



# **WORKING TRIALS MANAGER'S GUIDANCE**

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## **THE WORKING TRIALS MANAGER**

This document is to be read in conjunction with Kennel Club regulations.

### *Why have a Working Trials Manager?*

This is a requirement in the management regulations in the 'I' regulations.

The committee have overall responsibility as laid down in the Jurisdiction and responsibilities, Schedules, Entry forms, Catalogue and Management regulations.

Working Trials committees often differ with role specifications. Therefore some of the tasks referred to in this document may be the responsibility of others within the committee.

### *What do they do?*

The trials manager will, typically, be responsible for:

- Arranging the venue for the trials base
- Liaising with the farmers/landowners for the use of the land
- Liaising with the judges
- Organising tracklayers, stewards, and other helpers
- Arranging accommodation if necessary
- Receiving and checking entries and entry fees
- Obtaining prize cards, rosettes, score sheets, insurance certificate, licence etc
- Carrying out the draw for which days and times competitors are required to report
- Liaising with the relevant committee officers to ensure that entry fees are banked, a float is received to cover running costs, the entry forms are sent off to enable the catalogue to be printed
- Maintaining the day to day running of the trial
- Arranging for the return of any perpetual trophies
- Arranging for any catering requirements
- Arranging for agility jumps, marking out poles, signs etc to be transported to the trial
- Consider which areas of tracking ground need marking out and where Control and Agility exercises are to be carried out

### *Can anyone do it?*

The Trials Manager would normally need to be an experienced competitor and helper who understands how a trial is organised.

Other softer requirements could include several personal attributes to be considered, such as:

- Good listening skills
- Good personal skills
- Good organisation skills
- Not easily influenced or brow beaten
- Patience when dealing with difficult or irate people
- Good communication skills

- Ability to make your decisions based upon the information you have and the requirements of The Kennel Club I Regulations and associated annexes

#### *How can you deal with the problems?*

The Trials Manager shall be responsible for ensuring that the regulations are observed but he may not interfere with the judge's decisions which shall be final. He shall decide upon any matter not related to judging and not provided for in the rules and regulations and may call upon the judge or judges to assist with the decision which will be final.

When dealing with problems, the following could be considered as a way forward:

- Listen to the person(s) advising you of a potential or actual issue
- Accumulate the facts by establishing:
  - What the issue is
  - Does it breach Kennel Club Regulations?
- If there is a breach, who is involved/responsible?
- Is it within the remit of the Trials Manager to deal with it?
- Decide how best to try to put the breach right
- Record the details of the incident/breach and actions taken in the trials Kennel Club Incident Book

#### *How do I deal with emergencies/issues?*

Some typical emergencies that crop up could include:

- Dog bites
- Medical emergencies
- Dealing with the general public
- Adverse weather before the trial starts
- Adverse weather during the trial
- Judge is unable to complete a judging appointment

Where there is no guidance given with The Kennel Club Regulations then a "common sense" approach shall be taken.

#### *Dog Bites*

The Kennel Club takes these particular incidents very seriously because of the potential ramifications of legal liability claims; irrespective of whether it is dog to dog or dog to human.

When the incident is notified to you, it is essential that the injured party receives appropriate and proportionate veterinary and or medical treatment in the first instance.

Secondly ensure that the offending dog is sufficiently/proportionately restrained with a view to having the dog removed from the trial in accordance with Kennel Club Regulations relating to 'Removal of Dogs'. Remember that this is an extreme event and should be carried out in consultation with the judge and any committee members present.

Thirdly it will be necessary to establish the issues (What, Who, When) and record these in the trial's Kennel Club Incident Book.

Irrespective of what the parties to the incident want, the details must be recorded because of the possibility of legal claims after the event.

### *Medical /Veterinary Emergencies*

The priority is that a proportionate and quick response is made to either of these emergencies. It is **not** specifically for you as Trials Manager to deal with them.

If necessary, where appropriate NHS medical resources are called upon whether it be NHS Direct, Ambulance Services or otherwise.

Under the 'Veterinary support' regulation the secretary of a licensed trial is required to arrange veterinary support compatible with the arrangements for the trial and anticipated entries. The name, address and telephone number of the veterinary surgeon, practitioner or practice supporting the trial is to be available.

Finally ensure that the incident is recorded in the Kennel Club Incident Book.

Veterinary incidents could include dogs shut in hot cars. When dealing with this issue, it is essential that the welfare of the dog(s) is paramount. Try to establish ownership of the vehicles and put out an announcement warning of the situation and the actions that will be taken should there be no response.

