



# Affiliate Handbook

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***Thank your interest in becoming an approved Affiliate! It is thanks to people like you we can offer more sniffing fun opportunities to as many dogs and handlers as possible. In this Affiliate Handbook, we will outline that requirements for all Affiliates as well as information on hosting sanctioned events and trials. You will also have access to the Affiliate Trial Workbook which offers a checklist for Affiliates to through to ensure their trial is a resounding success.***

***Happy Sniffing!***

## **Expectations for Affiliates**

All approved USCSS™ Affiliates are expected to be familiar with the Official Rulebook, to hold themselves to the highest professional standards, be ready to represent USCSS™ in the best light and most of all, have a true love for Scent Work! There are a number of Scent Work competition organizations, and USCSS™ expects all Affiliates to be professional and courteous when working with other trial hosts, officials or organizations. The focus must always be on providing fun sniffing opportunities to as many dogs and handlers as possible.

## **Apply to Become an USCSS™ Affiliate**

Any club, group of organized people or individual may apply to be an USCSS™ Affiliate. [Apply to become an Affiliate with USCSS™ here](#), and submit the \$25.00 fee [via PayPal here](#). USCSS™ will review this Application, and may schedule a short telephone interview. USCSS™ will issue their decision within two-weeks time after receiving the Application. Upon Approval from USCSS™, you may then begin the process of applying to host a sanctioned USCSS™ trial or event.

## **Hosting Sanctioned Seminars and Workshops**

If an Affiliate is interested in hosting one of the following sanctioned events, they should contact Dianna Santos at [diannalsantos@gmail.com](mailto:diannalsantos@gmail.com) with a range of dates that work for them:

### **Games Seminar with Michael McManus**

This is a 1-day event which goes over how competitors may prepare and train to succeed in the various Games offered through USCSS™.



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## **Official Mock Trial**

This is a 1-day event which fulfills one of the requirements all approved USCSS™ officials. In these official mock trials, competitors will experience running in the Element Classes in the morning and a few of the Game Classes in the afternoon. Officials will act as such, and will receive real-life experience in officiating a trial and coping with the challenges and stressors they can present. Affiliates may offer working spots to approved officials, auditor spots to those interested in becoming an official or learning more about USCSS™ and competitor spots for those interested in running in the mock trial itself. This event will be oversaw by either the Judge and CSD Coordinator of USCSS™, Judith Guthrie, or a [Regional Official](#).

## **Hosting a Mock USCSS™ Trial**

Those Affiliates who do not have prior experience hosting Scent Work trials will need to host a mock USCSS™ trial before being approved to host a sanctioned event. Doing so will give these Affiliates the opportunity to walk through the process and work out any “bugs” before hosting a sanctioned trial. USCSS™ is always available to provide any support and guidance to help ensure the success of every Affiliate. Furthermore, these mock trials can help build interest in USCSS™ trials in the Affiliate’s area, resulting in a larger turnout for their debut sanctioned trial.

USCSS™ urges all Affiliates to give themselves a minimum of a ***3-month lead-up for their proposed trial***. It typically takes this amount of time to complete the necessary advertising, promotion and preparation to put on a successful Scent Work trial. Competitors will also typically need this much time to have openings in their calendar to attend a dog sport event.

## **Hosting a USCSS™ Trial**

### **Host Application for Trials**

Once approved to be an Affiliate, you may apply to host sanctioned USCSS™ trials and events.

**Hosting a Classic or Variable Trial?** [Submit the Trial Application](#) to USCSS™ and the \$25.00 fee per day of trial via [PayPal here](#).

**Hosting a Select Trial?** Submit the [Select Trial Application](#) to USCSS™ and the \$25.00 fee per day of trial via [PayPal here](#).

Once submitted, USCSS™ will review the Application and will provide feedback within 2-weeks. A trial is defined as a collection of classes offered by an Affiliate of the USCSS™ on the same day. Only one trial may be held per day. Each trial is governed by USCSS™ rules and entrants compete to earn qualifications towards USCSS™ titles and awards.



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To provide greater flexibility, USCSS™ gives the Affiliate the ability to decide which Element or Games Classes to offer at their trial. The Affiliate is in the best position to determine the needs of their competitors and the range of Classes their venue will accommodate. The Affiliate determines the number of Element or Games Classes to offer, the type of Element or Games Classes to offer and the number of Judges to hire. This flexibility, while still abiding by the USCSS™ rules and regulations, provides endless possibilities for trial locations and Element and Games Classes to offer which means more opportunity for the Scent Work community.

