-6 weave poles in the warm up area. The warm up area is restricted to the dogs in the level for that event.

#### **You have your location, what needs to be done**

Via email, fax, or mail, submit a map/drawing/brochure of the location to DOCNA. Include the following items:

- The dimensions of the area your club/groups have secured for the trial
- Indoor or outdoor
- A drawing of where the ring(s) are located, the size of each ring(s), an equipment list for each ring, the surface of each ring, if there are any possible objects/trees/etc that may create an obstruction (also provide this information to the judge(s))
- Location of bathrooms, parking, where competitors will tent/crate, is there shade.

- In the equipment list, provide information of slat and non slat equipment, length of chute fabric, number of jumps (wing/non-wing), number of tunnels and their lengths (very important), and availability of triple and double jumps. Also provide this information to the judge(s) **for their ring each day.**

### **Hiring your Judge(s)**

The club/group may contact judge(s) from the Judges List provided at

<http://www.docna.com/MemberJudges.aspx?Action=All>.

- Dogs On Course in North America, LLC holds its judges in the highest esteem; they are professionals. We do not have mileage restrictions or number of months between assignments requirements. It is recommended that clubs/groups look at bringing in judges from other locations when possible, as this allows clubs to experience different styles of courses and enhances the opportunity to train.
- A judge may judge up to 2 consecutive times (shows) for a club/group.
- Once you have secured a judge, please notify DOCNA at [trials@docna.com](mailto:trials@docna.com). In the subject heading please list the name of the club/group and dates of trial and in the body please identify the judge that has accepted the assignment. DOCNA will post this to the calendar events list under your trial.
- A judge may judge up to a maximum of 350 runs per day of all classes combined. The trial committee should size their trial (number of rings) appropriately and hire the right number of judges to meet this requirement. Alternatively, a judge may agree to judge extra runs, but the number of extra runs must be presented to and agreed to by the judge at the time he/she is offered the assignment.
- In determining the number of judges needed, the club must take into account the total number of expected runs and whether or not the judge(s) is willing to judge any additional runs. The number of rings that will be used and the number of total runs will determine the number of judges needed for the trial (see suggested time table of events).
- The judge(s) hired for your trial is the judge(s) of record; at no time should anyone else substitute for a judge. Under special circumstances another judge may be called upon to fill in; these might include personal/family issues, illness, or plane delay, or need to make a flight. Flight arrangements should be made so that it does not happen that a judges needs to leave before the end of a trial, but in an emergency there may be the need to deal with the unforeseen circumstances beyond normal control. Under no circumstances should a non-judge of record in for a judge to allow them to run a dog or have a family member run a dog.
- Judges with the status of In Training require supervision when judging a trial. If a club hires a judge In Training, they are additionally responsible for hiring a supervising judge and for the expenses incurred by the supervising judge. It is encouraged that new judges be given the opportunity to train and develop their skills and DOCNA may work with clubs that promote new judges by helping to offset some of the additional costs associated with hiring a supervising judge by altering required fees per run. This will be reviewed by DOCNA on a case by case basis.
- **Trial clubs/groups must provide an official measuring device that can measure within 1/8 of an inch.**

### **Judges fees**

#### **Until Feb 1, 2012**

- The judge is paid **\$1.00 for each run** listed in the catalog and any same day entries; these fees are paid whether the dog runs or not.
- The judge is paid **\$1.00 for each member** of each team of Trigility listed in the catalog and any same day entries, these fees are paid whether the dog runs or not.
- Minimum fees per day per judge are \$250.00. The minimum does not apply to the ½ day portion of a trial. If the judge agrees to judge Friday night the club may negotiate with the judge for set runs fee verses minimum per day (the judge must be paid at least **\$1.00 for each run** listed in the catalog and any same day entries).

### **Supervising Judges working with Judges under Supervision**

- **The Judge under Supervision will receive .50 per run and the supervising judge will receive .50 per run or Trigrility member.**
- **Supervising Judges, Judges, Judge's under Supervision, participants with the status of In Training or Pending will receive no judging fees for participation at judges clinics or trials held in conjunction with judging clinics or training by DOCNA staff.**

### **Expected Judges Expenses**

The host club is responsible for the following reasonable expenses incurred by the judge, and these expenses should be agreed to prior to accepting the assignment. **At no time should anything be purchased before the club/host group has accepted the expense list.**

