



Guide for Trial Hosts

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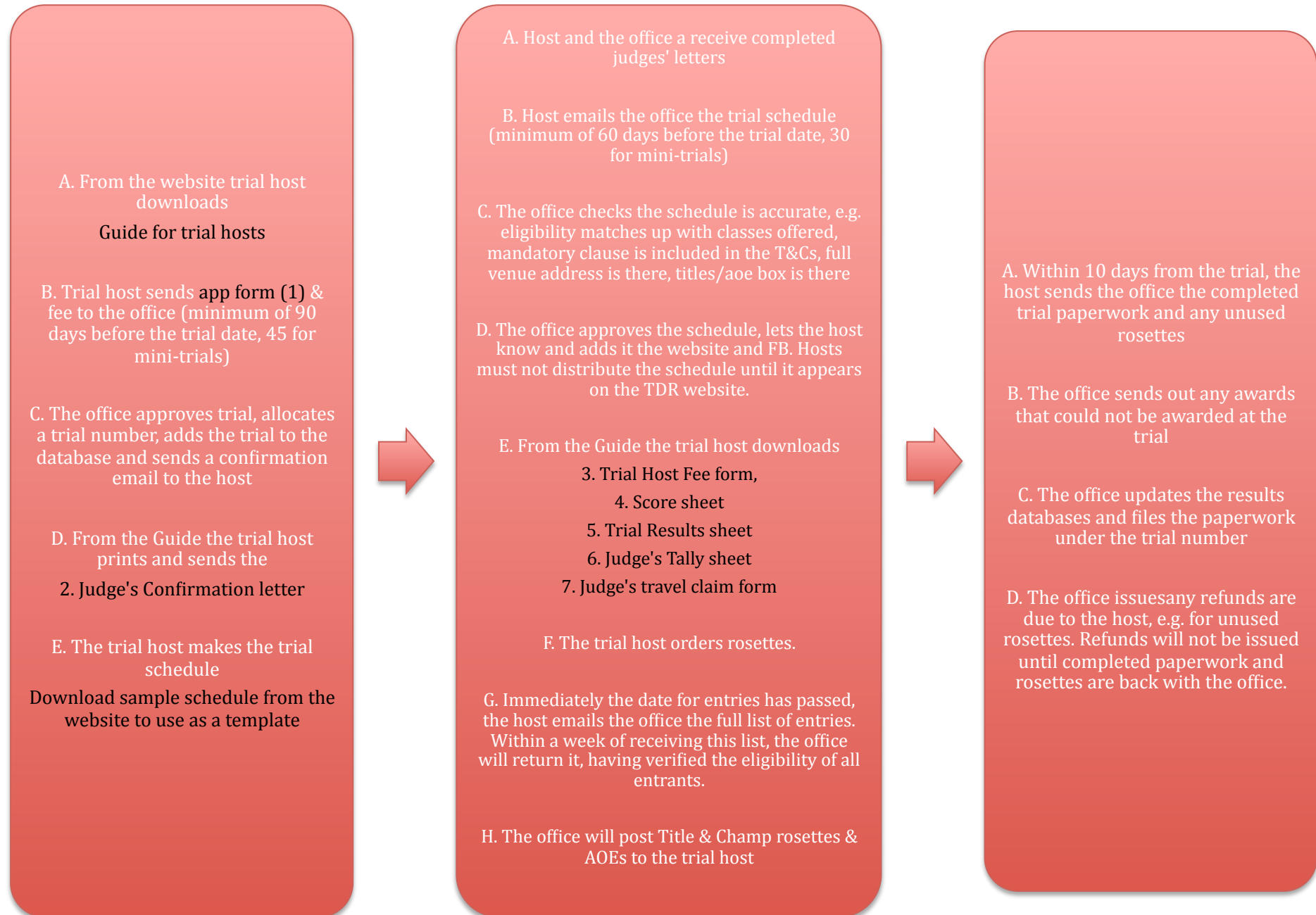
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WORKFLOW – TRIALS



Guide to hosting a TD Rally® Trial

Thank you for enquiring about hosting a TD Rally® Trial. We are keen to give teams a chance to compete so the more trials are held; the more opportunities people have to put their training into practise.

Hosting a successful trial is a big task. It requires great organization and forward planning to ensure that all goes smoothly on the day. This guide is designed to help you avoid common pitfalls and ensure you have a great day. Use it in conjunction with the [Workflow for Trial Hosts](#).

