



# Affiliate Trial Handbook

**Published: April 2017**

**Version: 1.6**



---

[Apply to Become an USCSS™ Affiliate](#)

[Hosting a Mock USCSS™ Trial](#)

[Hosting a USCSS™ Trial](#)

[Host Application for Trials](#)

[Host Liability Insurance and Hold Harmless Agreement](#)

[Host Recording Costs](#)

[Host Sites](#)

[Choosing Trial Type to Host](#)

[Minimum Number of Classes at a Trial](#)

[Multiple Level Trials](#)

[Day of Show Entries](#)

[Management of Entries](#)

[Check-Ins](#)

[Judges](#)

[Judging Fees](#)

[Number of Judges Per Trial](#)

[Day of Show Judging Assignments](#)

[Chief Search Designer \(CSD\)](#)

[CSD Fees](#)

[Ribbon Requirements](#)

[Awards](#)

[HiT Awards](#)

[HiT Eligibility](#)

[Score Sheets](#)

[Trial Results](#)

[Display American Flag and Play National Anthem](#)

[Premium Requirements](#)

[List of Officials/Key Volunteer spots needed for a USCSS™ Trial](#)

[Trial Chairperson](#)

[Trial Secretary](#)

[Chief Search Designer \(CSD\)](#)

[Judge/s](#)

[Chief Score Room Person \(CSRP\)](#)

[Volunteer Coordinator](#)

[Competitor Steward \(CS\)](#)

[Hospitality/Potluck Coordinator](#)



---

[Potential Volunteer Positions](#)

[Check-In](#)

[Set-up](#)

[Parking Attendant](#)

[Trial Escorts/Guides](#)

[Timer](#)

[Videographer](#)

[Class Steward](#)

[Photographer](#)

[Rewarding Trial Workers and Volunteers](#)

[Pre-Application Checklist](#)

[Post-Application Checklist](#)

[Pre-Trial Checklist](#)

[Post-Trial Check list](#)

[List of Items Needed for a USCSS™ Trial](#)

[Hosting a USCSS™ Trial Checklist](#)



---

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

Any club, group of organized people or individual can apply to be an USCSS™ Affiliate. Upon Approval from USCSS™, you may then begin the process of applying to host an official USCSS™ trial or event.

## **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. You may find the Trial Application on the private [Affiliate Facebook Group](#) and may submit the \$25.00 fee via [PayPal here](#). Once submitted, you will receive a reply 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.

To provide greater flexibility, USCSS™ gives the Affiliate the ability to decide which 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 Classes to offer, the type of 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 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**

The Affiliate Host will pay \$1.75 per run to USCSS™ for the recording of each dog's score.

## **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 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 or Variable Trial), single level or multilevel, and which Class combinations will be offered. Affiliates must list the number and description of Classes they will be offering at a USCSS™ trial on the premium list.

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

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



---

## Multiple Level Trials

Multiple level trials are allowed. Lowest level entries are to be run first. Competitors may run one titling dog and all other will be run for exhibition only (FEO). Titling dog must be run first in any Trial. When hosting a multi-level trial, Affiliates must list on the Premium whether there will be separate search areas for each level or if the same search-area be used for each level, with hides being added to the lower-level Classes in preparation for the upper-level competitors.

## 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.

## Check-Ins

USCSS™ strongly suggests Affiliates include separate check-in and start times for morning and afternoon classes on the trial premium. 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.

## 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 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 Classes to have two (2) Judges work the trial. For those trials offering six (6) or more Classes, USCSS™ strongly urges Affiliates to have three (3) Judges work the trial. This suggested ratio of 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 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. USCSS™ urges all Affiliates to allow the CSD to run their dog for Exhibition Only. 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. 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 CSD 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 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.

### **Awards**

USCSS™ urges Affiliates to have awards available immediately following the conclusion of each Class and once the scores have been tallied.

### **HiT Awards**

These awards should be broken up by level for each trial. For instance, if an Affiliate is hosting a Novice and Intermediate Variable trial, they will award Overall High in Trial and 2nd - 4th Overall Placements in both the Novice and Intermediate trial separately. The High Champion and High Rescue awards apply to the entirety of the trial. Therefore, in a Novice and Intermediate Variable trial, there would be one High Champion of Record and one High Rescue. Affiliates may opt to forgo giving HiT awards in those trials which have less than 25 dogs entered, or 125 runs. This language ***must*** be included in the Premium. Affiliates are expected to have these awards on-hand should more than 25 dogs, or 125 runs, be reached the day of the trial when Day of Show entries are accepted.

### **HiT Eligibility**

Competitor must be entered in a minimum of four (4) classes. Competitors with the highest number of Q's, points and fastest times will be eligible. High in Trial awards to given out per level (e.g. in a Novice/Intermediate level trial, there would be a Novice High in Trial dog and an Intermediate High in Trial dog).



---

## 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 American Flag and Play National Anthem

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

## 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. Premium must include:

- **USCSS™ official name and logo;**
- **date of trial;**
- **level(s) of the trial;**
  - **If hosting a multi-level trial, Affiliate must list on the Premium if separate search areas will be used for each level of competition, or if the hides will be added to lower-level search areas in preparation for upper-level competitors.**
- **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 see if having morning and afternoon check-in times would improve the overall efficiency and**



---

smooth running of the trial. However, this is ultimately up to the CSD and Affiliate to decide if morning and afternoon check-in times will used.);

- whether day of show entries are accepted.

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

### **Trial Chairperson**

Affiliates liaison to USCSS™. Handles the organizing before and after the trial. During a trial they are mainly in charge of the friendly smooth atmosphere of the trial. They are the goodwill person of your group. They 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.

### **Trial Secretary**

Is responsible for handling all of the entries prior to the trial, the scores during the trial and recording and submitting of scores after the trial. This must be completely both quickly and correctly. This person fields all questions and issues pertaining to entries and results after they leave the score room.

### **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 allowed 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)**

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 CSRP's get their footing.



---

## **Volunteer Coordinator**

Is responsible in conferring with the CSD and Trial Chair and figure out what volunteer positions are needed and then filling them. They should keep a list of volunteers for the Trial Chair 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.

## **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.

### **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.

## **Videographer**

Will video each and every competitor in the Class for the USCSS™.

## **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.

## **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!

## **Pre-Application Checklist**

- Read and become familiar with the the Official USCSS™ Rules and regulations
- Recruit Core 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>
- Order HIT prizes. Affiliate may choose from any of the official HiT awards. We are working on adding more options for the future.
  - [HIT shirt here](#). Affiliates may want to order two in each size.
  - HiT medals - contact us at [info@uscaninescentsports.com](mailto:info@uscaninescentsports.com) for pricing.
  - 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
- Gather items needed for score room
- Gather items needed for check in table
- List of supplies needed for a smooth running trial

## Post-Trial Check list

- Take every measure needed to make sure your trial site was left in pristine condition. USCSS™ reserves the right to revoke Affiliate status if trial locations are damaged or violated.
- 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.
- Pay your Trial Officials



- 
- Submit official trial results & HiT winner's photos to USCSS™
  - Submit post-trial fees 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 Flag
- National Anthem song and means to play it
- Pens
- Clips
- Check-in sheets
- Run order
- Trash Cans/Bags
- 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)

### **Hosting a USCSS™ Trial Checklist**

To further assist our Affiliates, USCSS™ has put together a **Hosting a USCSS™ Trial** document which outlines in detail each step an Affiliate must take in preparation for and hosting a trial. This document is posted in the private [Affiliate Facebook Group](#) and is also included in your Affiliate Welcome Packet.

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.