



Affiliate Trial Workbook

Version 1.3

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First step

[Apply to become an Affiliate with USCSS™](#). The \$25.00 fee may be submitted [via PayPal here](#). Application may be sent to info@uscaninescentsports.com. USCSS™ may schedule a short telephone interview and will issue their decision within two-weeks time after receiving the Application.

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.

Finding a Trial Location

Once approved, Affiliate should begin locating a suitable trial location. Factors to consider:

- What type of trial will they be hosting: Classic or Variable?
 - **Classic trials** must be able to accommodate all four search areas (Interiors, Exteriors, Vehicles and Containers)
 - Interiors should be a minimum of 10’ x 10’ in size.
 - Exterior should be a minimum of 10’ x 10’ in size.
 - Area for vehicle search should be a minimum of 12’ x 12’ in size.
 - Area for container search should be a minimum of 10’ x 10’ in size.
 - **Variable trials** offer more flexibility as Affiliates can choose a combination of Elements and one Game for each day of the Trial (*e.g. 2 Interior Classes, 1 Vehicle Class, 1 Container Class and 1 Go the Distance Game*)
- Are there restroom facilities or will PortaPotties need to be rented?
- Sufficient parking for competitors?
- Will there be a sufficient crating area should competitors wish to crate outside of their vehicles?
- Where will the potty area, potluck, raffle, Score Room and Reactive Dog Area, if having one, be staged?
 - Does the Score Room have sufficient electrical outlets for computers, printers, etc.?
 - Will there be flow and congestion issues between the different areas?
- Is there sufficient space for staging of the competitors as they await to enter a search area?
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- Are there line of sight issues (e.g. is the area completely wide open where search areas cannot be reasonably blocked from the view of the crate area or where the competitors will be staged)? **Line-of-sight issues should be kept to an absolute minimum.**
- What is the cost for renting this space per day? Most cost between \$300.00 - \$550.00 per day.

Checklist for the Trial Location	
	Did you determine the type of trial (Classic or Variable) you are hosting?
	Did you check if the premises can support the Classes you wish to hold?
	Did you check to see if there restroom facilities at the premises?
	Did you check to see if there is sufficient parking for all of the entries?
	Did you check to see if there is sufficient room for a crating area?
	Did you check to see that there is sufficient room for the potluck?
	Did you check to see that there is room to hold the raffle?
	Did you check to see if there is an area for the Score Room?
	Did you check that there are sufficient electrical outlets in the Score Room?
	Did you check if there is sufficient room for a Reactive Dog Area, if you are having one?
	Did you check for any line-of-sight issues?
	Did you confirm the cost for renting this space per day?
	Can your entries cover the cost for renting this space for the trial?

Submit Trial Application

[Submit Trial Application to USCSS™](#). The \$25.00 fee may be submitted [via PayPal here](#).

USCSS™ will review the Application checking to see:

- Search area can accommodate the type of trial Affiliate wants to host
- Sufficient parking, restrooms, crating and staging areas
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- Affiliate is aware of any line-of-sight issues and will take steps to rectify them (e.g. hanging tarps and other visual blocks)
 - Check to ensure trial does not conflict with other events within 100-mile radius

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.

USCSS™ will advise the Affiliate as to whether their Trial Application is approved within two-weeks of receipt of the Application.

Secure Liability Insurance

Once approved to hold the trial, Affiliate should secure liability insurance. Follow these steps:

1. Contact liability insurance company and provide them with the following:
 - a. Date of the trial
 - b. Address of the location the trial will be held
 - c. Description of the event (e.g. dog sport event)
 - d. Name and contact information of the Affiliate
 - e. Request to list USSCS™ as an Additional Insured as follows:
United States Canine Scent Sports, it's Directors, Officers, Agents and Employees
P.O. Box 552
Acton, CA 93510
(818) 454-3374
info@uscaninescentsports.com
 - f. Minimum coverage is \$1,000,000.00 per occurrence
2. Provide a copy of the Certificate of Liability Insurance and Additional Insured Endorsement to USSCS™ via email at info@uscaninescentsports.com.