Step 1 – Find a venue

Your venue can be indoors or out, but must have the following facilities:

- a) Sufficient parking for all the competitors and spectators.
- b) Space for a minimum of 1 ring, or more depending on how many classes you are offering. The minimum ring size is 15 x 21m, maximum is 25 x 25m. Bear in mind that you will need space between rings for people to gather as they wait to compete.
- c) Space for a registration area and for the Judge/s and stewards to collate score sheets and process trial paperwork.
- d) An area to exercise dogs before and after competing. This does not have to be an off lead area, but you should post notices informing owners of the venue rules regarding exercise.
- e) Toilets.
- f) All areas of the Trial venue, including toilets, must be accessible to people with disabilities.

Step 2 – Set the date

Check with the TDR Office that no-one else is planning to hold a trial on the same date as you. If another trial is already planned, as long as it is 60miles or more away from your trial then that poses no problem. However, two trials in the same vicinity are unlikely to attract enough competitors. Of course, as the sport grows, this issue may well disappear.

Step 3 – Appoint your Judge/s

You will find a list of Certified Judges at the end of this guide. Contact your chosen Judges to check their availability, letting them know the date, time and venue of the trial as well as the number of classes you wish them to judge and ensure they agree to the class size e.g., 24 maximum entrants for Level 1A. It is essential to appoint a Judge before the trial schedule is produced as this allows teams to see who will be judging their particular class. Teams need to be aware of who is judging as this can affect whether they would be eligible to title at your trial. Teams must be judged by two different judges in order to qualify for a title, except in Level 3 (but this will be subject to change at some point). Teams may also have preferences as each Judge will have their own style, most

noticeable in their course design. Therefore, being fully informed as to who will be judging their performance allows teams to prepare fully in order to do their best. Likewise, changes to the Judge can be unsettling or disappointing.

If you find it easier to appoint the Judges after setting your classes, that is fine. It's a chicken and egg situation, do what works best for you.

Step 4 – Set the size of your trial

This will depend on several factors:

1. Size of venue
2. Number of stewards and helpers you have
3. Number of judges available
4. Start and finish time of the trial

Once you know these details you can plan how many classes and the maximum number of entrants per class. This must be done before the trial schedule is produced or the trial is advertised so that you, as the host, are not caught out with too many teams and so have to scabble around at the last minute to find more judges or helpers.

From the statistics we have gathered so far, the average round takes about 3 minutes. Add 2 more minutes for the team to enter and exit the ring, and for the judge to tally their scores. So if you allow 5 minutes per team you could expect 12 teams per hour to compete. Add to that 30 minutes between classes, or longer if your class is bigger, to allow rosettes to be awarded, for any alterations to be made to the course for the next class and to give handlers time to walk through the course. Scheduling in 30 minutes between classes also allows you a little wiggle room should a class over-run.

Example:

Trial runs from 9-5 with 1 ring, 2 Judges

Class 1: 9-10am	– max 12 teams
Class 2: 10.30am-12.30pm	– max 24 teams
Class 3: 1-3pm	– max 24 teams
Class 4: 3.30-4.30pm	– max 12 teams

Total teams = 72

It is important to work to time and to have this set down for all your stewards and helpers to see. Teams are likely to have travelled some distance to reach your trial so it is unreasonable to extend their day longer than necessary. Unless they have been informed of a late finish

prior to registering for the trial, no-one wants to start their trip home at 7pm.

And don't forget to work in time for the Judges to have some breaks. Judging is both physically and mentally tiring, so the better rested the Judges are, the better job they will do. And the more likely they are to say yes next time you ask them to Judge.

Puppy, Veteran Levels 1 A&B and Levels 1 A&B *					
Entries	Walk through	Round	Awards	Feedback	Total class time
5	10m	20m	15m	5m	50m
10	10m	40m	15m	10m	1h 15m
15	10m	1h	15m	15m	1h 40m
20	10m	1h 20m	15m	20m	2h 5m
24 (max)	20m****	1h 40m	15m	25m	2h 40m
Pre-Level 2, Veteran Pre-Level 2 and Level 2 **					
Entries	Walk through	Round	Awards	Feedback	Total class time
5	10m	25m	15m	5m	1h
10	10m	50m	15m	10m	1h 25m
15	10m	1h 15m	15m	15m	1h 55m
20	10m	1h 40m	15m	20m	2h 25m
24 (max)	20m****	2h 5m	15m	25m	3h 5m
Level 3 ***					
Entries	Walk through	Round	Awards	Feedback	Total class time
5	10m	30m	15m	5m	1h
10	10m	1h	15m	10m	1h 35m
15	10m	1h 30m	15m	15m	2h 10m
20	10m	2h	15m	20m	2h 45m
24 (max)	20m****	2h 30m	15m	25m	3h 30m

Step 5 – Budget

As a minimum, you should do a basic profit/loss projection in order to ascertain how much money you need to have in order to run the trial. This projection lets you know how much to charge for registrations, how much sponsorship you need, how much to charge for refreshments, etc.

