



Host Organization Guidelines

Who May Host a Sanctioned Trial

Any club, organization or individual may apply to host a sanctioned obedience trial. It may be held in conjunction with any other dog event.

Equipment

- All necessary jumps, ring gates/snow fencing.
- A ring space that is equal to or exceeds the minimum size requirement.
- Tables and chairs for trial personnel
- A large flip chart and easel or blackboard for posting order
- Ribbons & Awards
- Armbands or adhesive labels for team identification
- One extra set of Utility gloves (3 white gloves)

Personnel

- Approved CDSP Obedience Judge
- Approved CDSP Obedience Representative
- Trial Secretary
- Ring Stewards
- Desk Steward
- Honor Steward for Novice class
- Floating Volunteers

Forms & Procedures

- Trial Application Form
- Trial Scoresheets and Trial Score Log Sheets, Evaluation Forms
- Entry Form
- Move-Up Form

Responsibilities to the CDSP

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

To hold a sanctioned trial, it is the responsibility of the host organization to obtain a copy of the Trial Sanctioning Application from the CDSP website or by contacting the CDSP Coordinator, fill it out and mail it in with the appropriate fees (\$40.00). Trial sanction applications must be received by the CDSP Coordinator a minimum of three months prior to the proposed trial date.

Trial Recap and Trial Score Log sheet(s) must be prepared for each class offered by the host organization. You must use separate Trial Recap sheets



for each class of your trial. The Trial Score Reporting sheet must list every team who is supposed to run in that class (including no-show/absent teams) and include; their armband number, CDSP registration number, the handler's first and last name, the dog's registered name and the score. The Trial Recap sheet will require, as noted on the sheet, signatures from Trial Officials. You may copy the Trial Score Reporting sheet as needed, remember to get the Judge's and the Desk steward's signature on each copy of the Trial Score Log sheet needed. A fee of \$1.50 per dog listed on the Trial Score Log sheet must be included when mailing in the sheets. The Trial Recap sheets must be completed and mailed to the CDSP Coordinator within 5 days of your event.

The Trial Secretary completes Judge and Representative Evaluation forms. They must be sent to the CDSP Coordinator within 10 days following the trial. The host organization must keep the score sheets for a minimum of one year following the trial

Responsibilities to the Judges/Representatives

The host organization must arrange for judges and representatives for their trial. The terms of agreement are negotiated between the host organization and judge; the CDSP will not get involved in judge/representative negotiations. It is the responsibility of the trial host to send the trial officials two copies of the Confirmation Letter for signature, confirming all details. The Trial Secretary or Trial Chairperson will countersign both copies and mail one back for the Judge's records. The host organization will keep the other signed copy for their records. Verbal agreements are not considered valid and are not binding. The Confirmation Letter should cover (but is not limited to) the following topics:

- Date(s) of the trial,
- Site of the trial (including a to-scale map of the ring showing problems, like support columns)
- Directions to the site,
- Classes to judge and their limit, if any,
- Judge's fee and/or Representative fee
- Hotel accommodations,
- Mileage/tolls,
- Meals,
- That the host organization will provide all necessary equipment.
- Provision for judge's/representative fees in case of cancellation/rescheduling of the trial,

Judges cannot be both Judge and Representative for the class they are judging

It is the host organization's responsibility to provide the judge with the minimum size specified ring free of debris and feces. If outdoors, the grass



must be mown short and the ring surface free of holes. If indoors, the ring must be matted with rubber matting material. The ring must be gated with a barrier from the ground to at least 2' tall; dog show gating and temporary fencing are acceptable, roping is not.

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

The judge is in charge of his/her ring and all their decisions are final. The host organization does not have the authority to overrule any decision made by a judge. If the host organization has a complaint they are to note it on the Judge's Evaluation form and mail it in with the post trial paperwork or they may file the complaint directly with the CDSP Coordinator immediately following the trial. All complaints will be reviewed by the Trial Official's Conduct Committee and acted on accordingly.

