



HOW TO REQUEST SANCTIONING FOR A SCENT DETECTION TRIAL

(The following is a suggested time line for getting a Scent Detection trial sanctioned)

4 to 6 months prior to the trial:

1. Get approval from your Affiliate Club to host a trial. Make sure that funds within the club budget exist to cover costs of the event.
2. Create an Event Committee. Chapter 1.6
3. Secure an adequately sized and convenient trial site. Consider the space requirements for all elements you would like to offer, i.e. interior, exterior, vehicles, containers (see rule book for specific specifications). Consideration should be given to availability of parking, crating, restrooms, food and lodging availability, emergency veterinarian close by, and directions and signage necessary to access the trial site. Consider the flow (how to get from one search area to the next search area), staging areas, line of sight, out of hearing distance between the search areas and the crating areas, etc.
4. Finalize with the site owner/manager, etc., as to deposit required and all costs for facility rental, details regarding usage, set physical perimeters of the trial site, determine the facilities requirements for insurance, and agree upon who is responsible for cleanup and what supplies are needed. Reduce all to a written contract entered into between the Affiliate Club's authorized representative to enter into contracts, and the facility owner/manager. A copy of the contract signed by both parties should be provided to the facility and a copy should be sent to the Affiliate Club's Treasurer for acknowledgment and payment.
5. Select and hire the judge(s). Usually, hiring judges falls upon the event chairperson or the secretary, but any designated member authorized to conduct business on behalf of the Affiliate can enter into a written contract with the judge(s). The written contract should specify the assignment in terms of which elements, which levels, on which dates and have full contact information for each party. Lodging arrangements, fees, transportation costs and meal allowance payments should also be set out in the contract. If the judge is using their own dog as the white dog, this also should be set out in the contract. A copy of the contract signed by both parties should be provided to the judge(s) and a copy should be sent to the Affiliate Club's Treasurer for acknowledgment and payment. A letter of confirmation as to the terms agreed upon is often used in lieu of a contract. Arrange for a white dog if the Judge requests. Remember that a white dog cannot be used for any class in which that dog will be competing.

6. A note about judges. Regular judges may judge any level or element. Provisional judges may judge only novice unless the Provisional Judge desires to progress to Regular Judge status. In this instance, the Provisional Judge will be overseen by a Regular Judge for the purpose of completing a Co-Judge Review. You may hire as many Regular or Provisional Judges as you like. Every Provisional Judge you hire must have your club's prior written consent or contract. The Affiliate Club will have the final say as to whether or not a Provisional Co-Judge Review may take place during any trial(s).
7. Secure Judges' travel, lodging and meal arrangements well in advance of the trial.
8. Decide upon the amount of pre-entry and day-of entry fees, keeping club budget and costs in mind.
9. Select a person to take the pre-entries. Usually this function is performed by the event secretary. Contact information for this person and where/how to enter details will appear in the Premium.
10. Select a person to take requests for move-ups. Again, usually this would be the event secretary. Decide when move up requests must be turned in.

3 months before the trial:

1. Now you're ready to tackle the **Premium** and complete the **Scent Detection Sanctioning Request Form** which is necessary to get approval for your event! The form can be found at <https://ASCA.org/competitive-programs/scent-detection/> Form must be completed and arrive at the ASCA office with the correct payment at least 60 days prior to your trial. You will need one Sanctioning Trial form for each trial. (See attached example "What Constitutes A Trial").
Hint: save the form to your desktop for easy access and duplication. Submit full sanctioning fees for all trials with your Sanctioning Request Form(s). Each trial sanctioning fee is \$25.00 through May 31, 2024. Thereafter, the sanctioning fee is \$40.00 per trial.
2. Prepare your **Premium** as specified in Chapter 1.5. Send the **Premium** and your completed **Scent Detection Sanctioning Request(s)** by email to the ASCA Business Office at membership@asca.com with the correct payment or On-line sanctioning via the portal to the ASCA website. The person listed as Trial Secretary on the completed Scent Detection Sanctioning Request will receive approval to proceed with the event, and the official books. The QT/Service Membership Form, and an official entry and Release Form become a part of your Premium.
3. Acquire or make sure that the Affiliate Club has all of the equipment necessary to hold the event. Chapter 1.7. A pre-prepared box for each judge should contain a clip board, extra score sheets, pens, pencils, stopwatch and batteries, tape, measuring tape and rulebook. Chapter 1.7.16.
4. Order or make sure that the club has an adequate supply of ribbons. Chapter 1.9. Ribbon orders may take months to arrive.
5. Make sure that the Volunteer Coordinator has secured enough stewards and volunteers to accommodate each trial and that they are well educated on what you expect them to do. Chapter 1.6.5 and 1.6.6.