Example:

Money Out		Money In	
Venue	300	Registration fees £5 x 72	360
Rosettes (£1.20 each)	80	Refreshments	80
Trial app fee	20	Sponsorship	20
Class fee £5 per class x 4 classes	20		
Refreshments	40		
TOTAL	£460	TOTAL	£460

Balance = £0, the Trial has broken even. This is what you should aim for. TDR trials are unlikely to make a profit so please do not hold a trial expecting to make money.

The TDR Office will pay Judges' travel fees. It's good manners to provide the Judges with refreshments throughout the day and offer them lunch. If you wish to thank them by giving a small gift that would be appreciated.

If you are dependent on sponsorship in order to be able to host the trial, this sponsorship must be in place before the schedule is produced. TD Rally® cannot provide sponsorship. Here are a couple of ideas to help boost entry numbers and offset some of the costs:

- a) Ask local dog clubs or businesses if they'd like to sponsor a class (e.g. your local vet practice could pay the £5 class fee for the Level 1a class) or a rosette (e.g. pay for all the Ace rosettes)
- b) Ask canine related companies to supply prizes or giveaways, e.g. every entrant receives a sample of dog food

Step 6 – Submit your Trial Application form (1)

Only when you have completed steps 1-6 should you submit your trial application form (1) to TDR. Everything should be in place by this stage so that together we can present a fully formed Trial to the competitors. Your completed trial application (1) needs to be submitted to the TDR Office a minimum of 90 days prior to the proposed trial date. This lead time is essential as it allows competitors to plan ahead to ensure they can attend the trial, it allows the trial host time to order rosettes, refreshments,

optional prizes, etc. and it allows the TDR Office time to help with advertising the trial and to help with any unexpected changes to the trial.

Step 7 – Trial Schedule

This is the form that people use to find out all the relevant information about the trial such as where and when the trial will be held, what the classes are and when they start and who will judge the classes. The schedule also serves as a booking form so there should be a section that sets out the terms and conditions of the trial and registration fees that they will need to pay to enter. (A sample schedule that you can adapt to your trial can be downloaded from the website) Once complete, you can email a copy of the schedule along with a written description of your trial to TDR so that we can advertise the trial on our website and on our Facebook page. We need to receive the schedule two months before the trial in order to give everyone time to enter and give you time to get your paperwork in order in plenty of time for the trial

We require all schedules to include the following in their Terms & Conditions:

If the trial host cancels the trial, the trial host will refund all trial fees in full to registered competitors within 14 days of the trial date. If Talking Dogs Rally® cancels the trials, the trial host will refund all trial fees in full to registered competitors within 14 days of the trial date

Step 8 – Order your rosettes

Place your order for rosettes at least 2 months before your trial date. We ask that you source your own Ace, Outstanding and Good rosettes. They must conform to our design, style and colours. The rosette is generally the only prize people receive for all their hard work and training. Therefore we feel it is important that they receive a rosette that is of high quality and design. Your rosettes should use the same colours as the official rosettes, have the same number of tiers and be imprinted with our TDR logo. When you apply to run a trial, we will send you our specifications.

TD Rally® will supply Title and Championship rosettes and Awards of Excellence at no cost to the trial host.

Step 9 – Send list of entries to TTL

Once entries have closed for your trial, send a list of the entries, including TDR Registration numbers, Names of handlers and dogs and contact emails to the trials team leader. She will then check that all entries are up to date with their annual maintenance fees and registrations and so are eligible to compete. Once all entries have been verified, the TTL will confirm the entries with the trial host, within one week of receipt, to allow

time for the host to set running orders and prepare score sheets (4), trial results sheets (5) and judges' tally sheets (6).

Step 10 – Paperwork

Nobody likes paperwork but it is important that you become familiar with the relevant paperwork that is involved with hosting a trial. In real terms the paperwork is the only method we have for logging the hard earned scores of the competing teams. If the paperwork is incomplete, e.g. TDR registration numbers missing, name of dog or handler missing or illegible, then there is a possibility of teams missing out on rosettes, titles or awards. The credibility of the sport depends on fair and accurate judging and logging of information. If people are not given correct scores or if the information provided by the hosts to the TDR office is incorrect or incomplete handlers will lose faith in the sport as a whole and in the founders, hosts and Judges in particular. All the required forms are included in this guide:

1. Trial Application
2. Judge's Confirmation letter
3. Trial Host Fee
4. Score Sheet
5. Trial Results
6. Judge's Tally Sheet
7. Judge's Travel Claim

Not recommended:

- ◆ Trial host to Judge – there's too much to do to carry out both roles successfully.
- ◆ Overbooking classes – this is a surefire way to make your trial overrun
- ◆ Changing venue, date or Judges once the schedule has gone out – this is very disruptive for teams as it affects their ability to attend, e.g. they may have to book time off from work, new dates may not be suitable, travel to the new venue might be more difficult, change from indoor to outdoor venue (or vice versa) can make or break a team's performance

Stay in contact with the TDR Office and we will help all we can to make your Trial the best ever!