### **Host Liability Insurance and Hold Harmless Agreement**

Affiliate/Host must have and provide to USCSS™ comprehensive liability insurance covering the legal liability of the Affiliate/Host, the lessee and owner of the premises on which the sanctioned USCSS™ event is to be held. USCSS™ must be named as an Additional Insured and be indemnified. The minimum coverage on the insurance must be one million dollars (\$1,000,000.00) per occurrence. The Affiliate/Host is responsible for meeting the insurance requirements of the facility they will be renting for the sanctioned USCSS™ event. Affiliate/Host shall be solely responsible and will indemnify and hold USCSS™ harmless for any damages or liabilities arising from hosting the sanctioned USCSS™ event. Affiliate must provide the liability insurance information to USCSS™ once the event has been approved and the trial location secured. USCSS™ can assist Affiliate in finding liability insurance if necessary.

### **Host Recording Costs**

USCSS™ offers a promotional rate to Affiliates hosting their first USCSS™ sanctioned trial at \$1.25 per run. The fee for all subsequent trials will be \$1.75 per run. This fee may be submitted to USCSS™ via [PayPal here](#).

### **Host Sites**

To enable a variety of trial locations and make Scent Work accessible to all dogs and handlers, USCSS™ allows sites to be chosen by Affiliates. All locations must be submitted to USCSS™ with an event application. At a minimum, trial locations must have sufficient room for scheduled Classes, a score room or area, bathroom facilities and a parking/set-up area. Affiliate should also consider if the location can accommodate a Reactive Dog Area (RDA) if they choose to have one; USCSS™ appreciates the reason for having a RDA but we also understand having reactive dogs near non-reactive dogs can also be beneficial. It may be more settling for a reactive dog to be surrounded by calm and appropriately behaved dogs as opposed to being sequestered in an area only occupied by highly-stressed and barking reactive dogs. Therefore, having a RDA is not mandatory and is solely up to the Affiliate. The handler set-up area must not present any line-of-sight issues which would compromise the trial. **Locations may be used**



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***once per month unless it is large enough that new search locations can be utilized. If a location is to be used twice in one month there must be two (2) weeks between trials.***

### **Choosing Trial Type to Host**

Each Affiliate has the option to choose the type of trial to be offered (Classic, Variable or Select Trial), single level or multi-level, and which Element Class and Game Class combinations will be offered. Affiliates must list the number and description of Element Classes and/or Game Classes they will be offering at a USCSS™ trial on the premium list.

### **Minimum Number of Classes at a Trial**

All USCSS™ sanctioned Classic and Variable trials must offer a minimum of four **(4)** Classes.

### **Multiple Level Trials**

Multiple level Classic and Variable trials are allowed. If the search areas are nested, meaning the same area is being used for multiple levels with the lower level hide staying in place and an additional hide being added for the upper-level run, competitors may run one titling dog and all other dogs will be run For Exhibition Only (FEO). The titling dog must be run first. If, however, there are separate search areas for each level, competitors may run multiple dogs for titling runs. Affiliates **must** state in the Premium whether search areas will be nested or not.

### **Day of Show Entries**

USCSS™ urges Affiliates to allow day of show entries into all sanctioned events, if there are spaces available however this decision is completely up to the Affiliate. Whether Day of Show Entries will be accepted or not **must** be noted in the trial premium.

### **Management of Entries**

Affiliates must keep track of all entries to ensure there are a sufficient number of Judges for the trial. Affiliates will receive an automatically generated confirmation email from the USCSS™ website with each entry, and may then choose to use a spreadsheet program such as Microsoft Excel or Google Drive Sheets to keep track of these entries.

### **Check-Ins**

Affiliates should use the check-in time to cross-check what information they have each competitor entries such as class, level etc. with each dog. This is crucial for those competitors running multiple dogs, as the Affiliate must know which dog has a titling run and which is running FEO and if any dogs are running FLO. This check-in time is the last chance to make any corrections to any entries and ensure that all the information is correct for the score room.





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## Staggered Check-In Times

USCSS™ strongly suggests Affiliates who are offering multi-level trials use a staggered check-in time system, with separate check-in and start times for each level offered. For instance, Novice teams may check-in at 8:30 AM whereas Intermediate competitors may check-in at 10:00AM and Advanced competitors at 12:00PM.

## Managing Flow

Affiliates are welcome to use any system that works for them in organizing and maintaining the flow of the trial, which includes the run order, notifying competitors it is their turn to run and so on. USCSS™ is working to develop a smartphone app that will facilitate notifying competitors when it is their turn to run. In the meantime, we have great success using the website Flyball Geek. This avoids having overworked parking lot attendants constantly searching for competitors, yelling or straining to watch numbers. For those trials where there is one or two Game Classes offered, Affiliates may want to consider having a self-cue method for the Games where competitors will come up and run that Game Class when they are ready, and a traditional run order for the Element Classes. Whatever method will promote the most efficient and smooth running of the trial is best.