Responsibilities to the Exhibitors

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

Host organizations will not delay judging to accommodate late-arriving exhibitors. Judges are allowed to enter a class they are not judging, provided it does not conflict with their judging assignment. However, host organizations will not interrupt or delay any class to accommodate judges. Host organizations are not required to refund any entry fees for exhibitors or judges unable to show their dogs under these situations.

Host Organizations may not announce/advertise the trial or accept entries until after they receive official trial sanction from the CDSP Coordinator

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

Premiums should contain:

1. Name and address of the host organization
2. Dates of the Trial(s), Opening and closing dates
3. Contact information for the Trial Chairperson and/or Trial Secretary
4. Clear directions to the show site

St. Hubert's Companion Dog Sports Program



5. A CDSP registration form to be sent to the Coordinator at following address: St. Hubert's, 22 Prospect St., Madison NJ 07940 Attn: M. Clarkin, Coordinator
6. Information on A classes and B classes including requisites for entering those classes
7. Level entry limits (if any)
8. Judges officiating and which classes they are judging
9. Official entry forms and General Agreement
10. A few local hotels (phone number and address) that accept dogs and how far they are from the show site

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

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

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

The host organization must send out confirmations/judging programs for all accepted entries. Confirmations should include armband numbers. Confirmations/judging programs must be sent so that exhibitors receive them 7 days prior to the date of the trial.

The host organization must provide some armbands to identify each team with their team number.

The host organization should provide exhibitors with a space to exercise (potty) their dogs complete with clean up materials and garbage can.

The host organization must be sure to provide adequate crating space for the entry they accept. The host organization is not responsible for providing shaded crate space.

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

The host organization is responsible for providing Exercise Modification forms.



Trial Committee

Trial Chairperson

- Responsible for finding a location to host the trial, which generally includes applying for the proper park permit or negotiating a contract with an indoor facility.
- Filing the Trial Sanctioning application with the CDSP a minimum of 3 months before the desired date.
- Arranging for judges/representatives. Ordering ribbons and armband numbers (or preparing adhesive labels) for placements/qualifiers.
- Making sure all necessary equipment and ring gates/barrier are at the trial site.
- Printing score sheets
- Putting together the Premium and Catalog.
- Collecting judge's and representative's receipts and paying them at the conclusion of their last assignment.
- The Trial Chair is also responsible for putting together the trial committee or handling the committee responsibilities him/her self if a volunteer cannot be found.
- The Trial Chairperson must provide contact information for him/her self, address (PO box is fine), email address and phone number. The Trial Secretary or the Trial Chair may take responsibility for turning in post trial paperwork

Trial Secretary

- The Trial Secretary is responsible for Trial paperwork. accepting entries and fees, assigning armband numbers.
- The Trial Secretary is the general contact that exhibitors will need to talk to so s/he must provide his/her contact information—address (PO box is fine), email address and phone number.
- When preparing gate sheets exhibitors should be ordered as follows: no food, with food. Those teams using food always run last. The trial secretary should notify the Trial Chair and the rest of the trial committee and the Coordinator when limits have been reached.
- The Trial Secretary together with the Trial Chair is responsible for turning in post trial paperwork

Awards Chairperson

- The Awards Chairperson is responsible for Soliciting awards and cash prizes from the organization members obtaining those awards and bringing them to the trial.
- S/he might also design Special Awards sign up sheets for exhibitors to sign themselves up for awards.
- The Awards chair could also be responsible for getting the ribbons to the



ring when a Level has finished.

- The Awards chairperson could also be delegated the responsibility of ordering ribbons for the trial.

Hospitality Chairperson

- The Hospitality Chairperson is responsible for making sure the judges and volunteers are fed.

Desk Steward

- Checks exhibitors in and gives them their armband number (or sticker).
- S/he checks that the host organization has the correct information for the team on the score sheets.
- The Desk Steward calculates the scores from the scoresheet and enters the scores on to the Trial Recap Sheet.

