

## ANKC

### NATIONAL SCENT WORK COMMITTEE

#### ANKC SCENT WORK RULES TRIALLING STEWARDS COURSE HANDBOOK

**XXXX 2020**

#### 1. INTRODUCTION

This information has been prepared by the Australian National Kennel Council (ANKC) National Scent Work Committee as an aide to individuals training to become ANKC Scent Work stewards.

It covers the ANKC Rules and Regulations for the conduct of Scent Work Rules trials in Australia. It also addresses common sense matters that help in the smooth running of Scent Work trials. It is intended to serve as a memory jogger to stewards when faced with situations that may occur in a Scent Work trial.

Where there is any doubt about interpretation or actions required, the official ANKC Rules and Regulations of Scent Work shall take precedence. In the event that an interpretation of the Rules is required, clarification should be sought in writing through the relevant member body to the National Scent Work Committee, whose decision shall be binding

#### 2. GOVERNING FRAMEWORK FOR CONDUCT OF SCENT WORK TRIALS IN AUSTRALIA

The ANKC is the governing body for dogs' sports in Australia.

Each state or territory has a controlling body that is a member of the ANKC (for example, Dogs Victoria, Dogs ACT) and is responsible for overseeing the conduct of dog sports in their state or territory. Member bodies (among other things) approve trial dates, train and appoint judges and stewards, and register members and dogs, and applications for titles etc.

The state/territory member body's key objectives (among other things) are to:

- promote and encourage the recreation, sport, exhibition and training of ANKC registered dogs in the state/territory and provide facilities for those purposes
- set and administer the Regulations and Rules concerning Conformation Showing and Trialling (Obedience, Rally Obedience, Agility, Tracking, Scent Work and so on) in the state/territory within the context of the ANKC's General Rules and Standards.

As part of this member bodies:

- approve the date for and conduct of trials and shows by Affiliates
- register pedigreed litters and ownership transfers
- issue show and trialling titles
- conduct courses for Judges and Stewards in conjunction with the National Scent Work Committee

All Obedience and Breed Clubs in the ACT which conduct trials or conformation shows must be affiliated with their local member body.

In order to participate in a Scent Work trial, a person must be a current member of a Controlling Body (that is, Dogs ACT, Dogs NSW, Dogs Victoria etc) and dogs must be registered with a Controlling Body. The member body can disqualify someone from trialling if a breach of the Rules is severe enough.

This course is run by **[member body]**. Attendees who obtain 80% or more on a written exam will be recommended for appointment as a qualified Scent Work Steward and will be placed on the official Scent Work Stewards Panel.

### 3. KEY DOCUMENTS

#### *National requirements*

The **ANKC 'Rules for the conduct of Scent Work Trials'** set out the national requirements for the conduct of trials and are binding on member bodies of the ANKC.

These Rules (among other things):

- set out the classes, elements and titles available in ANKC Scent Work
- address matters such as search area size and equipment required for the conduct of each class or element, including specifications (for example, how target odour is to be prepared for the trial) and what is to be provided by the Affiliate (Club), and what is to be provided by the competitor
- set out requirements for competitors and dogs for example: type of lead and collar; use of training aids and protective clothing; competitor dress code; entry numbers and so on
- provide guidance on judging procedures for example: interpretation of requirements within the search; the standard of work required of the competitor and dog; use of judging charts; trial catalogue; deductions; change of position requests and so on
- provide guidance to Judges including on scoring (faults; deductions and so on)
- describe each Class and Element and the search requirements

The Rules for Scent Work can be found on the ANKC website and are also **included as an Attachment to this handout**:

- Scent Work: <http://ankc.org.au/media/9409/21-canine-scent-work-rules-01-07-20.pdf>

#### *Member body requirements*

Member bodies also makes **Regulations** which must be interpreted, in conjunction with the ANKC Rules and Regulations, to provide guidance on local requirements for the conduct of trials. Regulations that are important to Scent Work include:

- *Dogs ACT Regulation – Part 8 – Obedience and Agility* which sets out requirements such as (among other things) the need to seek Dogs ACT approval to conduct a trial (event) and the proposed date; the role of the trial manager and Dogs ACT representative; documentation requirements (for example, each trial must have an event catalogue or running sheet; ANKC judging sheets and official Dogs ACT award cards)
- *Dogs ACT Regulation – Part 9 – Judges* which sets out the requirements (among other things) for training and accrediting Judges
- *Dogs ACT Regulation – Part 10 – Stewards Show and Trials* which sets out the requirements (among other things) for training and accrediting Stewards.