## Judges

The maximum number of runs a Judge may judge per day is **150**. This is to ensure the Judges give their full attention to each and every dog who is participating in the trial. Affiliates are urged to arrange the running order to allow Judges to run their own dogs For Exhibition Only at the end of the trial. Judges should be able to enjoy the game of Scent Work too! Affiliates are given the flexibility to bring in additional Judges on the day of the trial should it be necessary to ensure the smooth running of the trial or if entries are over the 150 per Judge limit.

## Judging Fees

All fees are to be negotiated and finalized between the Judge and the Affiliate. As a **guideline**, USCSS™ **suggests** Judges are paid \$150.00/day or receive a per dog fee. Travel may also be compensated, but this again is up to the Affiliate and Judge to decide. Each Affiliate and each trial may have different arrangements and agreed upon terms. Any and all agreed upon fees are paid by the Affiliate. As USCSS™ continues to grow, trial entries will increase, thus allowing for larger and more robust trials. USCSS™ encourages Affiliates to account for this fact by including a provision in the written contract between themselves and the Judge specifically outlining what additional compensation will be given and in what circumstances. For instance, if a trial swelled from 35 dogs to 75 dogs, the Judge may be awarded an additional flat fee or an additional fee per dog over a certain limit. Again, the details of this compensation should be negotiated and finalized between the Judges and Affiliate. USCSS™ leaves all negotiations up



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to the Judge and Affiliate to finalize before each individual sanctioned USCSS™ event. Affiliates are also welcome to barter with officials to determine a way to compensate for their services. For instance, if an Affiliate regularly hosts Agility trials with overflowing entries, and the Judge is interested in running three of their dogs in this trial, the Affiliate may opt to waive the entry fees for this Agility trial in exchange for the Judge officiating the USCSS™ trial. USCSS™ leaves the details of these compensation agreements solely up to the Affiliate and Judge.

### **Number of Judges Per Trial**

This all depends on the number of classes offered. USCSS™ suggests for Affiliates who will be hosting a trial with 4-5 Element or Game Classes to have two (2) Judges work the trial. For those trials offering six (6) or more Element or Game Classes, USCSS™ strongly urges Affiliates to have a minimum of three (3) Judges work the trial. This suggested ratio of Element or Game Classes to Judges are designed to help ensure a smooth and efficient running of the trial.

### **Day of Show Judging Assignments**

Affiliates have the flexibility to bring in approved USCSS™ Judges to help facilitate the smooth and efficient running of the trial the day of the event. USCSS™ suggests such Judges be compensated \$100.00/day for their services. The Affiliate should ensure any Day of Show Judges understand which Element or Game Classes they will officiate and their compensation for doing so.

### **Chief Search Designer (CSD)**

The CSD is the person with the most thorough understanding of odor (how it moves, interacts with the environment, is affected by weather, temperature, etc.) and as such, they are in charge of setting all the hides, observing the Dog-in-White and making adjustments to the search area when necessary. The CSD may not Judge in the same trial which they are officiating as the CSD, except in Select Trials. USCSS™ urges all Affiliates to allow the CSD to run their dog For Exhibition Only at the end of the trial. They should be able to enjoy the game of Scent Work too!

### **CSD Fees**

All fees are to be negotiated and finalized between the CSD and the Affiliate. As a **guideline**, USCSS™ **suggests** CSDs are paid \$200.00/day or receive a per dog fee as they are a pivotal part of the successful running of the trial. Travel may also be compensated, but this again up to the Affiliate and CSD to decide. Each Affiliate and each trial may have different arrangements and agreed upon terms. Any and all agreed upon fees are paid by the Affiliate. Should an Affiliate choose to offer a multi-level trial with separate search areas for each level, they should consider compensating the CSD for each level, or bringing in a second CSD as this is double the amount of search areas to set-up and monitor. Again, the details of this compensation



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should be negotiated and finalized between the CSD and Affiliate. USCSS™ leaves all negotiations up to the CSD and Affiliate to finalize before each individual sanctioned USCSS™ event. Affiliates are also welcome to barter with officials to determine a way to compensate for their services. For instance, if an Affiliate regularly hosts Agility trials with overflowing entries, and the CSD is interested in running three of their dogs in this trial, the Affiliate may opt to waive the entry fees for this Agility trial in exchange for the CSD officiating the USCSS™ trial. USCSS™ leaves the details of these compensation agreements solely up to the Affiliate and CSD.

