



Representative's Guidelines

Responsibility to Host Club, Exhibitors and Spectators

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

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

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

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

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

As a Representative, you are expected to meet these criteria:

- **Knowledge:** You must demonstrate solid knowledge of CDSP Competition Obedience. If a questionable situation arises during a trial, you should make note of this and check the regulations before offering an opinion or attempting a solution. Representatives are encouraged to compete with their own dogs and must maintain active status by meeting the requirements outlined in Representative's Education
- **Impartiality:** It is critical that exhibitors have complete faith in the



impartiality and competence of both judges and representatives. A representative cannot discard, modify or require anything not specified in the regulations.

- **Procedure:** Representatives must possess and demonstrate sound trial procedure.

Ring Condition

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

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

If it is an outdoor trial, the Representative should take special care to inspect the ring surface. There may be holes and/or other hazards, which would require the Judge to modify the layout of the course for safety reasons. The grass should be cut short. Debris including, but not limited to, animal waste, rocks, sticks; etc must immediately be removed by the host club. In extreme cases, the judge should file a report with the CDSP Coordinator regarding the condition of the ring.

It is the responsibility of the Representative and host organization to insure that all spectators and other exhibitors are kept a reasonable distance from the ring at all times.

Ethics

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

- Representatives must never solicit or promote assignments.
- Representatives may not promote seminars for which they are being paid (unless they are donating their time as a fundraiser for the host organization) or sell equipment/merchandise at trials at which they are acting as Representative
- Representatives who attend a trial as an exhibitor and/or spectator must never "double judge" the team's performance. Representatives attending as exhibitors and/or spectators may not interfere with any ring personnel, may not discuss the officiating judge's scoring with anyone and may not interfere with the officiating judge's duties.
- Representatives who attend a trial as an exhibitor and/or spectator must never attempt to interfere with the performance of a team while in the ring. "Double handling" is strictly prohibited and will result in disciplinary action by the Trial Official's Conduct Committee.



- Representatives may enter trials at which they are officiating.

Accepting Assignments

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

The CDSP has suggested compensation guidelines of \$50.00 per day as Representative plus travel and expenses. These are guidelines only and Representatives may modify these suggestions at their discretion. Agreed upon fees and expenses must be clearly stated in the confirmation letter.

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

Representatives are responsible for promptly notifying the CDSP Coordinator of any change in address or contact information.

Proper Dress

It is important for a Representative to maintain a proper and professional appearance.

All Reps shall wear casual business attire (weather permitting).

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

When officiating outdoors in inclement weather, Reps should dress to protect themselves from the elements.

Representatives may not wear any clothing that advertises a club, organization, school or dog breed

Stewards

Desk Steward

The desk steward is responsible for checking in exhibitors and distributing armbands.

The desk steward is responsible for entering the scores from the scoresheets on to the Trial Score Log sheets.

The judge and/or host club may assign additional duties to the desk steward.

Ring Steward



The ring or gate steward is responsible for insuring teams are ready to enter the ring when their number is called. The ring or gate steward shall take the leash from the exhibitor when required. The ring or gate steward is also responsible for adjusting jump heights when necessary, acting as the distraction during the heeling pattern, placing gloves.

Honor Steward

The honor steward is responsible for judging the Honor Dog's performance.

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

Judges shall review with their stewards their respective duties and the manner in which they are to be performed.

Any request from an exhibitor for special consideration must be directed to the judge.

Scoring Guidelines

While it is not the Representative's responsibility to score teams, the Representative must be familiar with Scoring/Judging Guidelines for all classes. In particular, the Representative must be familiar with guidelines that require the judge to score a performance as non-qualifying, as these situations are the ones that will most likely elicit a complaint from exhibitors.

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

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

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

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

Misbehavior

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

Any and all cases of aggression by dogs towards other dogs and/or humans must be noted in a Trial Incident Report. This report is to be sent by the host club to St. Hubert's Dog Sports with all other trial paperwork.



Representative's Evaluation Form

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

Complaints

Host clubs and/or exhibitors may submit concerns about a judge's or representative's execution of duties either by notations on the Evaluation Form or individual submissions the day of the trials. Any individual submission day of trial will be included with the trial paperwork sent to the CDSP Coordinator by the host club. All complaints will be reviewed by the Trial Official's Conduct Committee and acted on accordingly.

Trial Official's Conduct Committee

The Trial Official's Conduct Committee will review all complaints made by host club and/or exhibitors about Judges and Representatives.

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

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

Representative's Continuing Education and Maintaining Active Status

Representatives must be current in their knowledge of CDSP Competition Obedience. Representatives must complete at least two of the following requirements on a yearly basis in order to maintain full approval status.

1. Satisfactorily officiate at a CDSP sanctioned trial, either as a Representative or a Judge.
2. Exhibit at a CDSP sanctioned trial
3. Actively participate on a CDSP Committee
4. Conduct or attend a seminar on CDSP Competition Obedience
5. Conduct or attend training classes in competition obedience.

Representatives who do not complete at least two of these requirements on a yearly basis will be removed from the CDSP Directory of Representatives and

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must re-apply as a new Representative. It is the responsibility of the representative to submit written verification to the CDSP Coordinator of items #4 and #5.