- The club is responsible for the judge(s) airfare (notification to club of cost and agreement of that cost prior to purchase). Club/Groups may not request judges take multiple stop or red eye flights in order to save money. At no time is the judge responsible for airfare price increases, while awaiting a decision by the club or group. The club must be prepared to reimburse the airfare costs at the time the ticket is purchased, not the weekend of the trial. Travel agency fees are the responsibility of the judge unless negotiated with the club.
- Other travel related expenses may include travel to the airport and parking at the airport (mileage to and from the airport @ \$0.585 per mile) or shuttle to and from the judge's home to the airport, and meals while traveling and tips where applicable.
- The club should arrange for the hotel/motel for the judge. The hotel/motel should be prepaid before or at time of check in so that the judge will not have to use their personal credit card for any expenses. The club should work with the judge to determine smoking or non-smoking and any other reasonable lodging preferences before making reservations.
- If the club is asking the judge to billet (be put up at a club member's house or RV, etc), this must be negotiated with the judge prior to accepting assignment and at no time is a judge required to do this. **Clubs proposing this to a judge, should be prepared to offer a clean, non-smoking, air conditioned environment, a private room and bathroom, and make available snacks and sodas (of the judges choice) and meals if no breakfast and dinner opportunities are provided.**
- The club is responsible for meal expenses incurred during travel and throughout the duration of the trial, including Friday or Sunday night if it is necessary for the judge to stay over.
- The club is responsible for any printing (courses and/or course copies for exhibitors) and paper/cost of cartridges/disks/courses/reports within reason, photo copies and mileage to go get them made, long distance calls to club for information and confirmation, car rental and insurance/gas/mileage if club has requested the judge or judges to rent a car or shuttle costs to and from if the club does not provide other transportation.
- It is also recognized that this list may not be complete.
- There are times minor things are missed in the list of expenses; we expect the club/group to act in good faith and honor these costs. Should there be a discrepancy between the judge and the club/group, Dogs On Course in North America, LLC will act as the mediator.

### **Mileage Reimbursement**

- The mileage reimbursement rate for use of a privately owned automobile (POA) when used for official travel as determined by GSA. This updated rate reflects current costs of operating a POA as determined in cost studies conducted by GSA. The government regulation for mileage allowance for the cost of operating a POA for official travel is \$0.585 per mile as of 7/1/08. **At no time should the cost of mileage be more than the cost of airfare, the judge and club/group must agree to the mode of travel and what fees will be paid for this travel.**
- By Law, GSA is responsible for reviewing the privately owned vehicle mileage reimbursement mileage rate on a yearly basis. However, by law, GSA may not exceed the standard mileage reimbursement rate for a privately owned automobile (POA) established by the Internal Revenue Service (IRS).
- Clubs and Judges may agree/negotiate a lower mileage fee or a set fee. **At no time should the cost of mileage be more than the cost of airfare, the judge and club/group must agree to the mode of travel and what fees will be paid for this travel.**



## **Rental Vehicles**

- Mileage fees do not apply to rental cars, but all expenses must be covered for the agreed rental

## **Negotiated Expenses**

- These are any expenses that a club may agree to cover, but must be agreed to prior to acceptance of the judging assignment. They may include boarding/kennel fees, or house sitting for the judges dogs, travel agency fees, etc. The club is in no way obligated to cover these expenses unless approved by the club or group prior to the judge accepting the assignment.

## **Future Judge's Fee Structure**

Dogs On Course in North America, LLC recognizes the contributions and sacrifices that an agility judge makes. These dedicated individuals, in giving something back to the sport, must forfeit/surrender/give up:

- Weekends away from home and family, including travel days where many judges give up personal holiday/vacation days at their regular jobs
- Additional time to travel to/from airports, time in security lines, plane trips
- Opportunities to compete in agility with their dogs
- Personal time used for pre-trial work, course design and corrections, post-trial paper work, etc

The current fee structure is in affect until February 1, 2012. At that time, the fee structure will be reviewed. Dogs On Course in North America, LLC will do a thorough evaluation of the time involved via feedback collected from judges and from clubs/groups. Any proposed changes will go through a process of communicating the proposed change, soliciting feedback, and explaining the final decision prior to going into effect.

## **Planning/Suggested Estimate for Events**

The following is a guideline for planning the number of events to offer at your trial and number of judges that will be needed.

- For **Standard Agility**, the base time we have estimated approximately is 1.6 minutes per dog at the line for the beginner level. This is based on time to get to line, removal of collar/leash, lead out, run course, retrieve and leash dog, and clear course to point that the next dog can run.
- For **Jumpers**, the base time we have estimated approximately is 1.2 minutes per dog at the line for the beginner level. This is based on time to get to line, removal of collar/leash, lead out, run course, retrieve and leash dog, and clear course to point that the next dog can run.
- For **either type of Gamblers**, the base time we have estimated approximately is 1.6 minutes per dog at the line. This is based on time to get to line, removal of collar/leash, lead out, run course, retrieve and leash dog, and clear course to point that the next dog can run.
- For **Snakes 'N Ladders**, the base time we have estimated approximately is 1.4 minutes per dog at the line. This is based on time to get to line, removal of collar/leash, lead out, run course, retrieve and leash dog, and clear course to point that the next dog can run.
- For **Trigility**, the base time we have estimated approximately is 3.2 minutes per dog team. This is based on time to get to line, removal of collar/leash, lead out, run course, retrieve and leash dog, and clear course to point that the next dog can run.
- For **North America Challenge** Events the base time we have estimated approximately is 1.6 minutes per dog at the line. This is based on time to get to line, removal of collar/leash, lead out, run course, retrieve and leash dog, and clear course to point that the next dog can run.