Staffing the Trial

While a trial can be successfully put together by two or three amazingly organised and hard working individuals, a group of willing volunteers is a must in order to better distribute the work load.

Trial Host

Trial Secretary

If required, the same person could be Host and Secretary.

Stewards

One of the following for each ring:

Table Steward

Timing/Gate Steward

If required due to lack of volunteers, the Table Steward could work for several rings.

Ideally, also a

Course Builder

Runner

All Stewards, staff and volunteers should conduct themselves according to the rules of Talking Dogs Rally®.

Duties

Trial Host

Responsible for:

First and foremost, the trial host must provide a safe environment, courteous volunteers and to act in a manner to ensure that the teams' impression of the trial is professional and fair. Running orders and copies of the trial courses will be posted at the trial venue. A simple way to reduce confusion or anxiety and help competitors enjoy their day fully is to provide clear, simple, easily accessible information all around the site.

Obtaining the trial location to host the trial.

Filing the trial application with the TD Rally® office a minimum of 90

days (or 45 for mini-trials) before the desired date.

Booking Judges.

Ordering rosettes, and if desired, sourcing additional prizes and bringing them to the trial.

Making sure all necessary equipment and ring gates/barrier are erected and ready to be used at the trial site prior to the start of the trial.

The trial host must provide contact information for him/her self, address, email address and phone number.

The trial host, together with the trial secretary, if there is one, is responsible for turning in post trial paperwork to the TD Rally® office.

The trial host must provide the Judge with an adequate number of stewards, preferably giving the stewards a briefing on their duties before the trial.

Ensuring that Judges have the opportunity to rest as required.

Ensuring there is time set aside for the Judges to give feedback after they have finished each class. Ideally, they should provide an area with a table and chairs where teams can discuss their rounds with the Judges. This feedback time should be posted at the trial.

The Judge is in charge of his/her ring and all their decisions are final. The trial host does not have the authority to overrule any decision made by a Judge.

Hosts should also make every effort to minimise timing over-runs.

Trial Secretary

Responsible for:

Trial paperwork. Accepting entries and fees and verifying team TD Rally® registration cards.

Acting as general contact to competitors so will need to provide his/her contact information—address, email address and phone number.

Ensuring that any disability modification forms are included with the score sheet and given to the Judge so that they score the team appropriately. TD Rally® must be sent the form along with the other trial paperwork after the trial.

Keeping track of any waiting lists and cancellations.

Handling changes to competitors' entries before the closing date and preparing the gate sheets/scoreboards.

Putting together the schedule.

Printing courses and score sheets—**Tip** it is very helpful to print score sheets for the A and B classes on different coloured paper as they can easily get mixed up. Furthermore, printing trial tally sheets for Levels 1, 2, and 3 on different colored paper is also helpful.

Running registration when teams arrive at the trial. A friendly welcome and clear guidance on where to go, when to go and what to do helps teams relax and enjoy the day.

Occasionally, an apprentice judge may be assigned to an officiating Judge. The host organisation is not responsible for appointing the apprentice judge, but they should provide an additional set of score sheets for each class where they are apprenticing.

Ensuring post trial paperwork is correct, complete and legible, and that Judges have signed the tally sheets.

Posting running orders and copies of the trial courses at the trial venue. When preparing running orders, competitors should be ordered as follows: The A class runs first then the B class. When preparing the Level 2 and 3 gate sheets competitors in each class should also be grouped by jump height, either ascending or descending.

Should any competitor or spectator bring a matter of concern to a steward's attention they must notify or refer them to the trial secretary.

Course Builder

The Course Builder is responsible for co-ordinating with the Judges to layout the class courses before each level and changing each course if the ring is being used for more than one class.

Runner

Will fill in where required (e.g. fill in holes in the ground in the rings, get drinks, etc.)