The Dogs ACT Regulations can be found on the Dogs ACT website: <http://dogsact.org.au/about-us/rules-and-regulations/>. Relevant Regulations are included as part of this handout.

#### 4. UNDERSTAND THE RULES

##### *Scent Work stewarding*

Stewards should be aware of the intent and meaning of the following sections of the Scent Work Rules as a minimum:

- **Section 4. Division and Elements:**
  - a. Elements: Container; Interior; Exterior; and Vehicle
  - b. Target Odour: Birch; Anise; Clove; and Cypress
  - c. Class: Novice; Advanced; Excellent; and Master
- **Section 5. Titles:**
  - a. Scent Work Class Category: SWN; SWA; SWE; SWM
  - b. Scent Work Element Category: SWC; SWI; SWX; SWV
- **Section 9. Organisation of Trial:** including – Bitches in Oestrus; Dog attire
- **Section 10. Physical Layout of Trial Venue:** including – Staging area; Warm-up Area
- **Section 11. Spectators:** especially Spectator Area
- **Section 12. Photography and Recording Devices:** as a potential role of a steward
- **Section 13. Competitors:** including handling of more than one dog; substitution of handlers; confidentiality of hide in search until class is finished; competitor numbers
- **Section 14. Removal of a Dog:** possible action in case of an incident
- **Section 15 Withdrawal of a Dog:** requirements to be met
- **Section 17. Preparation for the Search and Set Up of Search Areas:** especially the role of the Hide Steward; and assistance to the Judge
- **Section 19. Conduct of the Search:** especially the role of trial officials – Hide Steward; Trial Steward; Official Timer; and Search Area Steward; and cleaning contamination in the search area; and fouling
- **Section 21. Judging:** especially the role and authority of Judge
- **Section Part 5 Odour Search Division:** which provides a summary of requirements for each class and element. Stewards should have a broad understanding of what each element is about, what class levels are available and so on.



A copy of the 'front of the Rules' is provided as **an attachment.**

#### **Requirements of Scent Work Stewards**

Stewards play an important role in the conduct of a trial, and need to be mindful of their role and responsibilities as an ANKC trial official. This includes reporting any observed incidents during the trial.

Stewards and Judges act as a team and, the better the cooperation, the smoother the flow of the search area. The Steward assists the:

- Judge to make this happen by being in the right place at the right time, ready to carry out all instructions
- Competitor by being friendly, understanding, unobtrusive and considerate
- Dog by being in the background and making sure there is a smooth flow from one search area to the next.

The search area atmosphere is apparent to the competitor. If a competitor is worried that a Steward does not know what to do, it can upset concentration and the rapport with their dog, and hence their overall performance.

Stewards need to consider their conduct, their dress and their overall presentation as a trial official. A Steward should wear clean clothes that do not have pockets smelling strongly of food. Stewards should also not have handled or kept any of the odours on their body or clothes prior to the trial with the exception of the Hide Steward who will handle odour during the trial.

Specifically the Judge relies on the Steward to:

- ensure that all equipment required for the class or element being judged and which the Affiliate (Club) is required to supply, is available near the search area before the Judge arrives
- assist with setting up the search area and equipment both before judging commences and during judging
- ensure that the correct dog enters the search area according to the catalogue
- introduce the competitor – the Judge will usually indicate a style preference for the introduction
- keep the search moving by ensuring that the next dog is ready and waiting at the specified point
- ensure that neither the Judge, the competitor nor the dog are distracted by noise or other types of distractions for example, children or other triallers and dogs outside the search area including playing games such as tug
- re-arrange the order of judging if someone is competing in another search when their turn comes
- mark up the score board
- ensure that all Affiliate (Club) equipment is collected at the conclusion of judging and delivered to storage
- help dismantle the search area.