Event Name	Course Building Set up time Measuring Distance Judge doing course time	Walk through	Beginner Level	Intern Level	Specialist Level
Standard Agility Event	ADD 15 min per level To each level	ADD 7 to 10 min per level To each level	32 – 35 runs per hour	34 – 36 runs Per hour	35 to 39 runs per hour
Traditional Gamble	ADD 15 min per level To each level	ADD 10 min per level To each level	32 – 35 runs per hour	34 – 36 runs Per hour	35 to 39 runs per hour
Strategic Time Gamble	ADD 15 min per level To each level	ADD 10 min per level To each level	32 – 35 runs per hour	34 – 36 runs Per hour	35 to 39 runs per hour
Jumpers	ADD 15 min per level To each level	ADD 10 min per level To each level	40- 45 runs per hour	40-45 runs Per hour	40-45 runs per hour
Snakes 'N Ladders	20 – one time As same course	ADD 10 min per level To each level	32 – 35 runs per hour	34 – 36 runs Per hour	35 to 39 runs per hour
Trigility	10 minutes each level for change of doubles and triples, gamble line, etc	ADD 10 min per level To each level	18 to 20 runs per hour	18 to 20 runs Per hour	18 to 22 runs per hour
North America Challenge	ADD 15 min per level To each level	ADD 7 to 10 min per level To each level	32 – 35 runs per hour	34 – 36 runs Per hour	35 to 39 runs per hour

\*\*NOTE: some of the course walk through time is also time the judge uses to calculate distances.

### **Running a trial, Who's involved?**

The club/group will need to assign duties and key positions to a number of members to make this a successful trial. It will be important for everyone to keep on top on their tasks.

### **Trial/Show Chairperson /Agility Trial Director (many hats for 1 member)**

- They are responsible to be the official contact person at the trial for competitors both for information and in case of discipline actions need to be taken.
- Coordinate and delegate all the tasks involved with a trial, they are in fact responsible for the running of the trial
- **Trial clubs/groups must provide an official measuring device that can measure within 1/8 of an inch.**
- **Coordinate or delegate the following:**
  - Securing a trial site
  - Securing your teammate – the show secretary
  - Securing judge(s)
  - Arranging accommodation for judge(s), insuring the judge and the club coordinate airline reservations approve judge's expenses prior to acceptance of assignment
  - Acting as liaison with DOCNA, ensuring all the paper work is filed

- Make sure all equipment meets regulations and is in safe working order
- Arrange for equipment and all supplies needed and coordinating getting to site (batteries for stop watches, timers, pencils, tables, chairs, food, worker chairs, etc)
- Secure trial personal including but not limited to Chief Course Builders and course builder helpers for each ring, ring/gate stewards for each ring, timekeepers, scribes, set up personal, take down personal, bar setters, table personal/stewards

Trial/Show Committee - The Trial Committee is the key members of a club/group that will oversee the start up of the trial through to tear down of the trial. The Trial Committee is responsible for assigning the task of Trial/Show/ Chairperson and other positions and assisting the trial chairperson with any information needed to coordinate and delegate a successful trial. The Trial Committee is responsible for and may be involved disciplinary issues that are not resolved by the chairperson, including the reporting of any disciplinary actions taken.

The trial chair/committee is also responsible for ensuring that there is a tear down plan for shutting down the trial after the completion of the last class. This will ensure that pre-arrangements are made for enough club or group members to be available for taking down canopies, loading equipment, trash collection, etc. **It is not acceptable to withhold competitor scores from the final class as means of enlisting tear-down help.**

Trial/Show Secretary – is responsible preparation of the premium, emailing or mailing the premium to competitors, and arranging for the premium to be online if there is a website available.

- Responsible for mailing or emailing confirmation of entry notices
- Responsible for answering premium questions from competitors and making reasonable change of entry requests prior to the close date of the show
- Responsible for handling any day of show entry issues
- Responsible for the paperwork needed to allow competitors to move up to a new level on the next day of a show (if allowed by the club/group)
- Responsible for preparation of the show catalog and the verification of the final show results
- Coordinates with the trial chairperson the sending of all reports due to Dogs on Course including the file of competitor results

### Judge(s)

- Receive request to judge/accept or decline; prior to acceptance of a assignment, the club must accept the list of expected expenses and the judge must accept the list of events the club has asked them to judge. The Judge must notify DOCNA of acceptance of an assignment.
- Judges must give their permission to the host club/group if their judging assignment for a given trial exceeds 350 runs per day
- Receive course size and equipment list and events to judge from club/group
- Design courses for trial and send to DOCNA for approval.
- Arrange with club for airline reservations and accommodations
- Inspect equipment to ensure it meets regulations.
- Confirm contact zone sizes, chute fabric length, double and triple jump spacing
- Tweak/set each course prior to judging
- Measure each course/ calculate distance/times /give times to table/ post copy of times for competitors
- Brief competitors and event levels as needed
- Supply course copy to post, course builder copy or copies, a master copy to submit with any changes.
- Ensure timer /scribe understands their task including judge's signals given for faults, eliminations and excusals. In addition, the timer/scribe should be briefed on start and finish lines, what happens when the dog crosses the finish line prior to finishing the last obstacle.
- The timer/scribe should be briefed on points given in gamblers, what the call is for a successful gamble, or a missed gamble.
- Fill out all reports/course changes/paper work for the trial to submit to DOCNA
- Complete a judges report (after trial) and submit to DOCNA

- Judges may submit the first course of the day without numbers or lines to the club up to 2 days prior to the trial. This course is to be used only for course building for the trial, the supplied course is not to be set; and classes or pre trial runs; allowed to run on it. Clubs abusing this privilege will lose the ability to have a course ahead of time to help get set up.
- If expenses are covered, it is encouraged that judges provide copies of courses to the club/group for competitors or provide a copy the night of arrival to the club for the purpose of making copies available to exhibitors. It is always understood that a judge may be using courses at another location in the future and it is solely at the discretion of the judge whether or not to allow course copies at a trial. The judge's decision is final.
- At all times there shall be a posted copy of the current days courses.