6. If other than the Show Secretary, determine who will take Day-of-Show entries. They will need a supply of entry forms and QT/Service Membership Forms.
7. If the Affiliate club is responsible for cleanup, find volunteers or members to help immediately at the end of the trial. Make sure you have the appropriate cleaning supplies.
8. Gather and designate any awards and prizes that will be given. Judges gifts may also be given.
9. By now you should have approval for your event and can confirm times and locations with all members, volunteers, judges, vendors, photographer, etc.
10. Publicize your trial! Be sure and check and make sure your event appears on the ASCA calendar. Use social media, websites and any other resource available to you. Other canine clubs in your area may be interested in this all breeds program. This can be done before sanctioning is approved as long as there is a disclaimer that the event is "Sanctioning Pending". Let potential exhibitors plan to attend the event.
11. Make sure the Treasurer is available for petty cash, payments to judge, lodging, meals, facility owner, etc.

1 week before your trial:

12. Check on your pre-entries and answer any questions. Send confirmation of entries by email to pre-entered participants along with the schedule and any housekeeping details.
13. Check on any special accommodation requests.
14. Make sure your hospitality crew is ready to spoil your judge and volunteers!
15. Make sure you take a deep breath, and enjoy the show!

Within 15 days following the last day of the trial:

1. Complete all trial paperwork and upload with results with secure payment at <https://asca.org/djonlineresults/>
 - *All ASCA Tracking number and Service Membership Applications and payments taken at the trial can be uploaded and paid separately at <https://asca.org/qt-registration-application/> or emailed to membership@asca.org;
 - *Completed Gross Receipts Report listing the number of runs per trial day including FEO and scratched runs, DQ's and excused runs. Include payment at the rate of \$1.00 per run.
 - *The completed Sanction Grant;
 - *Completed Judge's Conduct Evaluation Form (one form for each judge) should be sent to asca.execsec@gmail.com
 - *All Entry Forms for all dogs are retained by the Trial Secretary or Affiliate Club for one (1) year.
 - *Completed Judge's Explanation Form for excused, disqualified or eliminated dogs and/or handlers;
 - *Completed Show Change Report;
 - *All trial results;

*Any late filing fees at the rate of \$20.00/day beginning with the 16th day from the last day of the trial until the postmark date of the results paperwork.

What constitutes a trial.

One Trial Sanction form is needed for each trial your club is offering. Clubs may offer more than one trial per day. IE: AM and PM.

A trial can include from one to all four of the elements (Containers, Interior, Exterior and Vehicles) and one to all four levels (Novice, Open, Advanced, and Excellent). If a club would like to offer an element more than once in the same day, for example two Container searches on the same day, then those would be divided into two separate trials as shown below in the first example.

A club may choose which levels/elements to offer at each trial, considering resources, site availability, levels/elements most needed, and other considerations. The current trial sanction fee of \$25.00 (until May 31, 2024). would be for each trial sanctioned regardless of the number of levels/elements offered in that trial. After May 31, 2024, the sanctioning fee will be \$40.00 for each trial.

Example: A weekend of 4 trials

Day one-

Trial 1 AM – Level: Novice – Elements: Containers and Interiors

Trial 2 PM – Level: Novice – Elements: Containers and Interiors

Day two-

Trial 3 AM – Level: Novice – Elements: Exteriors and Vehicles

Trial 4 PM – Level: Novice – Elements: Exteriors and Vehicles

Total sanctioning cost of \$100. – 4 trials @ \$25. each. (\$160 - 4 trials @ \$40 each after May 31, 2024)

This example falls in line with other ASCA programs that offer more than one trial in a single day.

Example: A weekend of 2 trials

This example only offers 1 trial per day with multiple levels and elements.

Day one-

Trial 1– Level: Novice, Open, Advanced – Elements: All

Day two-

Trial 2 – Level: Novice, Open, Advanced – Elements: All

Total sanctioning cost of \$50 – 2 trials @ \$25 each (\$80 - 2 trials @ \$40 each after May 31, 2024)

Event fees are \$1 per entry, including all absentees. This is in line with the event fees with other ASCA programs.