

Guidelines for Obedience Trial Secretary

I. Rules and procedures

Recommended: Be familiar with the current rulebook and the most recent changes to the rulebook so you can support the judge when s/he has questions. The rule changes are available on the ASCA website under Competitive Programs/Obedience/Upcoming Obedience Rules. <http://www.asca.org/upcoming-obedience-rules/>

II. Entries

Note: Use of an Excel spreadsheet is recommended. You can find a sample Obedience Entry Spreadsheet on the ASCA website. The first four columns can be copied and pasted to create run order sheets. These same columns can be used to create entry confirmations. The finalized spreadsheet gives you complete electronic records, including NQs for a show. The spreadsheet can be printed and submitted with the Obedience Trial Report. Afterwards, if desired, your electronic records can easily be checked against each dog's show results on the ASCA website.

- a. Record entries as they come in, keeping track of payments. Give each dog an armband number.
- b. Once entries are closed, prepare a run order. Print the entry list. Leave space to add day of show entries, if they are allowed.
- c. Prepare armbands.
- d. Recommended: Confirm receipt of each entry.

III. Equipment

Check that you have the necessary equipment, including some or all of the following.

- i. Measuring stick or tape measure
- ii. Rubber bands for armbands
- iii. Spray marking chalk
- iv. Pens, paper clips and basic supplies
- v. Hand sanitizer, Kleenex, handiwipes
- vi. Ballpoint pens
- vii. Binder clips – 2 sizes
- viii. 2 clipboards
- ix. Masking and/or duct tape
- x. Dry erase board markers and eraser
- xi. Slip leashes
- xii. Poop bags
- xiii. Stop watch
- xiv. Scissors
- xv. Scotch tape
- xvi. Tongs
- xvii. Spray bottle with vinegar water and paper towels for ring cleanup
- xviii. Calculator
- xix. File folders for each class
- xx. Judge's worksheets for all classes
- xxi. Unofficial score sheets
- xxii. Group sits and downs judge's worksheets
- xxiii. Judge's books
- xxiv. Signs from ASCA to post at the trial
- xxv. Current rulebook and copy of the most recent rule changes.

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IV. Paperwork

- a. Prepare as much paperwork before the trial as you can. The trial will run more smoothly if you have a folder for each class containing a worksheet for each entrant with information entered (i.e. number, jump height, date, eligibility for Veteran's jump height), the unofficial score sheets, the worksheet for the group stays (if relevant) and the Judge's Book for that class. For Utility B, Open ODX B and Open CDX B, use the worksheets that match the exercise orders chosen by the judge.
- b. Before each class begins, check the judge's worksheets for completeness and order.
- c. Two clipboards make the classes run more seamlessly. The judge uses one, and the second contains the paperwork for the next team. Alternatively, you can put the worksheets for the class in order on a single clipboard.
- d. Fill out relevant information in Judge's books. Mark a V by the entry number of dogs whose birthdate qualifies them for veteran jump heights.

V. Day of show

Note: Make sure paperwork and stewards are ready to go at the published start time.

- a. Take day of entries, if appropriate, adding them to the run orders and Judge's Books.
- b. Complete forms for move-ups. (These require the signature of the handler.)
- c. Be sure stewards are available when needed.
- d. Be sure the 10' perimeter around the ring is as distraction free as possible. No crating is allowed. (If there is ample space, try to keep the area clear of spectators, dogs, toys, food, etc.)
- e. Post run orders ring side, or ask the ring steward to post them.
- f. Communicate with judge to see if he/she wants to enter and total scores for each run in the Judge's Book, or if you (or the designated Table Steward, if not you,) should do that.
- g. After each run, enter scores for each team on the unofficial score sheet. Distribute these at the end of each class, after the placements have been announced. It is optional to only fill out and hand out unofficial score sheets to handlers who request them.
- h. Enter start time and end time for each class and be sure the judge signs and dates each Judge's Book.
- i. Post the mustard colored copy of the Judge's Book after each class is completed.
- j. If there are any excusals, complete paperwork for excused teams.
- k. Prepare a folder to give to the judge at the end of the trial, containing the worksheets for each class attached to the gold copy of the Judge's Book.

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IV. Final paperwork

- a. Within 2 weeks following the trial, the Obedience Trial Report paperwork needs to be completed and mailed to the ASCA Business Office. If you use the spreadsheet, you can print it and send it attached to the Obedience Trial Report form provided by ASCA, instead of handwriting all the information onto the forms. You will still need to handwrite in some basic information.
- b. Include the entry forms for all qualifying teams.
- c. Include the white copy of the Judge's Book.
- d. Send back any unused paperwork.
- e. Maintain the pink copy of the Judge's Books in the club records.
- f. The gold copy of the Judge's Books plus the judge's worksheets should have been given to the judge.
- g. The mustard copy of the Judge's Books should be posted at the trial. At the end of the trial, collect and discard them appropriately.