Chief Ring Steward – There should be a chief ring steward assigned to each ring whose main task is to coordinate workers and keep workers and judges accommodated and worker positions filled.

- Before the trial, work with the show secretary to find workers for all positions and all events in the trial
- On the day of the trial, organize workers for each class at the beginning of each class
- Find fill in workers if assigned workers have conflicts
- Make sure that workers are relieved on occasion to get food/snacks/drinks, use the bathroom, attend to their dogs, etc
- Make sure that the judge(s) get lunch
- If the club is offering lunch to workers, make sure each qualified worker gets a lunch ticket.

Timer - the timer and scribe should be available from the time the walk through starts, together along with the gate steward in order to put the scribe sheets in running order; adjusting scribe sheets and the running order to accommodate handlers with multiple dogs and/or ring conflicts.

- There should be only one timer per event level; should there be a need to change, this may only be done at a jump height change
- The timer is responsible for fair, accurate timing of each dog, reporting to the scribe the time in the nearest 1/100 of a second for each dog.
- A timer is required for each event and level for each ring.
- If electronic timing is used at the event, the timer must be familiar (or be willing to be trained) with the operation of the equipment and how the judge expects timing issues to be handled (if the clock didn't reset, start, etc)

Scribe(s) – the scribe and timer should be available from the time the walk through starts, together along with the gate steward in order to put the scribe sheets in running order; adjusting scribe sheets and the running order to accommodate handlers with multiple dogs and/or ring conflicts.

- There should be only one scribe per event level; should there be a need to change, this may only be done at a jump height change
- The scribe should ensure they understand the judge's signals prior to the event starting
- The scribe must concentrate on watching the judge and only the judge, looking at the dog on course may cause signals to be missed.
- The scribe marks down the judge's signals during each run, at the end of the run, clearly marks the dogs time to the 1/100<sup>th</sup> of a second in the correct box.
- A scribe is required for each event and level for each ring.
- This time is written as the stop watch indicates (it is the responsibility of the table personal to convert it to minutes and seconds)

Gate Steward - the gate steward should be available from the time the walk through starts, together along with the gate steward in order to put the scribe sheets in running order; adjusting scribe sheets and the running order to accommodate handlers with multiple dogs and/or ring conflicts.

- The gate steward will post the running order
- The gate steward checks to see what height the first dog will be and gets the ring crew to set the jump heights after the judge has finished measuring the course. This is done prior to the event starting.
- Once the scribe sheets are in order, it is the gates steward's job to keep the dogs in running order, should it be necessary to change the running order, the gate steward will inform the

scribe prior to the dog running, which dog has changed order so that the correct scribe sheet will be used.

- At the end of each jump height, the gate steward will call out the jump height change to the next height on the running order
- Based on input from the judge, the gate steward will have the next dog head to the starting line when the currently running dog is at the predetermined obstacle.
- The gate steward will attempt to have the next 3 dogs listed ready to go in their order.
- The gate steward will monitor the shade area so that only the next dogs are under it, to ensure safety for all dogs.
- The gate steward may help remind competitors of collars that may not be acceptable per DOCNA rules prior to their run, as well as ask competitors not to bring food/toys or treats into the area.
- The gate steward may need to assist the leash runner.
- Competitors should be aware it is not the Gate Stewards job to find you.
- The gate steward's job is to keep the trial moving, they have the authority to move up or down on the running order dogs that have conflicts, handlers that have multiple dogs running close together. The gate steward MUST communicate any changes to the scribe.

Leash Runner – waits until the dog has left and removes leash and takes it to a designed spot near the end of the course. The club/group, if possible should have a leash bucket/leash pole/leash hanger that can be safely put at the end of a course in such a way that it does not become a target for the dog, but clearly tells the handler where their leash or lead is located

- At no time should a toy/treat/tug a handler has left near the start ever be picked up by the leash runner, they are only to pick up leash or dog leads that are to be taken to the designated area near the finish.
- Leash runners should never put the leash or lead in the direct path the dog will land.
- Never throw the leash to the area, as this may distract the dog on course.