### **Ribbon Requirements**

The specifics regarding ribbon size and color requirements are outlined in the Official Rules and Affiliate Trial Workbook. USCSS™ strongly believes in rewarding those competitors who have taken the time to hone their training and skills necessary to earn a qualifying score or a new title. As such, the ribbon specifications must be followed and may not be changed.

### **Awards**

USCSS™ urges Affiliates to have awards available immediately following the conclusion of each level of competition and once the scores have been tallied. This is preferred than waiting till the end of the entire trial.

### **HiT Eligibility**

#### **High in Trial Eligibility**

This is based off of Level. Competitors must be entered in all the Classes offered at the trial (either Element Classes or Games Classes) **and** qualify in all but one **and** must be entered in a minimum of 4 Classes (Element Classes or Games Classes) at a given Level to be eligible for a HiT award at that Level. All Classes (Element Classes and Games Classes) offered at a Classic or Variable Trial count towards HiT awards. For Novice, there will be one Novice High in Trial award (there is no breakdown between Novice A and Novice B). High in Trial awards are **not** awarded at Select Trials.

#### **Second Overall, Third Overall and Fourth Overall Awards**

**These awards are optional.** These are based off of Level. Competitors **must** be entered in all the Classes offered at the trial (either Element Classes or Games Classes) **and** qualify all but one **and must** be entered in a minimum of 4 Classes (Element Classes or Games Classes) at a given Level to be eligible for a HiT award at that Level. All Classes (Element Classes and Games Classes) offered at a Classic or Variable Trial count towards HiT awards. For Novice, there will be one Novice High in Trial award (there is no breakdown between Novice A and Novice B). ***Affiliates may choose to not offer Second Overall, Third Overall and Fourth Overall Awards. If they do not offer these awards, this must be noted in the Premium.***



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### **High Rescue Dog Trial**

Awarded to the rescue dog with the highest points and fastest time. This is an award based on the overall trial, regardless of whether it is a single or multi-level trial. Competitors must be entered in all the Classes offered at the trial (either Element Classes or Games Classes) **and** qualify in all but one.

### **High Champion of Record**

Awarded to the dog with the highest points and fastest time who has previously earned a Championship in any other sport (proof must be sent in of Championship. e.g. conformation, obedience, agility, etc.). This is an award based on the overall trial, regardless of whether it is a single or multi-level trial. Competitors must be entered in all the Classes offered at the trial (either Element Classes or Games Classes) **and** qualify in all but one.

### **Retention of Score Sheets**

In an effort to keep costs down and be “green”, while maintaining a hard record of the results from each trial, USCSS™ requests all Affiliates have three-ring binders to hold the individual Score Sheets from each Class and Game held at a trial. Competitors may then take photographs of these Score Sheets at the end of the trial, if they wish. Affiliate should keep these Score Sheets for a span of (1) year, should any questions or discrepancies arise from a dog's results.

### **Trial Results**

Affiliate must submit all trial results to USCSS™ within three (3) days of the trial.

### **Display Flag and Play National Anthem**

In keeping with building a sense of community, USCSS™ requires all United States Affiliates to display an American flag and to play the National Anthem for the United States of America at the beginning of each trial. International Affiliates are welcome to display their national flag and play their national anthem.

### **Premium Requirements**

The Affiliate has the discretion to decide the trial opening date, trial closing date and run fees, type of entry formula - either random draw or first come first serve. Additionally, the Affiliate can choose to accept day of entries as long as it is clearly written in the premium.



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Premium must include:

- **USCSS™ official name and logo;**
- **date of trial;**
- **type of trial (Classic, Variable or Select);**
- **level(s) of the trial;**
  - **If hosting a multi-level trial, Affiliate must list on the Premium if the search areas will be nested or not.**
- **opening and closing date;**
- **location;**
- **CSD;**
- **Judge/s;**
- **classes offered;**
- **number of entries allowed;**
- **method of entries taken (first-come-first-serve or random draw);**
- **run fees;**
- **check-in and start time for classes (USCSS™ urges Affiliates to use a staggered check-in and start time for multi-level trials);**
- **whether day of show entries are accepted.**
- **whether there will be potluck**
- **sign-up link for volunteers**
- **name of photographer and/or videographer**
- **contact information for Trial Chairperson**
- **contact information for Trial Secretary**

## **List of Officials/Key Volunteer spots needed for a USSCS™ Trial**

### **Trial Chairperson**

Person who acts as the liaison to USSCS™. This individual handles the organizing before and after the trial. During a trial, they are mainly in charge of the friendly smooth atmosphere of the trial in that they are good-will person. A Trial Chairperson should be present and available to the competitors and always offer a smile and encouragement. While this person must have good organizational skills they ***MUST*** have great people skills. People want to feel good and have fun with their dogs. The Trial Chairperson will also work hand-in-hand with the CSD to determine flow, address any bottlenecks and will also deal with issues brought to their attention by officials, volunteers, trial staff or competitors.