Gate/Ring Stewards

- Are 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.
- Act as "posts" for the Figure 8 Heeling pattern.
- Act as a distraction during the On-leash Heeling pattern
- Places and removes gloves and scent articles

Honor Steward

- In the Novice Class, the Honor Steward is responsible for scoring the Honor Exercise.
- When the Honor Exercise is completed, the Honor Steward gives the scoresheet to the Desk Steward.

Administrative Recommendations

- Trial Hosts may find it extremely helpful to have the Trial Secretary sit at the Desk Steward's table with the Desk Steward and complete the Trial Score Log sheets and all other post-trial paperwork as the trial progresses.
- If a trophy / award book is kept, the book should have the entries listed by entry number so as to make it easier for the Desk Steward to enter scores efficiently.

Per Day Trial Limit

- Host organizations are limited to two (2) trials per day (e.g., morning trial, afternoon trial) to ensure that both judges and exhibitors are provided with a safe, positive and successful experience in the ring.



- When planning more than one trial on a day, or on a weekend, trial host should submit EACH TRIAL on a separate application. Hosts need only provide a single application fee for all trial paperwork, so long as it is submitted together.

Weather Cancellations

The safety of all dogs and exhibitors is paramount.

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

Policy for Emergency Situations Requiring Judge Substitution

In the event an Officiating Judge has an emergency on the day of a trial and cannot fulfill her/his obligations, the Judge must immediately notify the Trial Host and/or the CDSP Representative.

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

1. If there is another CDSP judge in attendance at the trial as an exhibitor or a Representative, or present as an officiating Judge for another class, the Trial Host will ask this Judge to step in for the absent Judge. The Judge may decline or accept. If the Judge accepts the assignment, the Judge will be compensated by the Trial Host according to the CDSP Suggested Compensation Guidelines or any other agreement the Trial Host and Judge may agree to.
2. If there is no other CDSP Judge in attendance, or a Judge in attendance declines to step in for the absent Judge, then the CDSP Representative shall step in for the absent judge and shall be compensated as per Item #1.
3. If the absent Judge is scheduled to judge only one class and there is an Apprentice Judge in attendance, the Apprentice Judge may step in and officiate at the request of the Trial Host and Representative. The Apprentice Judge shall be compensated as per Item #1.

In the event the nature of the emergency prevents the Officiating Judge from notifying the Trial Host and/or Representative:

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

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

The Trial Host must notify all exhibitors in attendance of the change once a



decision has been made. Exhibitors have the option to decline the change. In this event, the Trial Host must either refund the exhibitor's entry fee(s) for the class(es), or offer the exhibitor a credit towards future entry fees. If the exhibitor requests a refund, the Trial Host must forward a refund to the exhibitor within 10 business days following the trial. Refunds and/or credits will not be offered to any exhibitors unless they are entered in the class(es) in which the substitution occurs.

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

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

Advertising your trial

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

Adequate space

It is the host organization's responsibility to make sure they provide adequate space for the trial. When seeking a place to hold a sanctioned obedience trial be sure that it's large enough to accommodate the number of rings you want to run.

Ribbons

The host organization is responsible for providing placement ribbons to exhibitors who place first through fourth in the all classes. Placement colors are First-blue, Second-red, Third-yellow, Fourth-white.

Rosettes must have the CDSP logo.

Other ribbons are not required but may be given at the host organization's choice. The host organization may offer ribbons/prizes as they see choose.

Hodges Badge Company,
*(800) 556-2440; www.hodgesbadge.com
has the official CDSP logo*

Awards

The host organization may offer special awards for any distinction they choose.

Resources

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

CDSP Coordinator
Moira Clarkin

St. Hubert's Companion Dog Sports Program



22 Prospect St.
Madison NJ 07940
phibbers@bigfoot.com
973-377-0116 x 251

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