Score Table Personnel - it is suggested that there be at least 2 individuals fulfilling this task. The responsibilities include:

- Inputting the judge's course time and yardage for each event and class
- Receiving the scribe sheets and converting the stop watches reading to minutes and seconds.
- Record each dog's scribe sheet score including time faults, course faults and exact time to the official catalog. The catalog should include course yardage, standard course times from the judge for each event and level, any dogs that are absent or scratched. The catalog should also list class placements for each jump height and a record all qualifying rounds.
- From the entered data, create competitor posting sheets, calculating course faults, time faults, points, these calculations will list each level and jump height the placements and identify all qualifying rounds for the event and level. Transfer this information to any forms being submitted.
- Where possible, the Table Stewards are responsible for pulling any absent dog scribe sheets and adjusting running orders prior to the gate steward picking up the running order and scribe sheets.
- In the unlikely event that a club doesn't have computers set up (or the set up fails) at the trial for scoring purposes, all of the trial data will need to be tabulated by hand for the purposes of posting. It will be the job of the trial secretary to verify and enter all the results into the computer as soon as possible after the trial is over.
- Responsible for making sure competitor scores are posted in a timely manner, including the last class of the day and weekend.

Chief Course Builder and Crew – should be aware of the ending of the event or level, prior to this ending, they should have together reviewed the course builder sheets and identified the tasks required to change to the next course.

- Responsible for setting the new course for each event and level.
- Setting the equipment to the best of their ability to most resemble the course builder sheet.
- At no time should any course builder make a change to the course submitted without the judge's permission.

- Work with the judge in tweaking the course. It is important not to change angles of jumps or tunnels entrances once the judge has set the course for measuring.
- These duties may include getting hammers ready, finding the correct size of tunnel and tunnel holders.
- Move electronic timers where needed
- Have poles removed from jumps so the judge can measure course
- After the judge has measured the course, check with gate steward for first height and set bars for this course.
- Remove any tunnels/equipment along the sides of rings that may cause a dog on course to be distracted.

Ring Crew – the ring crew should be ready to go as the walk through ends, in their chairs as not to hold up the gate steward.

- Responsible for setting poles for jump height prior to the start of the event.
- Responsible for setting poles for jump height changes during the event, replacing knocked down/displaced bars, straightening the chute/closed tunnel between runs if need be.
- After the judge has measured the course, check with gate steward for first height and set bars for this course
- If needed, helping with leash running

### Dogs On Course in North America, LLC Trial Premiums

#### **Premium Content**

Clubs/groups should request copies of recent premiums from DOCNA or download the sample trial premium from <http://www.docna.com/HostTrial.aspx> and modify it.

- Clubs/groups must submit their draft trial premium to DOCNA for approval at [trials@docna.com](mailto:trials@docna.com). Trial premiums must be submitted for review in Word format to DOCNA; pdf format will not be accepted. Once approved, clubs/groups may print and distribute to potential competitors/exhibitors/entrants in their choice of formats.
- Clubs/groups are required to publish their trial premium at least six (6) weeks in advance of the trial date.

#### **The DOCNA trial premium must contain the following information:**

- Club/Group Name and Logo (if desired).
- Trial Dates
- DOCNA Logo
- A statement recognizing that this is a Dogs On Course in North America, LLC Sanctioned Trial and that this trial will be judged under Dogs On Course in North America, LLC rules which are available at [www.docna.com](http://www.docna.com) or from Dogs On Course in North America, LLC for a nominal fee.
- Location of show site, including the business address where possible
- Details about the location and surface of each ring: Indoor/outdoor, covered/not covered; surface (grass, artificial sports turf or dirt/sand mixture/bark, etc).
- In **bold printing**, clearly list the following: size of dog walks, Slat or Non Slat Equipment or rubber surface, a statement informing competitors there may be 36 and/or 42 inch contact zones if club/group has different types of equipment, tire diameter, type of tire (displaceable or not), length of chute fabric.
- Judge(s) name along with city and state the judge(s) is from.
- Events offered at the trial to be judged for each day of the trial.
- Entry limits if any
- Entry opening and closing dates
- Location to send completed entries to
- Entry rules (postmarks, statement informing the competitor/exhibitor that the club may offer up to 25 priority entries for that competitor/exhibitor's that volunteer to assist at the trial, no signature required for over-night entries, etc)

- The organizing committee members, including the entry address and phone numbers for trial/show committee personal and email addresses where needed.
- Listing of events to be judged for each day of the trial, and the events assigned to each judge.
- **Tentative** schedule for setup, checking, measuring, walk-thrus and first run start time for each day.
- Special walk thru information or ring information (like if competitors will be in the same ring both days, etc)
- **Tentative** event running order
- Short description of events
- Clear directions or a map that will allow competitors to find the site, hotels or campgrounds listed.
- Miscellaneous trial information like food availability, worker rewards, restroom availability, water on site to cool dogs down, etc.
- Emergency Veterinary Clinic information including a phone number and directions for how to get there from the trial site (All club members should be aware and carry information for Emergency Veterinary Clinic & Emergency Medical Assistance situations. This information should be posted in plain view in several places at the trial)
- Hotel/Motel/RV/Camping info
- Regular and RV Parking info
- Information on Ribbon Awards being given out, for example 1<sup>st</sup> to 4<sup>th</sup> and Qualifying double flats.
- Expected local weather (if you know it will be hot, very cold, etc)
- Written information on the club/groups move up policy.
- A statement to inform the right of the club/group to refuse any entry including anyone not in good standing with Dogs On Course in North America, LLC.
- Any other club/group/location common sense rules like leash policy, dogs not allowed in restrooms, barking dogs, cleaning up after your dogs, etc.
- Standard DOCNA disclaimers (see sample)
- A withdrawal policy including any administration fees the club has set.
- Entry form which includes owner information, dog information, classes offered, list of entry fees, package rates/weekend packages, closing date of the entry and date entries will be accepted from, Information whether day of trial entries will be accepted and if so a cost for these fees per event, etc. See the next section for more information on the Entry Form requirements.
- Entry agreement and Liability waiver form
- Volunteer signup form

## **Entry Form Content**

Owner Information – Owners Name and Address, phone number, email address, handler's name if different than owner, Junior Handler and guardian signature area.