### **Trial Secretary**

Is responsible for handling all of the entries prior to the trial, preparing the check-in sheet and following-up with competitors for payment if this is outstanding. This person fields all questions



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and issues pertaining to entries. This person is also responsible to obtain the final scoring results from the CSRP and forwarding them along to USCSS™ to be uploaded to the USCSS™ database and website.

### **Chief Search Designer (CSD)**

This is one of the most important positions in a trial. CSDs are approved by USCSS™ and have an advanced knowledge of odor, scenting and of the sport of Scent Work. It is critical that they set hides that are level appropriate and challenging while never attempting to “trick” the dog. USCSS™ urges Affiliates to arrange the running order to allow for CSDs to run their dogs For Exhibition Only; they should be able to play as well!

### **Judge/s**

Approved by USCSS™ they will have the final say as to whether a competitor and dog team Q or not. In the vein of having a fun trialing experience, USCSS™ urges all of our Judges to run their own dogs as well For Exhibition Only. We want them to enjoy playing the game of Scent Work too!

### **Chief Score Room Person (CSRP)**

This person will be responsible for scoring the trial, processing the score sheets and determining placements and HiT awards. The CSRP should have strong attention to detail and understanding of the Rules. They should be able to manage a small team and work well under stress. Flexibility and willingness to ask questions is a plus. Ideally the CSRP will have previous Score Room experience; however USCSS™ is happy to assign a mentor to help newer CSRPs get their footing. [Here is a listing of approved and experienced CSRPs.](#)

### **Volunteer Coordinator**

Is responsible in conferring with the CSD and Trial Chairperson to figure out what volunteer positions are needed and then filling them. They should keep a list of volunteers for the Trial Chairperson so that vouchers (if offered) can be dispensed.

### **Competitor Steward (CS)**

This person is the next most critical position in a trial. This person is the link between the competitor set-up area and the staging areas. They must try to get an idea of where teams are set-up and do their best to call them to get ready to go in a timely and efficient manner. Never are teams to be yelled at or rushed. Trialing in this sport can be stressful enough, it is crucial that the CS is calm, efficient and pleasant.



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## **Hospitality/Potluck Coordinator**

Is responsible to organize snacks, drinks and lunch for officials and volunteers. They may provide and facilitate lunches for purchase for competitors if Affiliate chooses this as an option. While not required, USCSS™ strongly suggests that HC or a separate PLC set up a Potluck List. Affiliate should provide table/s for this in the competitor area.

## **Potential Volunteer Positions**

### **Check-In**

Arrange check-in area, post-run orders, check-in competitors and make certain release forms are signed.

### **Set-up**

Tasks may include: assisting in setting up search areas, marking and clearing paths to and from searches, setting-up EZ ups, chairs & waterers at staging areas.

### **Parking Attendant**

Organize and monitor the parking area/crating area. Answer questions or direct competitors, volunteers, spectators where to park or set-up. Direct reactive dogs to their area. This person should be friendly yet assertive. They will field all the initial questions.

### **Flow Attendant**

This is the person who will man Flyball Geek or direct the general flow of the trial.

### **Trial Escorts/Guides**

To help with escorting teams to staging areas or searches. The trial location and distance between search areas will dictate how many of these guides will be needed.

### **Timer**

A person that works alongside the Judge to time each entrant in the Class.

### **Class Steward**

Will greet each competitor and give them a reminder of the Class parameters/specifics of the class and then lead them into the search. This person should be friendly and calm. They are the gatekeeper and should do everything in their power to deal with the competitors in a calm and encouraging way. A smile with a "Good Luck" and "Have Fun" goes a long way.



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### **Score Runner**

Will collect completed Score Sheets from the various Judges and deliver them to the score room and CSRP. Involves a fair amount of walking and rushing, and must be done in a manner that will not disturb the working competitors.

### **Hot and Cold Box Volunteers**

Crucial volunteers who will work within a Container search. One will be assigned to assist with any odor containers, and the other will assist with all other clean containers. These individuals will wipe off excessive drool, treat crumbs, will place containers back into their original orientation or will swap out containers who have been too damaged.