When needed, collecting and passing on messages from the rings

**You can print these pages out to give to your stewards
to help them stay on track during the trial.**

Table Steward

Responsible for:

1. Checking the height of the dog for jump stations.
2. Checking that the host organisation has the correct information for the team on the score sheet (for example, A or B class.)
3. Preparing the score sheets in running order to give to the timing/gate steward to give to the Judge.
4. Removing scoresheets of absent teams before they reach the Judge.
5. Collecting the score sheets from the timing/gate Steward.
6. Totaling all deductions and calculates the team's score as a check on the Judge's calculations. Stewards **must not change** the scores without the Judge verifying the error/change.
7. Recording scores onto the Judge's tally sheet.
8. Recording scores on the results sheet and posts the completed results sheet on the results board/s.
9. If on the day of trial the trial host has allowed teams to move up a level, the table steward will update the score sheets. While the trial host has the discretion to disallow moves from one level to another after the closing date, moves from the A class to B class must be allowed and the table steward will update those score sheets as well.
10. Is jointly responsible with the Judge for ensuring that all paperwork is complete, legible and accurate at the end of the trial.
11. Ensuring the rosettes, Awards of Excellence and any other prizes are brought to the ring when a class has finished. (This may include checking scores from other rings.)

Timing/Gate Steward

Note: The times recorded by the Timing/Gate Steward help us collate information on the actual times it takes teams to complete rounds and so helps with planning future trials.

Responsible for:

1. Before the class begins, the table steward will give all score sheets, in numbered order, to the timing/gate steward. They should review the score sheets and update the running order together (i.e. teams that are absent, etc.)
2. Assisting the table steward measuring and recording heights for jump stations.
3. Changing jump heights for Levels 2 and 3.
4. Dealing with any conflicts that may come up in the running order (e.g. if a handler is working two dogs.)
5. Making sure the correct competitor is ready to go into the ring and calls next team to ensure they are near the gate when it's their turn.
6. Ensuring that the working team can exit the ring at the completion of their round by keeping observers, other teams, etc. away from the ring entrance.
7. Closing the ring gate after the team has entered.
8. Timing each round with a stopwatch. This person should be placed in a position where they can clearly see the team cross both the start and finish line.
9. Timing begins when the team passes the start sign *after* the Judge has given them permission to start the course. Timing ends when both dog and handler cross the finish sign. Times should be noted in minutes and seconds, i.e. 3:26. All rounds must be completed within 10 minutes.
10. Passing the time onto the Judge after course.
11. Informing the judge if there is a timing problem as soon as possible once the course is complete.
12. Taking the score sheet from the Judge as each team completes their round and passing it to the table steward.

TD Rally® Eligibility

TD Rally® eligibility:

All competitors must be registered with TD Rally® prior to competing at any sanctioned TD Rally® trial. To register, contact the Office or go to the website and download the form and send it with payment to the TD Rally® office.

Everyone over the age of 7 years (children under 16 years old must be accompanied by a parent or guardian) is eligible to compete.

All breeds of dogs, crosses and mixes of breeds over 6 months old on the date of the trial can compete. Health and behaviour may exclude dogs from competing but breed type does not.

Puppy is for dogs aged between 6 and 18 months on the date of the trial.

Level 1A is for dogs 1 year and older on the date of the trial. This level is for inexperienced or beginner handlers who have never won a Title in any other dog sport, or who do not teach or assist in any dog training classes.

Level 1B is for dogs 1 year and older on the date of the trial. This level is for the experienced or professional handlers, trainers, apprentice or qualified judges, those who have already won a TD Rally Level 1 Title or a Title in any other dog sport.

Veteran Level 1A is for dogs over 8 years on the date of the trial. This level is for inexperienced or beginner handlers who have never won a Title in any other dog sport, or who do not teach or assist in any dog training classes.

Veteran Level 1B is for dogs over 8 years on the date of the trial. This level is for the experienced or professional handlers, trainers, apprentice or qualified judges, those who have already won a TD Rally Level 1 Title or a Title in any other dog sport.

Pre Level 2 and Level 2 is for dogs 1 year and older on the date of the trial. This level is for handlers who have already won a TD Rally Level 1 Title or Championship and who are working towards their Level 2 Title.

Pre Veteran Level 2 and Veteran Level 2 is for dogs 8 years and older on the date of the trial. This level is for handlers who have already won a TD Rally Veteran Level 1 Title or Championship and who are working towards their Veteran Level 2 Title.

Level 3 is for dogs 1 year and older on the date of the trial. This level is for handlers who have already won a TD Rally Level 2 Title or Championship and who are working towards their Level 3 Title.

Qualified Talking Dogs Rally® Judges

Jacky Ruddock – TDRJ-16 (All Levels) TDR Judges Team Leader

Kent

Tel: 01304 812508

Email: judges@talkingdogsrally.co.uk

Tanya Butler – TDRJ-15 (All Levels)

Kent

Tel: 01797 344008

Email: csbutler@btinternet.com

Rebekah Watkins -TDRJ-19 (Puppy, Level 1A/B, Veteran Level 1A/B)

Cambridgeshire

Tel: 01353 774859

Email: watkinsrebekah@talk21.com

Rhia Butler – TDRJ-20 (Puppy, Level 1A/B, Veteran Level 1A/B)

Kent

Tel: 07859 405442

Email: csbutler@btinternet.com

Pam Mackinnon – TDRJ-02 (All Levels) TDR Director

Due to Pam's TD Scentwork® commitments, she will only be available to judge on rare occasions

Cambridgeshire

Email: office@talkingdogsrally.co.uk

TRIAL PAPERWORK

1. TRIAL APPLICATION FORM

Use this form to apply to host a trial



You must complete an application form if you wish to host a TD Rally® Trial.
Please print clearly - as this information will be used on all TD Rally® records.