Dogs Information – Dog's Call Name, Dog's DOCNA registration number, Dog's Registered name (optional), Breed/mixed Breed, Dog's wither height, Dog's Birth date, DOCNA Jump Heights, Divisions and Levels information. If Trigility is being offered, the entrant can request a draw or fill in names for two partners, their jump heights, and registration numbers.

Trial/Show Information – Dates, Division and Levels for each Event, Entry Fees for each event including all package rates/weekend packages.

Entry Acceptance – Area for the competitor/exhibitor to sign a statement of acceptance. The statement should contain the following information.

- Competitor/Exhibitors by entering have read the rules and regulations of Dogs On Course in North America, LLC. An official copy is available on line at <http://www.docna.com/Rulebook.aspx> for a nominal fee.
- Any dog entered has a Dogs On Course in North America registration number
- The club may deny entry if the entry form is not complete or fees are not included or complete. The club/group should return the entry/or notify the entrant of the entry being incomplete and arrange what is the next step. Repeat offences may exhibitors, may result in the club or group returning the incomplete entry by mail to the exhibitor, the host club has no obligation to accept a late entry that

was not completed correctly. If the exhibitor completes and returns the entry before closing date, it will be the clubs choice to accept.

- Clubs/groups should set an official entry date that entries can be postmarked on. This gives all competitors the same opportunity to enter.
- Entries postmarked prior to the date of entry should not be given official status, either returned, or moved to a draw for any spaces open after all entries that followed the rules of entry have been filled.
- Entries received after closing date and not postmarked before closing date should be classified as same day entry and competitor informed of same day entry fees to enter.
- Returned checks from the bank are subject to a bank fee, the club has the right to impose a non valid entry.
- An entry agreement that states that the person who signs this agreement represents that he/she is authorized to enter into this agreement on behalf of both exhibitor and the owner of entered dog. In consideration of acceptance of this entry.
- A statement of responsibility and liability or general disclaimer on front or reverse side of the Entry form.

### **Entry Agreement**

It is agreed that the laws of Arizona shall govern interpretation of this Agreement,

I (We) agree that (Club Name or Group name HERE) has the right to refuse this entry for any cause, which the organizing committee alone shall deem to be sufficient. In consideration of the acceptance of this entry, of the holding of the event and of the opportunity to have the dog participate and/or to be judged, I (we) agree to hold (Club or Group Name HERE)(including their members, officers, directors, and organizing committee), Dogs On Course in North America, LLC (DOCNA) including it's owners, rule committee, members, officers, directors, agents and employees, sponsors of the event, owners of premises upon which the event is held, and their employees, harmless from any claim for loss or injury which may be alleged to have been caused directly or indirectly to any person or thing by the act of this dog while in or upon the event premises or grounds or near any entrance thereto, and I (we) personally assume all responsibility and liability for any such claim. The person who signs this agreement represents that he/she is authorized to enter into this agreement on behalf of both exhibitor and the owner of entered dog. In consideration of acceptance of this entry:

As used here DOCNA means Dogs On Course in North America, LLC, its owners, rule committee, members, officers, employees, show chairs, show committees and agents.

Handlers/Competitors/Exhibitors/Owners, agree to abide by the rules and regulations of DOCNA and any other rules and regulations appearing in the premium for this event

I (We) further agree to hold the aforementioned parties harmless from any claim for loss of this dog, by disappearance, theft, death or otherwise, and from any claim for damage or injury to the dog, whether such loss, disappearance, theft, damage, or injury, be caused or alleged to be caused by the negligence of the parties aforementioned, or by the negligence of any other person, or any other cause or causes. Further, I (we) recognize that there are inherent risks, to both dog and handler, in the sport of dog agility, and I (we) expressly assume all such risks to myself/ourselves and to our dog(s)."

Handlers/Competitors/Exhibitors/Owners acknowledge all hazards and I (We) hereby assume the sole responsibility for and agree to indemnify and save the aforementioned parties harmless from any and all loss and expense (including legal fees) by reason of the liability imposed by law upon any of the aforementioned parties for damage because of bodily injuries, including death at any time resulting there from, sustained by any person or persons including myself (ourselves) or on account of damage to property, arising out of or in consequence of my (our) participation in this event, howsoever such injuries, death or damage to property may be caused, and whether or not the same may have been caused or may have been alleged to have been caused by negligence of the aforementioned parties or any of their employees or agents, or any other persons.