### **Specific duties:**

The Judge is responsible for managing and briefing allocated trial officials on their roles and responsibilities.

All Stewards will receive specific instructions from the Judge as to what will be required during the conduct of the class. While it is desirable to have Stewards for each function, it is not always possible. In some cases, Stewards may be required to perform several functions.

These are the duties which need to be executed by the Steward(s) allocated to the search area. It will depend on how many Stewards are available as to whether the duties will be divided as per the suggested functions.

Hide Steward

1. Placing hides at the Judge's direction
2. Using non-powdered latex or nitrile gloves at all time. Used gloves should be placed in a designated place away from the search area and then disposed
3. Is the only person to handle the scent vessel or container
4. Should not handle any other object in the search area
5. Should not be present when a team is searching
6. Supporting the Judge as required

Assembly Steward

1. Marshalling competitors to ensure timely completion and flow of the searches
2. Ensuring competitors are waiting in the designated spot for entry into the search area with the welfare of the dog paramount (area is safe; water and shade are provided if the weather requires etc)
3. Marking off running sheet
4. Alerting competitors to when they are due in the search area

Search Area Steward

1. Managing competitors outside of the search area
2. Ensuring competitor's catalogue number is correct and displayed
3. Ensuring the dog enters and leaves the search area on lead
4. Bringing each team to the start line
5. Advising Judge of any requests for changes to catalogue order, withdrawals etc
6. Being aware at all times of what is happening in the search area in the event the Judge requires assistance eg repositioning of items in the search area
7. Other duties as required by the Judge

Official Timer

1. Ensuring time-keeping devices work and that back up devices are available
2. Monitoring and recording the search time of each team (to one-hundredth of a second)
3. May be required to provide a 30 second warning to competitor (at the Judge's discretion)
4. Advising when maximum allowable search time is up

Without good Stewards:

- Search area management can be a mess
- Judges and competitors can be kept waiting
- Mistakes can be subject to appeal.

**Before the trial starts**

Stewards should:

- get to the trial grounds at least 45 minutes before the trial begins to:
  - be briefed by the Trial Manager
  - meet the Judge and find out what the Judge expects of their Stewards
  - assist the Judge in setting up the search area and ensure that all the equipment is available and that the search area is clean for example, vehicles have been swept etc
  - work out which Steward will perform which role
  - find out how their Judge wants to be introduced to competitors
  - when the Steward will be provided the opportunity to take the Judge's chart to write up search outcomes on the score board outside of the search area.
- review the Rules to be able to address questions from the competitor such as: 'I want to change my position because I am due to a search in another Element at the same time'
- not interact with any dogs likely to be in the trial before or while the judging is underway.

**When the trial starts**

The Steward should:

- check the competitor's catalogue number to ensure that the number is correct
- ensure that the dog enters and leaves the search area on lead
- be aware at all times of what is happening in the search area in the event the Judge requires assistance, an competitor asks to withdraw or there is an incident
- manage competitors to ensure minimal distraction to the running of the search and support provided to the Judge

**Judge's briefing**

The Judge's briefing will likely address matters such as:

- determining who will perform which role and what is specifically required
- search area management and flow for example, one dog working; one dog waiting; two dogs alerted to search area progress. Competitors usually keep an eye on the search area. If a competitor cannot be found by the completion of the search, they should be declared absent in consultation with the Judge or Trial Manager.
- escorting the competitor to the Start Line Peg (preferably on the competitor side (not the dog side))
- introductions
- awareness of search area activity in case there is an incident

The Steward should report any absentees to the Judge.

Exhibitors may make requests for special consideration, such as asking to be judged out of catalogue order. Such requests should be reasonable and not create unnecessary duress for other competitors. Any request of this nature must be directed to the Trial Manager (refer to relevant member body Regulations). The Judge should also be notified of any change in order.

Dogs can only be withdrawn once judging has commenced, with advice to the Judge. An competitor can also withdraw prior to entering the trial search area by asking the Steward to mark them absent.

## **5. ATTACHMENTS**

- A. Member body Regulations – Part # – Scent Work Rules
- B. Member body Regulation – Part # – Stewards Show and Trials
- C. Scent Work Rules – front section only
- D. List of Equipment required for each search area