Checklist for Securing Liability Insurance	
	Did you include the date of the trial?
	Did you include the address of the location for the trial?
	Did you include a description of the event?
	Did you include the name and contact information for the Affiliate?
	Did you list USCSS™ as an Additional Insured?
	Did you list the contact information and address of USCSS™?
	Send Certificate of Liability Insurance and Add. Insured Endorsement to USCSS™?

Secure Your Officials

- Who will the CSD be? [Here is the link for the listing of approved CSDs.](#)
 - All fees are to be negotiated between the Affiliate and CSD. As a **guideline**, USCSS™ **suggests** CSDs are compensated at a rate of \$200.00/day.
 - 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 CSD 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 CSD and the 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.
 - CSDs may **NOT** act as a Judge during the trial
 - Affiliate should have a written contract between the CSD including the following:



- Date of assignment
 - Trial location
 - What Classes and/or Games will be officiated at the trial
 - That the CSD is responsible for providing the odor, unless Affiliate is making other arrangements
 - Agreement regarding fees to be paid and if reimbursement of travel, lodging and meals are included.
- How many Judges are needed (USCSS™ suggests 1 Judge for every 2 classes) and who will they be? [Here is the listing of approved Judges.](#)
 - All fees are to be negotiated between the Affiliate and CSD. As a **guideline**, USCSS™ **suggests** Judges are compensated at a rate of \$150.00/day.
 - Should an Affiliate pull in a Judge the day-of a trial, USCSS™ **suggests** this official be compensated at a rate of \$100.00/day and the Judge may also run their dog in the trial.
 - 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.
 - Affiliate should have a written contract with each Judge including the following:
 - Date of assignment
 - Trial location
 - What Classes and/or Games will be officiated at the trial
 - That the CSD is responsible for providing the odor, unless Affiliate is making other arrangements
 - Agreement regarding fees to be paid and if reimbursement of travel, lodging and meals are included.
 - Who will be your Chief Score Room Person? [Here is a link of approved Chief Score Room Persons.](#)



- USCSS™ **suggests** CSRP are paid \$150.00.
- Who will be your Trial Chairperson?
- Who will be your Trial Secretary?

Checklist for Securing the Trial Officials	
	Did you reserve a CSD?
	Did you decide on the fees for the CSD?
	Do you have a written arrangement with the CSD regarding this assignment?
	Do you know how many Judges you will need at this trial?
	Did you reserve all of your Judges?
	Did you decide on the fees for each individual Judge?
	Do you have a written arrangement with each individual Judge re: this assignment?
	Did you reserve the Chief Score Room Person?
	Did you decide on the fees for the CSRP?
	Do you have a written arrangement with the CSRP for this assignment?
	Did you secure who your Trial Chairperson will be?
	Did you secure who your Trial Secretary will be?

Begin Working on Premium

Affiliate should begin working on the premium. [Here is a template you may work off of.](#)

Affiliate should consider the following when working on the premium:

- Single or multi-level trial? Which levels will be offered?
 - If it is a multi-level trial, will you have separate search areas for each level **or** will 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? **This information must be listed in the premium.**
- What manner will the Affiliate accept entries? Lottery or first-come-first-serve?
- Will the Affiliate accept day-of-show entries?
- What are a few local motels/hotels which accept dogs?
- What is the nearest emergency veterinary hospital?



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- Do you have a volunteer coordinator? Who is this?
 - Do you have a potluck coordinator? Who is this?

Secure Other Trial Staff and Volunteers

Affiliate should then begin to line up the following:

- Photographer
- Videographer
- Volunteers
 - Check-In
 - Parking Steward(s)
 - Class Stewards(s)

Secure Lunch

Identify local food and restaurants that can provide lunch

- Affiliate will provide lunch for the officials and volunteers. Some suggestions are:
 - Pizza
 - Popeyes, KFC, Fried Chicken from grocery store deli.
 - Chinese food
 - Sandwiches
- Other food will be provided by the competitors in the potluck
- We have used the Potluck model at past trials and feel it is the best way to go. Set up a Potluck sign up form and have the Affiliate provide the main course. We have found that we have spent no more than \$100.00 for the main course for each day. The advantages of the Potluck is that you can offer food to everyone all day while keeping your costs down.

Order Ribbons, HIT Shirts and Volunteer Raffle Supplies

- [Order Ribbons](#) - Best to allow for a 4 week turn around time (mentioned USCSS™ for a discount) **** ***You may purchase ribbons from another ribbon company however they must have the official USCSS™ logo and meet the minimum size and color requirements described in the Official Rulebook. Skimping on ribbons is not permitted.*******
 - Order qualifying ribbons for maximum number of entries
 - Order placement ribbons (First through Fourth) for each Class
 - If hosting a Classic Trial, request "Classic" tabs that can be affixed to the ribbons
 - Order High in Trial, Overall 2nd - 4th Place, Rescue Dog and Champion of Record ribbons when HiT awards are offered. Order 1st- 4th Overall when HiT awards are not offered.



- High in Trial award will be given out per level of the trial.
- Overall 1st - 4th Place awards will be given out per level of the trial.
- High Rescue and High Champion of Record will be given out for the entirety of the trial, regardless of whether the trial is single or multi-level.
- Affiliates may forgo awarding the Overall High in Trial, 1st thru 4th High in Trial, High Champion of Record and High Rescue awards in those trials which have less than 25 dogs entered, or 125 runs. ***This must be included in the Premium.***
- 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 for pricing.
 - USCSS™ logo hat
 - [Mens](#)
 - [Womens](#)
 - USCSS™ logo shirt
 - [Mens](#)
 - [Womens](#)
 - [USCSS™ logo tote](#)
 - ****Lands' End offers frequent free logo and shipping offers. Look out for these offers when placing your order.****
- Prepare for volunteer raffle
 - Get raffle tickets
 - Get baskets or gift bags for raffle items
 - Begin collecting items for volunteer raffle
 - Dog training supplies
 - Clickers
 - Leashes
 - Collars
 - Treats
 - Dog supplies
 - Dog beds
 - Portable water bowls
 - Toys
 - Food containers
 - Gift certificates for paid entries into a future trial, group class or private lesson



Promote Trial

Affiliate should now begin promoting their trial:

- Post premium to their website, relevant FB groups (USCSS™ main group page, Affiliate group page, Open Nose Work, local NW group page (e.g. So. California NW FB group)).
- Add premium to any monthly email campaigns sent out to Scent Work students.
- Contact local breeders and dog sport interest groups to inform them of the trial.
- Provide flyers or other promotional materials to local dog training facilities to share with their clients.
- Schedule Sniff N' Go preparation practice sessions to help gather interest in trial. If CSD or Judge are local, see if they would like to hold those.
- Schedule a USCSS™ Games Seminar with Michael McManus or Dianna Santos prior to the trial to garner some interest. Contact Dianna Santos at diannalsantos@gmail.com to schedule this seminar.
- Post whether you will allow for a pairing session at the end of the trial, which may attract newer Scent Work enthusiasts who not quite ready to compete. Affiliate would choose the amount to charge these runs (e.g. \$5.00/run).

Draft Waivers for the Trial

All competitors and attendees of sanctioned USCSS™ trials and events must sign a Waiver form. [Here is a link to a sample Waiver which Affiliates may work off of.](#)

USCSS™ Vistaprint Storefront

[This is where you may purchase USCSS™ banners and signs to help give your event an organized and professional feel.](#)

USCSS™ Logo Attire

[Here is a link for the USCSS™ Land's End Storefront where you may purchase attire with the official USCSS™ attire.](#) This can include shirts, hats, fleeces, vests and jackets. For outerwear, you may opt to use a 6" or 8" logo on the back and the smaller square logo on the front.



Gather Supplies for Trial

Affiliate should begin gathering supplies for the trial. USCSS™ finds it easiest to create labeled rubber totes for each area and responsibility.

Check-In

- [Banner](#)
- Table cloth
- Pens
- Markers
- Highlighters
- Blank entry forms, check-in list, waivers, upcoming trials
- Paperclips
- Tape
- Run order
- (2) Bull horns and back-up batteries
- National Anthem (ready to play and a means to play it)
- American Flag
- [Signs or markers to guide competitors to parking area](#)
- Scissors
- Cash box
- Large white board to post check-in and running orders
- Numbers for competitors (optional)
- Awards area
- Table with tablecloth or stand to display rosettes and ribbons

Score Room

- Printer (should check to see if CSRP will bring theirs)
- PC (CSRP should should bring their own)
- Ink/Toner
- Paper (may want white and colored paper so Titling and FEO scoresheets can be easily distinguished from one another)
- Three-Ring Binder(s) for completed Score Sheets
- Paper clips
- Binder clips
- Pens
- Highlighter
- Table/s

- Extension cords
- Scissors



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- Calculator

Potluck

- Cooler for water and sodas
- Ice
- Table (clear plastic table covers should go over the colored linen tablecloths so they don't get ruined)
- These are both optional -
 - Flat totes to hold ice to keep items cold
 - Plates, forks, napkins (if someone has not signed up to bring for the potluck)

CSD Box

- Pens
- Clipboards
- Blue painter's tape
- Survey flags
- Walkie talkies
- Timers
- Caution tape
- Tape measure

Search Items

- [Signs that say "Search Area" with arrows](#)
- Talk with your CSD and see if they need you to get items for the searches.(e.g. boxes, bags, luggage)
- If you have vehicle searches at your trial, attempt to line up as many vehicles as possible prior to the trial. Usually you can get all-day volunteers to lend you their vehicles.
- Warm-up boxes

Clean up

- Trash cans (if site does not provide)
- Trash bags
- Paper towels
- Cleaner
- Broom/Dust Pan
- Rake



Week Before the Trial

- Send out trial confirmations
- Make check-in list
- Make running order
- Complete Score Sheets
- Complete Day of Trial entry forms
- Ensure enough Waivers for each person to sign
- Meet with CSD at location to go over search areas and potential trial flow

Day of the Trial

- Meet with parking lot steward to give parking and general information for that day's trial
- Set up Check-In
- Set up Score Room
- Set Up Awards Area
- Set up volunteer raffle area
- Set up Potluck area
- Set up canopies | chairs | water for volunteers | staging areas
- Set up photo area for award photos
- Meet with Volunteers | assign jobs | score room meeting with CSD & Judges
- Affiliate gives a welcome and a general briefing and introduces CSD
- CSD gives short Trial and Class briefing
- Play the National Anthem

Trial Flow Considerations

- CSD will give their flow and run order breakdown to CSRP ahead of time so that run orders can be ready and printed.
- Leave 5-6 spaces on the top of the run order for your day-of-trial volunteers. These people will run their dogs first and then be key workers for the rest of the day. They will also allow for the trial to have a few dogs running to be able to see how the flow is working and make any necessary adjustments.
- Affiliate can get a main course for the Potluck and lunch will be at the discretion of the CSD and Judges.
- If Classes are completed, scored and verified, awards for those Classes can be given out.



End of the Trial

- Awards given either at the end of the entire trial or as each Class or Game 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
- Pay your officials, score room and venue
- Submit trial results to USCSS™
- Have photographer submit HIT winners photos from trial to USCSS™

List of Helpful Links

Ribbon stand:

[Here is the link to where you may purchase a ribbon stand.](#)

Shopping list:

[Here is the link which contains the list of items that we find extremely helpful to have at a trial.](#)

This list gives you a starting point for items, ideas and prices. The tablecloths on this list are great. They are inexpensive and have held up and really give a professional look to the trials. Action Dog Sports has six of them in blue and red. Walmart has clear vinyl table covers for the potluck tables which works great to protect the linen table cloths:

Vistaprint Storefront:

[This is where you may purchase USCSS™ banners and signs to help give your event an organized and professional feel.](#)



Logos for Affiliate Use









Artwork for ribbons and handouts