If veterinary/police presence is on site, then get them involved and let them take the decision as to the final actions to be taken. For your own protection ensure that there are enough credible witnesses to this distressing situation before final action of breaking into the car is carried out.

When taking remedial action, then try to ensure minimal damage whilst gaining access to the vehicle. Remember the dog(s) are in distress from the effects of heat and that strangers are breaking into their space.

### *Dealing with the general public*

Issues relating to the general public and incidents at trials can sometimes be quite delicate, particularly if the venue is a public space.

When an incident is reported, investigate the issue in a calm but thorough manner and if the member of the public is an offender, then deal with it in a sensitive and proportionate manner.

Do not try to "man-handle" anyone, as this could be construed as a possible cause for a breach of the peace. Calmly try to de-escalate the situation. If you consider any person or animal is at risk or in danger, then the relevant authorities must be notified immediately. If the offender is an exhibitor, treat in a similar manner.

In all cases ensure that the incident is recorded in the Kennel Club Incident Book.

### *Adverse weather before the trial starts*

If there has been prolonged bad weather before the start of the trial it is important to liaise with the farmers/landowners to confirm that they are still happy for their land to be used. If the original choice of land is unusable are there any alternatives? If not, then the committee must be informed and decide whether to cancel the event. Should cancellation be the only option, the judges, helpers, venue etc need to be informed and consideration given to refunding competitors their entry fee (or a percentage of it once allowable expenses have been taken into consideration). Further information on cancellation of events can be found on The Kennel Club website:

<https://www.thekennelclub.org.uk/events-and-activities/cancellation-of-events/>

### *Adverse weather during the trial*

During the trial it may be necessary to alter which areas are used for tracking after consultation with the judge. I25.c. refers

On the control field if conditions underfoot become a safety issue for dogs or handlers, the judge may request that, for example, the jumps are moved after some dogs have worked and sufficient help should be available to facilitate the re-siting of the equipment.

Should the trial have started, and dogs worked on one or more days, but adverse weather means that the trial cannot continue then the Trials Manager should refer to the committee to consider refunds. For those dogs that have worked on previous days and qualified those results will still stand.

### *Judge is unable to complete a judging appointment*

I25.d and I25.g Apply.

The options are:

- Provide a suitably qualified judge to complete the stake
- Cancel the stake
- Reschedule the stake for another day

Dogs that have completed the stake will still be entitled to any qualifications obtained. For those who are not able to work refer to the committee for consideration of a refund of entry fee.

### *What equipment do I need for the job*

As well as items such as jumps, poles, signs, paperwork etc. it can be useful to have replacement items that a judge may use, e.g., gun and ammunition, tape measure, stopwatch, marker pegs etc.

### *Typical timeline for organising a trial*

#### **On appointment/6 months before trial:**

- Obtain judges contact information and check what their requirements are
- Check land availability with farmers

- Inform judges of proposed land type and size of fields
- Book accommodation
- Confirm catering at base
- Confirm tracklayers and stewards' availability

### **1 month prior to trial**

- Check equipment is available, its condition and that it complies with KC specifications
- Visit farmers to confirm actual availability and calculate how many tracks can be accommodated daily. Check with farmers for known hazards like electric fencing

### **At closing date for entries**

- Decide how many dogs you can accommodate each day and on which days the various stakes will run
- Review any requests from competitors for preferred tracking days, constraints because they have more than one dog or are travelling with another competitor etc
- Take into account if any helpers at the trial are also competing in a different stake
- Contact the judges and inform them of the details of their stake. This will include number of entry, any handlers with more than 1 dog, any small dogs, what the ground terrain is and any guidance re their track and article size. Ascertain their requirements re stewards/helpers, dietary and equipment. They will also require to know accommodation arrangements. Discuss with the judges your plans for their stake and ensure they have a copy of the current I Regulations
- Send out report times to competitors, taking into account whether they are to report individually, in small groups or all at the same time. The information supplied to the competitors should contain clear directions to the base and contact telephone numbers for before and during the trial. Consider also including veterinary contact details, local accommodation and campsites
- Arrange for catalogue to be printed

### **Just prior to trial**

- Section off land into individual track areas
- Put up signage for base, parking arrangements and stakes' locations
- Create daily booking in sheets for each stake
- Arrange for return of perpetual trophies
- Ensure that all paperwork has been received and equipment will be available on site the day before the trial starts
- If possible, arrange to meet judges the day prior to the trial so that you can show them the land they will be using for their test. At some point prior to the trial, obtain the track pattern with its instructions for tracklayers and a set of articles from each judge. A track pattern may be requested early to enable tracklayers to practice before the trial commences and will also be required in advance for the tracklayers who have to lay early in the morning.
- Show tracklayers the land to be used for the tracks.

### **During the trial**

- Ensure that the required documentation is available e.g. license, insurance certificate, copy of current I Regs , Guide to Working Trials Judges and Stewards etc.
- Have a First Aid kit available at the base
- Update risk assessment with specific issues relating to the trial
- Amend daily running orders etc. to take account of any cancellations
- Monitor what is happening where
- Ensure you have everything like refreshments covered for all helpers and judges
- Arrange for marks to be brought down from the judging field as soon as possible or at the completion of judging to assist the base with scores
- Arrange for certificates to be written, and presentations for each stake as appropriate
- Pay judges and helpers expenses
- Pay for venue, accommodation, and any other expenses
- Arrange for farmers gifts and thank yous to be distributed

### **At end of trial**

- Check venue is left clean and tidy. Book for following year if appropriate
- Ensure all poles and signs are gathered in and any rubbish removed.
- Check all scores are correct and catalogue for The Kennel Club and judges are all updated correctly
- Send marked up catalogue to The Kennel Club for Championship stakes
- Send copy of incident book to The Kennel Club
- Retain articles and entry forms for 12 months
- Ensure all expenses are paid where relevant
- Write a “thank you” Trials Managers report and send it for posting on relevant web sites etc. This is a good way of reinforcing your thanks to those who were at the presentation but then including those who weren’t
- Send a copy of trials accounts to treasurer

### *SPECIFIC 'I' REGULATIONS NAMING THE TRIALS MANAGER*

111. Following discussion between the trial management and/or veterinary surgeon a dog shall be prevented from competing and/or removed from the Trial if it is:

- a) A bitch which is in season
- b) Suffering from any infectious or contagious disease
- c) Interfering with the safety or chance of winning of an opponent
- d) Of such temperament or is so much out of control as to be a danger to the safety of any person or other animal.
- e) Likely to cause suffering to the dog if it continues competing

The circumstances of such a removal shall be recorded in the trial incident book and submitted to the Kennel Club.

121.c The secretary of the host club will, unless otherwise specified, be the working trial secretary for the event, the society scheduling the championships appointing a trials manager.

*(This is specific to the Kennel Club Working Trials Championships only.)*



I24.a On the front outside cover or title page, the name of the trial society, the type, venue and date of the trial as described on the licence and any additional title for which prior permission has been given by the Board of the Kennel Club and the trial manager's name, a contact address and telephone number.

I25.b A working trial manager must be appointed by the committee of the society who shall be responsible for ensuring that the regulations are observed but he may not interfere with the judge's decisions which shall be final. He shall decide upon any matter not related to judging and not provided for in the Rules and Regulations and may call upon the judge or judges to assist with the decision which will be final. The manager and his deputy, one of whom should be present throughout must not enter or work a dog at the trial.

I25.c The working trial manager and the judges should assess the weather conditions, and should they consider the weather unfit for holding the Trial commencement may be postponed until such time as it is considered necessary for the trial to be abandoned and entry fees returned.

I25.d When a judge is prevented from attending or finishing a meeting which has commenced, the working trial manager shall decide what action is to be taken.

I25.h The working trials manager shall be in receipt of a specimen set of track and search articles prior to the commencement of the trial. The judge must ensure that the articles and all exercises are:

- 1) Suitable for the nature of the ground,
- 2) Suitable to the stake being judged, and
- 3) Unlikely to be in any way injurious to the dog.

I27.c The judge or judges in consultation with the working trials manager may arrange for dogs to be working singly or together in any numbers. All dogs entered in a stake shall be tested as far as possible under similar conditions.

I30.b The working trial manager shall announce the specific time at which a dog or group of dogs may be called for any exercise or group of exercises. Each dog must be brought at its proper time. The times and order may be changed, if necessary, at the discretion of the working trial manager with approval of the judge or judges provided that no hardship is thereby caused to any competitor. If absent when called, the dog shall be liable to be eliminated by the judge or judges.

I30.e No dog entered for competition at the meeting may be withdrawn from competition without notice to the working trials manager. No dog shall compulsorily be withdrawn from a stake by reason of the fact that it has obtained less than 70% of the marks in any one group.