Trial Application Form

Host Details:

Host / Host Club Name _____

Host / Host Club Contact

First Name _____ Last Name _____

Position _____

Address _____

Town/City _____ County _____

Post Code _____

Contact Number _____ Day of Trial _____

Email _____

Trial Details:

Date(s) *(At least 90 days notice required)* _____

Indoor / Outdoor / Both *(Please circle one)*

Trial Venue _____

Address _____

Town/City _____ County _____

Post Code _____

Class Levels to be offered *(tick box and fill in numbers that apply)*

Classes to be offered	Number of Classes	Number of entries per class	Total number of entries	Comments
Puppy <input type="checkbox"/>	_____	_____	_____	_____
Level 1 A&B <input type="checkbox"/>	_____	_____	_____	_____
Vet 1 A&B <input type="checkbox"/>	_____	_____	_____	_____
Pre-Level 2 <input type="checkbox"/>	_____	_____	_____	_____
Level 2 <input type="checkbox"/>	_____	_____	_____	_____
Pre-Vet 2 <input type="checkbox"/>	_____	_____	_____	_____
Veteran 2 <input type="checkbox"/>	_____	_____	_____	_____
Level 3 <input type="checkbox"/>	_____	_____	_____	_____
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	Round rosettes required*: <input type="text"/>

Is this TD Rally® Trial being run along another dog sports event? If so, please give details:

Judges

Class/es and Level (*Am Puppy*)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have read, understood and agree to abide by the rules of hosting a Talking Dogs Rally® trial.

Signature and date

Application Fee, £20

£ _____

Rosette Fees (See below to determine total)

£ _____

Total: £ _____

Applications and required fees must reach the TD Rally® Trials Team Leader 90 (45) days prior to trial. Please make cheques payable to Talking Dogs Ltd. and post to:

Trials, Talking Dogs Rally®

49 Mayfield Road, Eastrea, Whittlesey, Peterborough PE7 2AY

For Office Use Only

Application received on: _____

Approved by and date: _____

Application and rosette fee received: _____

Cheque PayPal

☐☐

Class Fees due by: _____

Class Fees paid: _____

Cheque PayPal

☐☐

Judge's letters and courses due by: _____

Judges' letters and courses received: _____

Checklists and information for trial host's use. Please retain.

Venue		Remarks
1. Does the club have adequate insurance for the venue/trial	Y / N	Mandatory
2. Does the venue have adequate parking?	Y / N	
3. Are there toilet facilities?	Y / N	
4. Does the venue have disabled access	Y / N	
5. Is there a designated exercise (doggy toilet) area?	Y / N	If not, please contact the Trials Team Leader

Staff

1. Trial Secretary	Y / N	Mandatory
2. Trial Chairperson	Y / N	
3. Approved TD Rally® Judges	Y / N	Mandatory
4. Registration Steward (Trial Secretary)	Y / N	
5. Ring Stewards (min 2 per ring)	Y / N	Mandatory
6. Floating Volunteers	Y / N	

Paperwork and Equipment

1. Trial Schedule to include class timings submitted (within 30 days of trial approved)	Y / N	
2. All judges confirmation letters received and 1 copy to TDR Trials Team Leader (within 60 days of the trial)	Y / N	
3. Judges' courses sent to TDR Trials Team Leader on time (30 days after confirmation letter signed)	Y / N	
4. Trial fees paid on time		
Application and Rosette with application request	Y / N	
Class fees two weeks prior to trial	Y / N	
5. Trial paperwork completed and returned to TDR Trials Team Leader (within 10 days of completed trial)	Y / N	
6. Rosettes (rounds and titles)	Y / N*	Mandatory
7. Station Signs, cones and numbers for all rings	Y / N**	N/A
8. Table and Chairs for rings, trial secretary	Y / N	N/A
9. Ring Notice Boards	Y / N	Mandatory
10. Stop watches, Clip boards for each ring	Y / N	Mandatory
11. Jumps/tunnels for levels 2 and 3	Y / N**	
12. Toileting supplies, spare poo bags, and rubbish bins	Y / N	

* Rosettes (£1.20 /per rosette, use or return)

Step 1. $120 \text{ (total entries)} \times 80 \text{ (80\% of entries)} = 9600$

Step 2. $9600 / 100 = 96 \text{ (total round rosettes required)}$

Step 3. $96 \text{ (total round rosettes)} \times £1.20 = £115.20 \text{ (total due to TD Rally® for rosettes)}$

Please note: this does not cover any title rosettes that may be earned on the day.

