

## Guidelines for Obedience Trial Coordinators

- I. Secure a venue, a judge and a trial committee at least 2 months before the trial. Make sure someone on the trial committee is familiar with the current rule book & recent rule changes.
- II. Submit sanctioning papers at least 45 days before the trial. These papers must include the premium. (See 1.1.2 Premium in the **ASCA Obedience Rules and Regulations** for a complete listing of what needs to be included in the premium.) Premium must define:
  - a. Where and when the trial will be, who the judge will be, who the trial secretary will be.
  - b. What classes will be offered.
  - c. Entry limitations, if any. (See 1.22 Limitation of Entries in the obedience rules.) On the ASCA website there is a downloadable Obedience Judge Time Calculation excel Worksheet to help determine limits.  
<http://www.asca.org/formsandrulebooks#obforms>
  - d. Entry fees, pre-entry deadline, cancellation policy and refund information.
  - e. When the group exercise will be held (at the start of the trial, before the individual exercises, after the individual exercises).
- III. Advertise the trial.
  - a. Use the Events calendar on the ASCA website.
  - b. A club Facebook page is a good place to advertise.
  - c. If the club has a website, post the premium, entry form, and tracking number application form.
- IV. Communicate with the judge about the following.
  - a. Accommodations, meals, transportation, and food and beverage needs during the trial.
  - b. How to access the most recent rule changes. The list is found on the ASCA website.  
<http://www.asca.org/upcoming-obedience-rules/>
  - c. Worksheets: Does the judge want to bring his/her own or should they be provided by the club? What format would the judge prefer (with text or with blanks)? Which run orders will be used for Open B and Utility B? Which Glove will be used for Utility?
- V. Make arrangements.
  - a. Communicate the judge's needs to the trial secretary.
  - b. Arrange for judge's transportation to and from the trial.
  - c. Arrange for a check and/or a gift for the judge.
- VI. Check equipment and make necessary repairs.
- VII. Complete on the day of show, before the trial begins.
  - a. Make sure stewards are at ringside at least 30 minutes before start time.
  - b. Check ring area to be sure it is clean, safe, and reasonably even.
  - c. Set up ring, secretary's table, chairs, and possible canopy.
  - d. Post the "no abusive training" sign, the Open B and Utility B orders, and the Utility Glove number.
  - e. Define the 10' perimeter around the ring where crating is not allowed. If there is ample space, try to keep this area free from spectators and distractions. Keep this ideal in mind as people set up their crating.
  - f. Make sure paperwork is ready ringside by the published start time, including judge's books, judge's worksheets and unofficial scoresheets.
  - g. Make sure the check-in board is set up and stewards are recording check-ins.
- VIII. Complete after the trial ends.
  - a. Pay the judge and be sure she/he is taken care of.
  - b. Clean up.
  - c. Inventory equipment and its condition.