### **Videographer**

Will video each and every competitor in the Class for the USCSS™. This may be a professional or a volunteer.

### **Photographer**

While offering a photographer is not mandatory it is highly recommended. Please submit a photo of all the High in Trial (HiT) winners, High Champion of Record and High Rescue to USCSS™. These may be taken by a club member or by your official photographer. Photos must be clear with the winner and dog without a cluttered background. These will be uploaded on the USCSS™ website along with the trial results. Setting up a photo area is highly encouraged. Either an official area or fun set-up competitors can use throughout the trial. USCSS™ prefers that the USCSS™ logo or name be incorporated in the photo area, either in banner or sign form.

### **Rewarding Trial Workers and Volunteers**

To help build the sense of community, USCSS™ encourages all Affiliates to arrange for a Trial Worker and Volunteer raffle with prizes to be awarded at the end of the trial, or vouchers for future trial entries. Judges and photographers may run a dog in the trial they are working or get a voucher for a entry in a future event. Site locations are more easily found and secured if you offer free entries in your trials to people that find and secure trial locations. Without these hard-working individuals these events would not be able to be held, so they should be acknowledged for their contribution!





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## **Pre-Application Checklist**

- Read and become familiar with the the Official USCSS™ Rules and regulations
- Recruit core trial officials
- Begin searching for trial location options
- Proof of Insurance naming USCSS™ as an additional insured
- Fill out trial application and submit fees

## **Post-Application Checklist**

- Secure location
- Prepare premium list and submit to USCSS™
- Fill key official and key volunteer positions
- Market and publicize your event
- Reserve CSD's & Judge's hotel rooms if needed

## **Pre-Trial Checklist**

- Order ribbons <http://www.clearviewribbon.com/> mention USCSS™ for discount on pricing
- Order Volunteer T-Shirts through the USCSS™ Affiliate Store: <https://represent.com/store/uscscs-affiliate-store>
- Logoed USCSS™ attire may be purchased through the USCSS™ Lands End Store: <https://business.landsend.com/store/uscscs/>
- Order HIT prizes. Affiliate may choose from any of the official HiT awards. We are working on adding more options for the future. **HIT prizes are optional.**
  - [HIT shirt here](#). Affiliates may want to order two in each size.
  - USCSS™ logo hat
    - [Mens](#)
    - [Womens](#)
  - USCSS™ logo shirt
    - [Mens](#)
    - [Womens](#)
  - [USCSCS™ logo tote](#)
  - ***\*Lands' End offers frequent free logo and shipping offers. Look out for these offers when placing your order.\****
- Gather items needed for any container classes
  - Discuss with CSD what containers they want used for their searches.
- Gather items needed for score room
- Gather items needed for check in table
- List of supplies needed for a smooth running trial



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## **Post-Trial Checklist**

- Awards given either at the end of the entire trial or as each Element Class or Game Class finishes.
- Volunteer raffle drawing.
- Thank your officials, volunteers and competitors after the trial. Some Affiliates provide thank you cards, small gift bags or a nice mention on social media. Gifts are not required and USCSS™ leaves the method up to each individual Affiliate.
- Photo area photos taken (ribbons, High in Trial winners, etc.).
- Pay your officials, score room and venue.
- Ensure location is left in pristine condition. USCSS™ expects all Affiliates to follow the approach of leaving a location in better condition than how they found it.
- Submit trial results to USCSS™.
- Submit [Affiliate Trial Feedback Form](#).
- Have photographer submit HIT winners photos from trial to USCSS™.

While there is lots to be done before, during and after hosting a smooth and enjoyable USCSS™ trial, we hope that you find it rewarding and worthwhile.

## **List of Items Needed for a USCSS™ Trial**

You may find it easier to use a few clear plastic totes and label them (eg. CSD, Judges, Check-In Table, Score Room) and put all needed item in appropriate totes.

- Copy of USCSS™ Rule Book
- Computer
- Printer
- Three-ring binder for Score Sheets
- Containers needed for classes
- Ez-Ups
- Chairs
- Tables
- Clip boards
- American or National Flag
- National Anthem song and means to play it
- Pens
- Clips
- Check-in sheets
- Run order
- Trash Cans/Bags



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- Photo area set up
  - Poops Bags
  - Gloves
  - Clean up supplies (eg. broom, rake, paper towels, cleaner)
  - File or folders for waivers etc
  - White boards
  - Competitor numbers
  - Name tags
  - First-aid kit
  - Start-line tape
  - Flags or cones for marking off search areas
  - Plain paper for any signs
  - Markers
  - Stop watches
  - Video camera/s with sufficient batteries to last the entire trial
  - Tarps or sheets to cover areas as needed
  - Warm-up boxes
  - Waivers
  - Disclaimer forms
  - Office supplies (eg. tote for Score Room, tote for check-in)

Please know that USCSS™ is here and available to help and answer any questions you might have along the way. Good luck, have fun and we wish you a very successful event.



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## Breakdown for Hosting a USCSS™ Trial

### USCSS™ is Here to Help

USCSS™ strives to make the process of hosting sanctioned trials as easy and stress-free as possible. We are available to assist our Affiliates every step of the way and want to set you up to succeed!

### Breakdown of the Process

While there are many steps and moving parts to hosting a USCSS™ trial, we have designed it to be as straightforward and user-friendly as possible. In addition to the requirements outlined in the **Affiliate Trial Workbook**, below is a suggested time frame on when Affiliates should complete each of the tasks necessary to host a successful Trial.

#### **Four-Months Before the Trial**

- Submit Affiliate Application and the one-time nonrefundable \$25.00 fee
- Receive Affiliate Information Packet
- Submit Trial Application and nonrefundable fee | \$25.00 per trial
  - Classical, Variable or Select Trial?
  - How many and which Element or Game Classes will be offered?
  - Day, time and location of trial
  - How many Judges will be necessary?
  - Will search areas be nested or not?
- Secure trial site
  - Is there sufficient parking?
  - Do you have space for a Reactive Dog Area if you decide to have one?
  - Do you have space for a score room with functional electrical outlets?
  - Which portions of the location will compose of the search areas?
  - Which search elements can the location accommodate (interiors, exteriors, containers, vehicles)?
  - Where will the staging take place?
  - Are there line-of-sight issues with the search area and the parking/staging areas?
  - Are there sufficient bathroom facilities?
  - Do you need to rent porta-potties?
  - Do you have lighting, should it be necessary?
  - Where will the potty areas be for the dogs?
  - Are there any areas which are off limits?
- List trial site location and USCSS™ as additional insureds on liability insurance and provide proof of liability insurance to USCSS™



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### Three-Months Before the Trial

- Choose and secure Trial Chairperson
  - Should be someone who previously held this position in Scent Work, Nose Work or another dog sport venue.
- Choose and secure Trial Secretary
  - Should be someone who previously held this position in a Scent Work, Nose Work or another dog sport venue.
- Choose, contact, receive contract from and secure Judge(s)
  - Arrange for and book travel and hotel rooms.
- Choose, contact, receive contract from and secure CSD(s)
  - Arrange for and book travel and hotel rooms.
- Choose and secure Score Room Lead Person (CSRP)
  - Should be someone who previously held this position in a Scent Work or Nose Work trial.
- Choose and secure photographer
  - While offering a photographer is not mandatory it is highly recommended. Affiliate is, however, required to submit a photo of all the High in Trial (HiT) winners to USCSS™. These may be taken by a club member or by your official photographer. Photos must be clear with the winner and dog without a cluttered background. These will be uploaded on the USCSS™ website along with the trial results. Setting up a photo area is highly encouraged. Either an official area or fun set-up competitors can use throughout the trial. USCSS™ prefers that the USCSS™ logo or name be incorporated in the photo area, either in banner or sign form.
- Choose and secure videographer

### Two-Months Before the Trial

- Submit premium and post to website, FB, etc.
- Promote event (website, social media, newsletters, email blasts, etc.)
- Order Ribbons - Best to allow for a 4-week turnaround time to order ribbons through <http://www.clearviewribbon.com/> (mentioned USCSS™ for a discount)
  - Order qualifying ribbons for maximum number of entries
  - Order placement ribbons (First through Fourth) for each Element or Game Class
  - Order High in Trial ribbons (High in Trial, Second - Fourth Overall for each level offered), High Rescue Dog and High Champion of Record ribbons (one each for the entire trial; not broken down by level)
- Order Official USCSS™ T-Shirts through the USCSS™ Affiliate Store: <https://represent.com/store/uscoss-affiliate-store>
- Order Official USCSS™ logoed attire through USCSS™ Lands End Store:



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<https://business.landsend.com/store/uscss/>

### **One-Month Before the Trial**

- Gather/secure list of day of trial supplies:
  - Copy of USCSS™ Rules
  - Check-In Sheets
  - Score Sheets
  - Waiver forms
  - Day of Entry forms
  - Run Order Sheets
  - Competitor numbers stickers/cards/ billboard
  - Canopies
  - Tables - Check In, Score Room, Lunch/Potluck, Raffle
  - Chairs
  - American Flag and means in which to play National Anthem
  - First-aid kit
  - Surge protector for score room electronics
  - Computer for score room
  - Paper for printer for score sheets
  - Printer for score room
  - Office supplies (pens, markers, paper clips, binder clips)
  - Supplies for photo area (sign, seating, etc.)
  - Containers for Classes
  - Two-way radios
  - Stopwatches
  - Clipboards
  - Paper for signs
  - Tape (scotch, blue painter's tape and duct tape)
  - Cones
  - Flags
  - Gloves
  - Visual barriers such as tarps or sheets
  - Clips or zip ties for visual barriers
  - Toolbox with tools (hammer, screwdriver, scissors, razor)
  - Cleaning supplies (broom, rake, paper towels, cleaner)
  - Poop bags
  - Garbage Bags
  - Recyclable bags
  - Water (both drinking water and water to rinse off elimination in search areas)
  - Dog bowls



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- Choose and organize trial volunteers (once competitors are done with their class they can volunteer):
    - Volunteer Coordinator
    - Set-up
    - Parking Lot
    - Check-in
    - Competitor steward
    - Timers
    - Hot and cold box volunteers
    - Score runners
    - Score room volunteers
    - Trial escorts/guides
    - Potluck coordinator
    - Clean-up

### **One-Week Before the Trial**

- Check in with all hired trial officials to confirm when they will arrive and their roles in the trial.
- Check in with the trial location to confirm when it will be available to set-up, etc.

### **One-Day Before the Trial**

- Set-up all organization totes for the check-in table, CSD, CSRP, etc.
- Confirm with trial officials and volunteers when they are to arrive to the trial site
- Have payments ready for Judge(s) and CSD(s)
- Check all computers, printers and electronic equipment
- Purchase any necessary beverages and food to be offered at the trial

### **Day of the Trial**

- Hold the trial - HAVE FUN!
- Thank your competitors, volunteers, officials and staff
- Pay your trial officials
- Pay the venue
- Ensure location is left in pristine condition

### **One Week After the Trial**

- Submit official trial results & HiT winner's photos to USCSS™
- Submit post-trial fees to USCSS™
- Get ready to host your next USCSS™ trial!



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## **Location Suggestions**

- Boys & Girls Clubs
- Schools
- Elk and moose clubs
- Churches
- Colleges
- Parks
- Local businesses
  - Must allow dogs on the premises
- Warehouses
- Dog training facilities
  - Ensure the area used will not contain lingering odor from previously held Scent Work/Nose Work classes.
  - Use an area of the facility that will not allow an unfair advantage to those students who regularly use the facility.

## **Mentoring**

To help ensure that our Affiliates will be successful in hosting a trial, and have a good time doing so, USCSS™ is happy to provide an official to come and act as a mentor during your trial. This may be a USCSS™ staff member or a Regional Official, who will walk you through all the steps leading up the trial, answer any questions you may have and be there the day of the trial to ensure everything runs smoothly.

## **Costs**

USCSS™ believes strongly that Affiliates/Trial Hosts should be able to make a profit when hosting trials. As such, the set organizational costs have been kept to the bare minimum.

Below is a rundown of the costs owed to USCSS™ or trial officials:

- Judge: \$150.00/day
- CSD: \$200.00/day
- USCSS™ fees:
  - Event application fee: \$25.00
  - Promotional entry fee: \$1.25/run; subsequent trials entry fee: \$1.75/run

Below is a rundown of the other trial-related costs the Affiliate/Trial Host is responsible for:

- Hosting location: Approximately \$300.00-\$500.00/day
- Ribbons: Approximately \$450.00 for a two-day trial
- USCSS™ T-Shirts: Approximately \$80.00 for a two-day trial





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- Beverages: Approximately \$50.00 for a two-day trial
  - Food: Approximately \$120.00 for a two-day trial
  - Raffle Prizes: Approximately \$75.00 for a two-day trial
  - Printing: Approximately \$65.00 for a two-day trial
  - Banners/Signs: \$85.00 for a 4'x8' sign. 2'x4' sign is less expensive. This should be a one-time purchase to re-use for many trials to come.
  - Lawn Signs: \$9.00/each. Purchase several to place around various areas of the trial site. This should be a one-time purchase to re-use for many trials to come.

These are some optional items Affiliates may find helpful when hosting a USCSS™ trial:

- Tablecloths: Approximately \$16.00/each for full-length
- Bull Horns: Approximately \$20.00/each

Thank you again for becoming a USCSS™ Affiliate and helping in spreading the fantastic game of Scent Work to as many dogs and competitors as possible!