Rosettes required for this trial: Total fee: Date Paid

Class Fees (class fees will be required two weeks prior to the trial. £5 per class):

(Any classes with less than 10 entries can be combined to make up one class)

Total Classes for this trial: Total fee: Date Paid

**If not, you must ensure judges have their own sets

When to submit your trial application

Trial Month	Submit
January	October
February	November
March	December
April	January
May	February
June	March
July	April
August	May
September	June
October	July
November	August
December	September

Suggested wording for requesting a judge:

Dear XXXX,

We, (inset trial host/club name) are in the planning stages for a trial on (insert date), subject to judges' availability. We would like to know if you could judge the following class(es) – e.g., Puppy (insert size of class, e.g. 10 entries), Veterans L1A&B (xx entries) and L1A (xx entries). The venue is (insert address). Could you please let us know by (insert date). If you agree to judge, I will email you with full details and your confirmation letter as soon as I hear back from you. I look forward to hearing from you soon.

2. JUDGE'S CONFIRMATION LETTER

Use this letter to confirm with your judges that they will judge at your trial, the date, the venue and what classes they will be judging. After initial contact by email or phone, confirm your discussion in this letter, send it out to each judge who will then sign and return a copy each to you, the host, and to the Trials Team Leader (TTL). This must be received by the TTL a minimum of **60 days before the trial date.**



JUDGE'S CONFIRMATION LETTER

I, _____, agree to act as a judge for
Judge's Name and registration number
the following trial sanctioned by Talking Dogs Rally® on _____
trial date
Time: (required at venue; normally one hour prior to first walk through) _____

Venue Address:

Level(s) and entry numbers to judge, (tick class box and annotate class numbers):

- | | |
|--|---|
| <input type="checkbox"/> - Puppy _____ entries | <input type="checkbox"/> - L1A _____ entries |
| <input type="checkbox"/> - L1B _____ entries | <input type="checkbox"/> - Vet L1A _____ entries |
| <input type="checkbox"/> - Vet L1B _____ entries | <input type="checkbox"/> - Pre-L2 _____ entries |
| <input type="checkbox"/> - L2 _____ entries | <input type="checkbox"/> - Pre-Vet L2 _____ entries |
| <input type="checkbox"/> - Vet L2 _____ entries | <input type="checkbox"/> - L3 _____ entries |

Venue Details: Indoors / Outdoors What surface? (i.e., grass) _____

Agreed ring size _____

Will lunch and drinks be provided?

Further information about the trial: _____

The maximum number of dogs to be judged in a day is **40**.

I confirm the details set out above. I have read and will comply with the latest Talking Dogs Rally® rules.

Date Judge's signature

Trial Secretary Signature

Trial Secretary's Address:

(Please sign and return one copy of this letter to the Trial Host and one copy to the Talking Dogs Rally® Trials team leader 60 days prior to trial date. Trial course(s) are due 30 days prior to trial date.)

Talking Dogs Rally®, 49 Mayfield Road, Eastrea, Whittlesey, Peterborough PE7 2AY

Office Use Only:	Date letter received:	Trial Number:
	Date course required:	Date received:

3. TRIAL HOST FEE FORM

Use this form to pay the trial fees, inc. class fees and the cost of any rosettes you wish to order through us. These fees are paid in advance of the trial. Any refunds due, e.g. unused rosettes, will be issued after the trial.

Trial Host Fee Form



Trial Name and Number

Date Held

Trial Secretary

Trial Chairperson (if one)

Application Rosettes	Class	Total
Pre-paid Fees: £	£	£
Date Paid:		

Class Level	Total number of competitors	Total Classes	Class Level	Total number of competitors	Total Classes
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(Any classes with less than 10 competitors can be combined to make up one class)

Example 1: Level 1B - 1 Example 2: Puppy - 5 and Veteran L1 - 5

Example: Level 1 A&B	40	2			

Round Rosettes	Earned	Cost*	Title Rosettes	Earned	Cost*	Champ Rosettes	Earned
Good			Puppy			Puppy	
Outstanding			Level 1			Level 1	
Ace			P-Level 2			P-Level 2	
Perfect			Level 2			Level 2	
Total			Level 3			Level 3	
Returned to TDR			Veteran 1			Veteran 1	
<i>(that were earned)</i>			Pre Veteran 2			Pre Veteran 2	
			Veteran 2			Veteran 2	
						AOE	