DOCNA assumes no responsibility for local site conditions, including, but not limited to, such things as: the conditions of the floors, agility field or ring(s), fences, gates, stalls, bathrooms, stairways, hallways,



lighting, structures; security measures or lack thereof; electrical plug-ins, receptacles, or appliances; show rings and equipment used in fencing the rings; parking areas and drives; agility obstacles; air or water quality; and the presences of unfamiliar animals, people, sights, sounds, and smells.

**ASSUMPTION OF RISK, STATEMENT OF RESPONSIBILITY & WAIVER OF LIABILITY**

I (We) understand that agility is an activity that is held in the presence of other dogs and their owners/handlers. I also understand that the participation of my dog and myself in agility will require some physical activity on my part and on the part of my dog. I also understand that this activity will involve some running, jumping, and the use of obstacles such as tunnels, scaling planks, jumps, and tires which could result in injury to me, to my dog, or others. I represent that I am in good health and my dog is in good health and we are both in physical condition to participate in the sport of dog agility. I further represent that my dog is friendly and not a hazard to persons or other dogs; **that I am participating at my own risk**; and that I will not hold the trial club/group or any committee member, nor the sanctioning organization Dogs On Course in North America, LLC liable for any loss, injury, illness, expense or other hardship that may arise in connection with my participation and/or my dog's participation in the activity. It is distinctly understood that every dog participating is in the care and custody and control of his owner or handler at all times on the premises. I further agree to assume full responsibility and liability for any and all injury or damage caused in any way by my dog(s) or myself. Any competitor/exhibitor whose dogs and/or children create unnecessary disturbances or repeatedly engage in unsafe or disruptive behavior, may, at the discretion of the Trial/Show/ Committee be asked to leave the show site. In such case, no refund of fees paid will be made.

The club or group or Dogs on Course in North America, LLC will not be responsible for the loss or damage to any dog competing; or for the possessions of any competitor whether the result was by accident or any other cause.

I (We) understand that **Dogs On Course in North America, LLC leaves it up to the exhibitor as to whether or not they would like to leave a collar on their dog during competition. For the purposes of safety, DOCNA strongly recommends that dogs run WITHOUT a collar.** There have been documented cases of dogs getting collars stuck on jump stanchions or contact equipment hinges. If you choose to run with a collar, you do so at your own risk.

I (We) understand that in choosing to run with a collar, a quick release collared is suggested. Acceptable collars may be flat or rolled collars with a buckle or plastic release clasp. A collar may have an attached info plaque riveted onto it, or information stitched into it. It is also acceptable to keep tag bags that contain license tags and owner information on a collar as long as it fits securely on the collar. Collars with dangling tags, martingale type loops, halti's, gentle leaders, harnesses, and any electronic training devices (shock, bark, pinch, citronella, etc) will not be allowed in the ring.

*In addition, I have read the information in this premium pertaining to Walk thrus, and by signing this agreement understand it is my responsibility to be available for all walk thrus.*

I have read, understand and acknowledge the above Agreement and ASSUMPTION OF RISK, STATEMENT OF RESPONSIBILITY & WAIVER OF LIABILITY

\_\_\_\_\_  
Signature of Exhibitor/Competitor/Owner

\_\_\_\_\_  
Date

(     ) \_\_\_\_\_ - \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of Parent or Legal Guardian if Minor

\_\_\_\_\_  
Date

**Confirmation of Entry:**

Each participating competitor/exhibitor must receive by email or by mail an entry confirmation at least 7 days prior to the trial (if possible 14 days for out of state entries).

It is the responsibility of the competitor/handler to read their confirmations and check for errors. Show secretaries input a lot of data; please check your confirmation for accuracy. The show secretary is not obligated to make changes during an event.

Information that must be included on the confirmation:

- Setup/Check-in/Measuring time
- Judges and order of classes
- Dog's information and entry information, events, levels, divisions, and jump heights
- Dog's official DOCNA registration Number
- Owners name and physical address and email where possible.
- An email address and phone number for show secretary (so that the competitor/handler can fix any errors)

### **Dogs On Course in North America, LLC Trial Reporting, what is involved?**

The club/group must submit via email a finished catalog of results (generated by the DOCNA trial software) to Dogs On Course in North America, LLC at [showresults@docna.com](mailto:showresults@docna.com) and the other reports listed below within 7 days after your trial; additionally a hard copy of the catalog as well as the trial fees and exhibitor list with mailing address/phone/email updates must be postmarked within 10 days after the trial.

### **What needs to be sent to Dogs On Course in North America, LLC?**

#### **Via Regular Mail:**

1. Course Copies with any changes supplied by the judge(s)
2. An updated exhibitors list (verified by each competitor at check in), including the names, mailing addresses, phone number, and email address
3. A copy of the completed trial catalog
4. Any unpaid dog registrations collected from competitors (check made out to DOCNA)
5. Trial Dog Fees – \$1.00 for each run, this is to be included with the Trial Final Information package going to Dogs On Course in North America, LLC. Trigrity is equal to 3 runs therefore the fee is \$3.00.
6. **North America Challenge - \$7.00 for each run, this is to included with the Trial Final Information package going to Dogs On Course in North America, LLC.**

#### **Via Email to [showresults@docna.com](mailto:showresults@docna.com):**

1. Show/Event Form - Review of performance of show typically filled out by the show chairperson or secretary (can be emailed or printed).
2. The following reports that are generated by the Agility Unscrambled trial software – put in pdf format:
  - Exhibitors list
  - Pending Registration Numbers (even if blank)
  - Trial Statistics
  - Judges Report
  - DOCNA Report
  - Electronic file
  - Your actual trial database: This will be found under your Agility Unscrambled trial databases and is an .mdb file. Contact [info@docna.com](mailto:info@docna.com) if you have questions.
  - Completed catalog generated by the Trial Software
    - The catalog must list the Trial Club/Group, Judge(s), Event, Level and Division on each page. In addition, the SCD (course distance) and the SCT (standard course time) both provided by the judge for each event. The catalog must include the dogs name, dog's time for the event, time faults if occurred, course faults if occurred, and a total of all time and course faults.
    - The catalog must include the dogs (call name), the last name of the owner, the dog's DOCNA registration number.
  - Email out individual confirmation results to each competitor from Agility Unscrambled. This must be done within 3 days of last day of the trial.

#### **Other:**

- In addition to all the information that is submitted to DOCNA, copies of Scribe Sheets and other trial paperwork (catalog and reports) are to be held by the club for 1 year.

- You may post the completed catalog results to the club/group website for competitors to view.

### **Dogs On Course in North America, LLC DOCNA Member Database**

Because we value the competitor's choice to spend their time and agility dollars having fun with their dogs in this organization, DOCNA supports a database that will allow competitors to register their dogs online and view their individual records for trials and title listings online.

Until the year February 1, 2012, membership access to the DOCNA database will be free to all competitors with a registered dog. After February 1, 2012, a reasonable yearly fee (to be determined) may be required to access the service. This fee will help to maintain the site and compensate for the services being offered.

Because this data is used to print awards and mailing labels for title certificates, it is up to each DOCNA member to keep this data current. DOCNA does not sell or trade any personal information under any circumstances.

### **Dogs On Course in North America, LLC Award Requirements at Trials**

#### **Placement Awards**

The Trial Club/Group is required to:

- Provide ribbon awards for 1st through 4th place in each division, level, and jump height for each event. (see North America Challenge requirements below).
- The host club may offer rosettes, double/triple flats, single flats of any combination of ribbon award.
- In addition to required ribbons, the club may offer Entry Value Coupons in lieu of ribbons for anyone who may not wish to take ribbons.
- For Rosettes, if three streamer or five streamer rosettes are awarded, contrasting colors may be used, however, the center ribbon should follow the award guidelines.

Awards are required to 4<sup>th</sup> place; additional placements are up to the club/group's discretion.

PLACEMENT	Ribbon Flat Color	Rosette Center Streamer Color
1 <sup>st</sup> Place	Royal Blue	Royal Blue
2 <sup>nd</sup> Place	Red	Red
3 <sup>rd</sup> Place	White	White
4 <sup>th</sup> Place	Yellow	Yellow
5 <sup>th</sup> Place	Green	Green
6 <sup>th</sup> Place	Pink	Pink
7 <sup>th</sup> Place	Purple	Purple
8 <sup>th</sup> Place	Light Brown	Light Brown

- When using double flats for placement for all ribbons other than North America Challenge, it is required that the backing be white. Any changes to ribbon colors for special event trials (ie Halloween, etc) must be approved by DOCNA.

#### **Qualifying Round Awards**

**RED/WHITE/BLUE** Tri – Striped Ribbon (ribbon stock carried by any ribbon company), backing should be White if using double flats. Any changes to ribbon colors for special event trials (ie Halloween, etc) must be approved by DOCNA

\*In Canada – Red/White ribbon stock may be used

#### **Ribbon Design Requirements (for placements and qualifiers)**

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NORTH AMERICA

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SANCTIONED  
AGILITY  
TRIAL  
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HOST CLUB/GROUP LOGO IF AVAILABLE  
CLUB/GROUP NAME  
Class Name/Level/Height/Date (all optional and not required by DOCNA)

PLACEMENT/QUALIFYING ROUND

### **North America Challenge Ribbons**

Awards are required to 3rd place; additional placements are up to the club/group's discretion.

PLACEMENT	Ribbon Flat Color	Rosette Center Streamer Color
1 <sup>st</sup> Place	Royal Blue	Royal Blue
2 <sup>nd</sup> Place	Red	Red
3 <sup>rd</sup> Place	White	White
4 <sup>th</sup> Place (not required by DOCNA)	Yellow	Yellow

- When using double flats for placement for North America Challenge ribbons, it is required that the backing be black. Any changes to ribbon colors for special event trials (ie Halloween, etc) must be approved by DOCNA.

### **North America Challenge Qualifying Round Ribbon Design requirements**

#### **TEAL with black backing ribbon**

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NORTH  
AMERICA  
CHALLENGE  
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HOST CLUB/GROUP LOGO IF AVAILABLE (optional and not required by DOCNA)

CLUB/GROUP NAME (optional and not required by DOCNA)

PLACEMENT/QUALIFYING ROUND

#### **DOGS ON COURSE IN NORTH AMERICA, LLC (LOGO)**

The logo for ribbons may be obtained by emailing [info@docna.com](mailto:info@docna.com).