* £1.20 per rosette (example: 5 x 1.20 = £6)

Summary of Trial Costs

Remarks:

Application Fee	
Class Fee	
Total Rosette Fee	
Grand Total	
Pre-Paid	
Amount Due/Refund	

Please ensure you also attach your judges' tally sheets and post all forms to:

Trials, Talking Dogs Rally®, 49 Mayfield Road, Eastrea, Whittlesey, Peterborough PE7 2AY

Office Use Only			
Date paperwork returned		Was paperwork complete?	Y / N
Date added to database		Amount due /refunded	Date paid
Titles or awards due and date posted:			

4. SCORE SHEET

This is the form used by the judges to record the scores of each round. Every team in every class has an individual score sheet. Scores sheets should be prepared for each class in advance of the trial date and placed in order of running so that the judge can easily move from sheet to sheet as the class proceeds. Score sheet scores should be checked by the table steward. They are not permitted to change any scores without first agreeing the change with the judge who completed the sheet. Completed sheets should be returned to the TTL after the trial.

*Judges will fill in the the total score. Table Stewards will check the figures and transfer them to the Judge's tally sheet.

Score Sheet

Class Level:



Date	Trial Name & Number		Trial Judge		Ring
Competitor & Dog's Name and Breed			TD Rally® Registration Number		
Bonus Station	Jump Heights		Total Score	Time	Qualifing Rosettes
Y / N	S / M / L				G / O / A Title / Champion

Station Number

Abbreviated Point Deductions

	1 point	2 points	3 points	4 points	5 points
1	TL	SOP	RT	KC	SNC
2	DL	FTM	C/M P	S	LP
3	TS D/S	EB			
4	OP	LC			
5	AC	SOD			
6	L	XP			
7	F	XR			
8	NQs - Circle reason for NQ round				
9	•Touching the dog to prompt a station				
10	•Dog and/or handler leaves the ring •Nipping or biting				
11	•Deductions totaling fifteen points at any station				
12	•Harsh physical/verbal correction				
13	•Exceeding course time (Except for approved time mod.)				
14	•Handler performs two/more stations out of sequence (off course)				
15	•Handler misses or does not attempt two or more stations				
16	(Excluding bonus station)				
17	•Dogs who eliminates or becomes ill in the ring				
18	•Breach of the general rules				
19	Further deductions for levels 2, 3 & Veterans L2				
20	•Deductions totaling ten or more points at any station				
Bonus	•Any stations out of sequence (off course)				
	•Handler misses or does not attempt any stations				
	(Excluding bonus station)				
	•Consistently tight lead and barking criteria:				
	Course Stations	Tight lead / barking			
19	10	5			
20	11 & 12	6			
	13 & 14	7			
	15 & 16	8			
	17 & 18	9 Barking only			
	19 & 20	10 Barking only			

200	Bonus 10
-	-
+	
Total	

Office Use Only		Total NR Points
Round NR Points	LA	
DB	MDB	

5. TRIAL RESULTS SHEET

Use this sheet to record the scores taken from the score sheets for each class. This completed sheet should be posted at the trial once each class ends.



TD Rally® Trial Results

Class:

Ring:

Judge:

<u>Competitor's Name</u>	<u>Score</u>	<u>Competitor's Name</u>	<u>Score</u>
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6. JUDGE'S TALLY SHEET

Use this form to record the scores taken from the score sheets or trial results sheet. This also records any awards gained by each team. This form is signed by the judge to confirm that the results are correct. Without the judge's signature, the scores cannot be verified. Completed forms should be returned to the TTL after the trial.

Judge's Tally Sheet



Date:

Trial No:

Judge:

Class:

Ring:

Judge's signature:

Registration Number	Handler's Name	Dog's Name	Faults	Bonus	Total score	Round Rosette	AOE / Title / Champ	Reason for NQ
						G O A	AOE / Title / Champ	
						G O A	AOE / Title / Champ	
						G O A	AOE / Title / Champ	
						G O A	AOE / Title / Champ	
						G O A	AOE / Title / Champ	
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						G O A	AOE / Title / Champ	
						G O A	AOE / Title / Champ	
						G O A	AOE / Title / Champ	

Judge's Comments:

7. JUDGE'S TRAVEL CLAIM FORM

**Give this form to your judges so that they can claim
travel fees from the TD Rally® office.**



Judge's Mileage Claim Form

Judge's name:

Judge's home postcode:

Trial attended (trial number):

Address of the trial:

Number of miles claimed (return):

Claim fee (miles x 30p):

Preferred method of payment (circle one): BACS / cheque / Paypal

Please provide details (account nos / payee / email):

Claim approved by:

Date:

Date claim paid: