

## **TRIAL MANAGER AND TRIAL SECRETARY GUIDE**

This Seminar is to assist/train interested people to become Trial Managers and Trial Secretaries with a view to assist in the organising of an Obedience Trial.

### **TRIAL MANAGER CRITERIA**

He/She must be a financial Ordinary Member of Dogs SA (SACA) as defined in the SACA Rule Book and have a good knowledge of the SACA Rules regarding Obedience and the ANKC Rules. Must also have the ability to organise, plan and co-ordinate the activities of groups and workers. The Trial Manager is responsible to the Club Committee for the running of the Trial. It is the Club's decision as to whether the Trial Manager holds a position on the Club's Committee.

### **Risk Assessment:**

Is a procedure performed by the Trial Manager before the Trial commences in order to ensure the safety and wellbeing of the competitors, Judges, Stewards, Volunteers and Spectators. It involves checking the safety of the equipment and grounds and following up any potential problems brought to their attention (eg. potholes in the ground). The steps are:

1. Identify a risk,
2. Determine the probability of its occurrence,
3. Establish its potential impact,
4. Implement preventative measures.

For example, a risk is a person slipping on a muddy patch of turf. The probability of slipping on the mud might be 50/50 and the impact could be quite high – a person could break a bone in a fall. To prevent participants slipping, the Trial Manager may avoid placing rings in a hazardous area of the Grounds. He/She must consult with the SACA Representative and Committee members if there is any concern that He/She cannot rectify.

### **DUTIES:**

(Club decision if these duties are undertaken by a Trial Manager or Trial Secretary, can also be undertaken by one (1) person).

The SACA send out Trial Application Forms (Attachment A) in January for two (2) years ahead and a copy of the next year's calendar for any alterations. These applications must be returned to the SACA Office by 1<sup>st</sup> April each year. The dates of all trials will be printed in the December issue of the Canine Journal. The grounds to be used for the Trial should be booked as soon as the date is confirmed.

**Approval from the Club's Committee must be obtained before submitting the trial dates.**

### **Classes:**

Obedience Trial Classes are as per the ANKC Rules for the Conduct of Obedience Trials and SACA non titled Classes, see the SACA Rule Book.

Mandatory classes as per the ANKC Rules are:

:	Community Companion Dog	(CCD)
:	Novice	(CD)
:	Open	(CDX)
:	Utility	(UD)
:	Utility Dog Excellent	(UDX)

Other classes that can be offered are:

:	Special Novice	-	Dogs with CD Titles, but NO leg of Open class
:	Veterans	-	Dogs aged 7 years & over, must have at least a CD title
:	Vintage	-	Dogs aged 11 years & over, must have at least a CD title

**(These 3 non titled classes are for dogs that are not entered in any other class on the date of the trial.)**

:	Open A Class	-	Dogs with CDX, UD or UDX titles
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(It is the Club's decision if they wish to separate the Open class. The class then becomes Open B (untitled) and Open A (titled).

### **Selecting Judges, Stewards & SACA Representative:**

A list of Obedience Judges and SACA Representatives are published in the December issue of the SACA Canine Journal. The Reserve Judge, if appointed, must be qualified to judge all classes. Inform the Judges if undersized rings are to be used (see 'Preparing Draft Schedule'). The standard size of trial rings is 45M long x 15M wide. Check if Judges have judged same class recently, if so, try another Judge.

A list of Judges, Stewards and SACA Representative to be drawn up by the Trial Manager and Trial Secretary, at least 5 months prior to the date of the trial. (Judges and SACA Representative are being contracted well in advance so it is probably preferable to contract Judges and SACA Representative for all your trials at the beginning of the year.)

Once you have selected your Judges, contact should be made either by phone, email or in person. Ask the Judges and the SACA Representative what their fee will be for the day. When your Judges and SACA Representative have been finalised, it is now that official contracts are to be sent.

#### **Judges and Stewards Contracts** (Attachments B & C)

These forms are available from the SACA Office. Judges contracts must be signed and returned before the Draft Schedule can be prepared. Stewards contracts need to be signed and may be lodged with the draft schedule otherwise contracted and signed after submitting the draft schedule however must be submitted to the SACA Office no later than thirty days prior to the Trial.

#### **SACA Representative Agreement**

Forms are available from the SACA Office (Attachment D) Agreement must be signed and returned before the Draft Schedule can be prepared. The Representative cannot act as a Judge or Steward on the day or be a member of the Club's Committee who are conducting the Trial. They can however be a competitor in the trial.

#### **Stewards**

Stewards are required for each ring, preferably two (2).

Chief Stewards: must be a Financial Ordinary member of the SACA. If a Chief Steward's contract is not signed and received by the SACA Office, the SACA and the Club conducting the Trial do not cover that Steward for Insurance purposes.

Ring Stewards: should be members of the Club conducting the Trial for the purposes of Public Liability and Accident Insurance and are not required to sign a contract. They may act as a handler at the Trial, provided they do not compete in the same class for which they are stewarding.

All Judges, Chief Stewards and the SACA Representative willing to officiate on the day must be sent Contracts/Agreements filled out with the trial details (Attachments B,C,D). The class is to be listed on the Judge's contract (ie Brian Fielder – Utility class). If sending contracts by post it is a good idea to include a stamped self addressed envelope for the return of document. Once all the signed contracts and agreements are returned, signed, the SACA Draft Schedule Form (Attachment E) can be drawn up.

#### **Preparing Draft Schedules** (Attachment E)

Every Schedule must include the names of the Trial Manager and the SACA Representative. Details of Trophies, Award cards, Sashes etc. must be included in the Draft. The Draft Schedule must be submitted to the SACA Office not less than ninety (90) days prior to the date the advert is to appear in the SACA Canine Journal. If a schedule is to be published in the Journal, it must go in six (6) weeks prior to the month in which entries close. Clubs will be fined for late schedules.

The draft schedule shall be accompanied by a copy of the contracts for the Judges who are to be involved in the exhibition and the SACA Representative agreement.

A copy of the contracts for the Stewards who are involved in the Exhibition shall be lodged with the SACA Office thirty days prior to the proposed date thereof.

If undersized rings are required, a letter of request should be sent when the Trial date application is Submitted, stating the class or classes which will use the smaller ring/s.

**Note: Minimum size ring is 45M x 15M, smaller rings can be used with the consent of the SACA. Consent will not be given for rings smaller than 30M x 15M (ANKC Rules).**

**Note: The closing date for entries cannot be in the same month that the advert appears in the Journal. It is advisable to allow two (2) weeks from the closing date to the date of the trial to allow time to complete other tasks. An example – Schedule into SACA by 15<sup>th</sup> February, advertised in the April Journal, entries close on 15<sup>th</sup> May, trial to be held on the 10<sup>th</sup> June. If the Club wishes to produce an information schedule, the information must be identical to that approved by SACA.**

If a change to the Schedule is necessary before the Trial date (ie a change of Judge) the appropriate change must be notified to SACA when confirmed.

**Receipt of Entries:**

As soon as entries are received a receipt should be written and sent to the Handler if a SSAE (stamped self addressed envelope) is enclosed or placed with the competitor's numbers to be given at the competitors check point. Entry forms are dated and checked to ensure all relevant information is included and entry forms and cheques are signed. If information is missing, phone contact should be made with the competitor to gather correct information. Copy of correct competitors' entry form is attached (Attachment F).

Requests for a particular Obedience Judge can only be made where a dog has gained two (2) qualifying scores under the same judge and requires further qualification/s for that title in accordance with the ANKC Rules. Photocopies of the two (2) qualifying certificates must be provided with the entry form.

Unless the closing date has been extended by the approval of the SACA Executive Officer, NO entries should be accepted after the closing date, but some leeway can be allowed for receipt of entries clearly postmarked on the closing date. It shall be a breach of the SACA Rules to accept any late entries.

Entries are sorted out to ensure even numbers are placed in each class, ie 2 Novice rings, divide entries evenly between the 2 judges. This will also minimize the clash of multiple entries. When all the classes are finalised the entry forms are numbers and the catalogue can be typed from these forms.

Note: some competitors will now request that a copy of the catalogue to be emailed to them.

**Competitor cards:**

These can be obtained from the SACA Office at a price of \$3.00 per 100 or Clubs may use their own. These cards are numbered in accordance with your catalogue, ie 1 to 100.

**Preparing Catalogue:**

A catalogue must contain a list of Judges and classes, a statement that the trial will be conducted under the SACA Rules and that the Club is affiliated with the SACA.

Note: SACA Rules, Page 17 – Part V1, B, 2. Any Affiliate Member which prints the name of a NON affiliated Club in the catalogue shall be guilty of a breach of these Rules.

Catalogue should include the following information to assist with the running of the trial.

1. Name of Competitor
2. Name of Handler (if the dog is handled by another person)
3. Name of Dog (include the highest title gained)
4. Breed of Dog
5. Registered SACA Number of Dog
6. Date of Birth of Dog
7. Class entered
8. Height of Dog if entering Open or Utility
9. Name of Club the competitor is representing, ie PDODC (ensure that only Affiliated Clubs are listed in catalogues, refer to the back page of Canine Journals).
10. If dog is entered into 2 classes (ie Open A and Utility) mark on catalogue

A copy of trial catalogue set up is attached (Attachment G).

**Printing Catalogue:**

To estimate the number required, allow 1 for each person entering (just 1 for multiple entries) or if a request for prepayment of catalogue is included in the schedule, allow 1 for each person paying for catalogue in advance, 1 per each trial ring, 2 for the notice board at the check in point, 1 for Clubs information. 2 marked catalogues, together with a copy of the Judges sheets MUST be sent to the SACA Office within 7 days from the date of the event. Copies can also be posted to other Obedience Clubs to assist with their Club Trophies.

To eliminate the possibility of errors in marking up catalogues, complete one with all trialling results and then photocopy it to be sent for distribution to SACA and other clubs.

**Judges Sheets:**

Appropriate Judges Sheets (classes of CCD, Novice, Open, Utility, or Utility Excellent) are placed in folders with the Class and Judges name on the front together with a biro and a large elastic band (to hold sheets down if windy).

(There are 10 entries on each sheet so appropriate numbers of sheets are included). Judges score sheets should be filled in with the name of the Judge, date and name of Club holding the trial, plus the numbers of the entries in that ring.

A copy of the catalogue, together with a biro is to be placed in each ring for the Steward's use when assembling competitors.

### **On the Morning of the Trial:**

#### **Setting up of Trial Rings:**

The number of trial rings to be set up should agree with what you have applied for on your Trial Schedule, ie CCD, Novice, Open, Utility, Utility Dog Excellent.

All rings should measure 45M long x 15M wide. This is the recommended size for all trial rings. If undersized rings are required, permission prior to the trial should be obtained from the Executive Officer of SACA when submitting your Trial Schedule.

In all trial rings should be:

1. Score Board
2. Score Board markers
3. Cleaning cloth for score board
4. Marked catalogue
5. Figure 8 pegs (for all classes except Utility and Utility Dog Excellent)
6. Stay pegs
7. Stay peg measuring rope
8. Start Peg
9. Stop watch
10. Biro
11. Table with bowl of water, soap and towel
12. Current SACA Rule Book.
13. Tape measure

For Open rings:

In addition to above equipment add,

1. High Jump
2. Broad Jump

For Utility Rings:

In addition to above equipment add,

1. High Jump
2. Bar Jump
3. Directed Jumping Box
4. Food Refusal 3 different types of food each placed in a sealed container on a tray with a cloth for the Judge to wipe his/her hands. Food can be (dry dog food, fritz, cheese, biscuits, milk is not recommended) but check with your Judges prior to the trial, ie a couple of days before.
5. Set of 3 gloves
6. Set of Scent Discrimination articles (in a tin or wooden box)
7. 1 set of tongs (for Seek Back and Scent Discrimination exercises).
8. Canvas sheet (for scent discrimination exercise) 1.5M x 1.5M with pegs to fasten down

For Utility Dog Excellent:

1. 2 prs tongs
2. 4 white cones (no smaller than 75mm and no larger than 250mm)

#### **Trophy or Cash Donations:**

Any person wishing to donate a Trophy or Cash may do so but the Trophy must be available for the Trial. The Club must provide any not donated. To ensure Trophies are delivered on time and are of an acceptable standard, the recommended method is for the donation of the value of a Trophy so that all Trophies are brought and engraved, if necessary, at the same time.

Class Trophies:

Trophies are to be made available and on display for all classes as requested in the Trial Schedule and as advertising in the Canine Journal. These are to be engraved with the name of the Club, Date of the Trial and name of Class.

#### Sashes:

Qualifying sashes can be any colour decided by the Club (SACA Rules). These can be given to all qualifying competitors at the discretion of the Club. Sashes left over, as with Trophies may be used at the next trial. Some competitors will return sashes to the Club, just place back into your stock for the next trial. It is a good idea not to have dates printed on sashes, this will ensure that your stock is never 'out of date'.

#### Qualification cards:

These cards are available from the SACA Office and must be completed and given to all qualifying competitors at presentation with their sashes. These cards may be prepared prior to the commencement of the trial with only the competitor's information and results to be entered after judging is complete, this will save time prior to Presentation.

#### Place cards:

Some Clubs list 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> place cards, ensure that you have sufficient stocks of these cards. They should be given out at presentation with their qualification cards and sashes. (red for 1<sup>st</sup>, blue for 2<sup>nd</sup>, and green for 3<sup>rd</sup>).

#### **Check Point after Vetting:**

Under the SACA Rules for Obedience Trials, all undesexed bitches are to be vetted prior to passing through a check point.

At least 1 copy of the catalogue should be displayed near the check point for the competitors to obtain their numbers for the day.

Vetting is usually approximately 30 minutes and finish at least 15 minutes before the commencement of judging. This will allow the Office staff to notify Ring Stewards of any 'scratchings' from their ring. They will be marked on their copy of the Trial catalogue and advise the Judge of the numbers scratched. This will be known by the envelopes remaining after vetting has closed.

Competitor numbers and receipts (for the handlers who did not include a SSAE with the entry/s) are placed in a small envelope with the name of the competitor and their numbers placed on the front. File in alphabetical order for ease of selection. If a request for a pre-payment of catalogue is included in the schedule then catalogues are only given to competitors who have prepaid, the envelopes can be marked to indicate this (ie sticker or a mark on the envelope). Otherwise catalogues are to be placed at this point for the competitors to collect. A container of pins for competitors to take if they do not have their own (for competitor numbers).

#### **Upon completion of Judging:**

The Judges sheets are returned to the Office. Each individual sheet must be checked (to ensure that there has not been an error in addition). Details of qualifying entries are written onto the Qualification cards. These cards must be checked by the Judge of that class. Supply the Judge, the card and their judging sheet so that they can check numbers and scores before signing.

Qualifying scores are initially entered into the marked catalogue. Non-qualifying scores can be added later when presentations are over, this will save time. It is necessary to record these as some Clubs accept non-qualifying scores in their end-of-year trophy allocations.

Once all judging has been completed, qualification cards written up and signed by the class Judge, attach a qualification ribbon for the class.

Some clubs issue 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place getter cards (1<sup>st</sup> is blue, 2<sup>nd</sup> is red, 3<sup>rd</sup> is green), these are attached to the Qualification card and ribbon as well. It is not necessary to have Judges sign these cards, it is up to the individual clubs.

Should you have any "Special" trophies or "Team Event" awards, these must be totalled prior to presentation as well.

Once all the above has been finalised you are ready for Presentation.

**Presentation:**

Each Judge should present his qualifying competitors with their awards, trophies etc. At this stage, most Clubs hand the Judge their fee (placed in a plain envelope). The Judge will then present their Stewards with a gift from the Club.

Once Presentation is finalised, the results are to be sent to the SACA Office. The information they require are within 7 days of the event:-

1. All Judge's Sheets
2. 2 copies of your marked catalogue

**Note:**

Where, on the day of the Trial, the Club makes any changes to the persons listed in the schedule as Judges, Written notification of such change and reasons therefore, shall be forwarded to the SACA Office within 7 days of the date of the event.

**TRIAL MANAGER:**

**Vetting:** Bitches in season are not allowed in the trial area. A bitch will not require vetting providing the bitch is tattooed with the appropriate symbol, or on production of a veterinary certificate stating the bitch is spayed. The certificate/tattoo must be sighted at the checkpoint on the day of the trial and if no certificate/tattoo is available, the bitch must be examined. All bitches examined must produce a vetting ticket at the checkpoint table. The Club may elect not to appoint a Veterinary Surgeon but may appoint a person to conduct the examination of exhibits and that person shall be known as Veterinary Stewards. Refer to the SACA Rules.

**Catering:** Usually organised by a Sub-Committee. It is the accepted practice that Judges, Stewards and SACA Representative are given drinks (essential if a very hot day for OH&S reasons) and a light lunch/tea depending on the time of the trial. Other persons can be invited to the meal at the discretion of the Committee. Refreshments can be supplied to Judges and Stewards during the morning and afternoon as well.

It is important to be aware of the Dogs SA Hot Weather Policy so if the temperature is expected to be high, ensure that the ring personnel are supplied with drinks all day.

**Check Ring Equipment:** Make sure that all rings are the minimum size, ie 45M x 15M. Smaller rings only are by consent of the SACA. Check to ensure that all rings have the listed equipment mentioned under "Setting up Trial Rings" on pages 3 and 4.

Also ensure that a bucket and spade, with sand, or a bowl of water, is available for each ring (for cleaning fouled rings).

**Trial Day:**

Arrange for Club Members to arrive early to set up rings. Place direction signs on roads if necessary). Mark parking areas for Judges and Stewards.

Vetting should start on time, announce beginning of vetting and close of vetting (usually 15 minutes prior to the commencement of official judging).

As each Judge's sheet is completed, pass to the Trial Secretary so that results can be completed, as previously set out, this will reduce waiting time at the end of the Trial.

When judging is complete and final results are being compiled, Club members can be asked to help pack up rings and equipment. When results are completed ask Judges to give a brief critique and present awards. All trophies and awards should be presented on the day of the Trial.

When announcing the qualifying exhibits, read the name of the owner, name of the dog and the qualifying score. Thank Judges, Stewards, and all helpers, and close the Trial.

It is important that if there are any problems or issues involving the trial, these must be brought to the attention of the Trial Manager, who may consult with the SACA Representative. Any contravention of the SACA Rules must be brought to the attention of the SACA Representative who will either rectify the issue or make a note in the SACA Representative's Report on the day and may be followed up at a later date at SACA discretion.

## Attachment A

**APPLICATION FOR EXHIBITIONS**

	<u>Day &amp; Date</u>	<u>Venue</u>	<u>Time</u>
<b>Championship Shows</b>			
<b>Open Shows</b>			
<b>Parade</b>			
<b>Obedience Trial</b>			
	Saturday 1st April 2011	Salisbury	10.00am
	Saturday 18th August 2011	Salisbury	10.00am
<b>Agility Trial/Games Trial/Flyball Trial</b>			
<b>Sanction/Restricted Obedience/Agility/Games Trial</b>			
<b>Endurance Test</b>			
<b>Tracking Trial/Herding Trial</b>			
<b>Retrieving Trial for Gundogs</b>			
<b>Utility Dog Field Trial</b>			
<b>Pointer &amp; Setter Field Trial</b>			
<b>Spaniel &amp; Retriever Field Trial</b>			

Please return before 1st April 2010 to:  
Dogs SA, PO Box 844, Prospect East SA 5082

Sent to Clubs by SACA

## Attachment B

# AUSTRALIAN NATIONAL KENNEL COUNCIL JUDGES CONTRACT

## TO BE COMPLETED BY CLUB SECRETARY:

Invitation issued to Mrs Anne Brown  
12 Green Street Blair Athol 5084  
 (Name and Address of Judge)

Dear Sir/Madam Para District Obedience Dog Club  
 The \_\_\_\_\_  
 (Name and Address of Affiliate)

has much pleasure extending to you an invitation to judge the following fixture:  
Obedience Trial  
 (Type of Fixture)

Date Saturday 1st April 2010 Time 10.00am  
 Venue: Jenkins Reserve, Saints Rd, Salisbury  
 (To be conducted under the Rules and Regulations of the Controlling Body)

Breeds \_\_\_\_\_

Specials \_\_\_\_\_ Other Classes: New Class

Conditions \_\_\_\_\_

The above invitation is extended to you on the understanding that you are fully conversant with the Rules and Regulations of the Controlling Body (relating to Judges) a copy of which may be obtained from the administrator of the Controlling Body. Acceptance of this invitation in the form below shall constitute a binding agreement between the parties hereto, providing that such acceptance is communicated to the Club Secretary within 14 days of the date appearing hereon and that the expenses are reasonable. This agreement shall further constitute the whole agreement between the parties and no extrinsic evidence or terms shall be added to or incorporated into the said agreement, nor shall any alteration to the said agreement be permitted.

Name J Mitchell Telephone No. 82 60000  
 Signature of the Club Secretary J Mitchell Date 11/10 Mobile No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_

## TO BE COMPLETED BY THE JUDGE ELECT:

Dear Sir/Madam

I am pleased to accept your invitation of \_\_\_\_\_ to judge the breeds/groups detailed therein at your Show  
 to be held on \_\_\_\_\_ (Date)  
 (DATE OF SHOW)

Should I not be fully conversant with the Rules and Regulations of the Controlling Body, I undertake to make myself conversant therewith prior to the date of judging and I agree to observe the Rules and Regulations.

My expenses are as follows: Judging \$ \_\_\_\_\_  
 Travelling \$ \_\_\_\_\_  
 Accommodation \_\_\_\_\_ No. of Nights \_\_\_\_\_

If your Club does not dispute the reasonableness of the above expenses within 14 days, this agreement is binding on both parties. I understand that the Affiliate reserves the right to withdraw one or more breeds from those allocated to me above and to reallocate to another Judge if an excessive number of entries is received. Other appointments accepted for the breeds/groups within the State of the above fixture and within six months before or after the date of the above fixture are:

Date	Fixture	Breeds/Groups
_____	_____	_____
_____	_____	_____

SIGNATURE OF JUDGE \_\_\_\_\_ DATE \_\_\_\_\_

Dear Sir/Madam

I regret that I am UNABLE to accept your invitation to judge at your fixture on \_\_\_\_\_

Signature of Judge \_\_\_\_\_ Date \_\_\_\_\_

N.B. IN THE EVENT OF YOUR BEING UNABLE TO JUDGE ALL THE SECTIONS LISTED ABOVE, PLEASE SPECIFY BELOW:

White Copy: Original to be forwarded to invitee for completion and return to Affiliate and attached to draft schedule lodged with the control office.  
 Yellow Copy: Duplicate to be forwarded to invitee for completion and return to Affiliate.  
 Pink Copy: Triplicate to be forwarded to invitee and retained as record.  
 Blue Copy: Quadruplicate to be retained by Secretary pending return of the original.



## Attachment C

1. C J Brown  
Invitation issued to: (Name of steward)  
1 Knight Street Adelaide  
(Address of Steward)  
Obedience Trial  
(Type of fixture)  
Para District Obedience Dog Club  
TO BE CONDUCTED BY  
Saturday 1st April 2010 10.00am  
(Name and address of Affiliate)  
(Date of fixture) (Time)  
At: Jenkins Reserve, Salisbury  
(Venue of fixture) (Time judging commences)

The foregoing Exhibition will be conducted under the Rules and Regulations of the South Australian Canine Association Inc.  
Dear Sir/Madam,  
The above Affiliate has much pleasure in extending to you an invitation to Ring/Assembly Steward at the abovementioned Exhibition:-  
BREEDS  
GROUP/GENERAL SPECIALS  
OTHER SPECIALS

This invitation is extended to you to steward at the above fixtures on the understanding that you are fully conversant with the Rules and Regulations of the South Australian Canine Association Inc., relating to Stewards, a copy of which may be obtained from the Association Secretary.  
Acceptance of this invitation in the form below shall constitute a binding agreement between the parties hereto, provided that such acceptance is communicated to the Show Secretary within fourteen (14) days of the date appearing hereon and that the fees and expenses are reasonable. This agreement shall further constitute the whole agreement between the parties and no extrinsic evidence or terms shall be added to or incorporated into the said agreement, nor shall any alteration to the said agreement be permitted.  
Signature of Club Secretary: J Mitchell DATE 1 / 1 / 20 10

Dear Sir/Madam,  
I am pleased to accept your invitation of / / 20, to Steward at your Show on the / / 20, the Breed/Group etc. as enumerated therein.  
Should I be not fully conversant with the Rules and Regulations of the South Australian Canine Association Inc., I undertake to make myself conversant therewith on or prior to the date of the fixture and I agree to observe such Rules and Regulations.  
My fees and expenses will be as follows:-  
Steward's Fee \$  
Travelling Expenses \$  
Accommodation \$  
Number of nights

If this club does not dispute the reasonableness of the fees and expenses within fourteen (14) days this agreement is binding on both parties.  
Immediately upon this agreement becoming binding on both parties, the Club shall confirm that to be so in writing to the Steward and shall also then advise the Stewards of what arrangements (if any) the Club has made or will make for the Steward's travelling and accommodation.  
(Signature of Steward)  
Date / / 20  
Dear Sir/Madam,  
I regret that I am unable to accept your invitation to Steward at your fixture on / / 20  
Date / / 20  
(Signature of Steward)

NOTE:  
In the event of your being unable to accept an invitation to Steward at all the sections enumerated, please state below the sections which you are ineligible or not prepared to Steward.

COMPLETE IN TRIPLICATE  
ORIGINAL - To be forwarded to invitee for completion and return.  
DUPLICATE - To be forwarded to invitee for completion and retain as a record.  
TRIPLICATE - To be forwarded to S.A.C.A. with draft schedule.

## Attachment D

after  
"D"

SACA REPRESENTATIVE AGREEMENT  
for ATTENDANCE at an EXHIBITION  
(Pursuant to the Constitution and Rules of the SACA Inc)

Victor Jordan

(Name of SACA Representative)

of 11 Jasper St. Salisbury invited to perform  
(Address)

the role of SACA Representative at the:

Obedience Trial - Para District at Jenkins Park Salisbury  
(details of Exhibition) (venue)

commencing at 10.00 am/pm on 11/11/10

The above invitation is extended to you on the understanding that you are fully conversant with the Constitution & Rules of the South Australian Canine Association. Acceptance of this invitation in the form below shall constitute a binding agreement providing that the Club Secretary is advised of your acceptance within 14 days of the date below and providing the expenses are reasonable.

Name J Mitchell Email

Telephone No 82600000 Mobile No Fax No

Signature J. Mitchell Date 11/11/2010

SACA

from

Forms

To be completed by SACA Representative

I have been appointed as a

SACA Representative by the South Australian Canine Association. I am pleased to accept / I regret that I am

unable to accept (*delete relevant option*) your invitation to be the SACA Representative at the

Show/Trial to be held on

I further undertake to perform the duties assigned to this position in accordance with the Constitution and Rules of the Association in a fair and unbiased manner. I shall have with me a copy of the SACA Constitution and Rules together with copies of relevant forms that may be required in the performance of the above duty.

My expenses are as follows:

This Agreement will be binding on both parties if the Club does not dispute the reasonableness of the above expenses within 14 days.

Membership No.

(Signature)

(Date)

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COMPLETE IN TRIPLICATE

ORIGINAL - To be forwarded to invitee for completion and return.

DUPLICATE - To be forwarded to invitee for completion and retain as a record.

TRIPLICATE - To be forwarded to S.A.C.A. with draft schedule.

## Attachment E

UNCLASSIFIED

# SOUTH AUSTRALIAN CANINE ASSOCIATION INC. DRAFT OBEDIENCE/AGILITY TRIAL SCHEDULE

This form must be typed or completed in block letters in ink and shall be lodged with the Executive Officer of the Association not less than ninety (90) days prior to the date of the trial. Refer rule 7 Obedience.

Forms available from SACA

Schedule for publication in the SACA Journal	
Size of schedule: Full page, Half Page, Third Page, Quarter Page (Please indicate requirement)	
Issue of Publication: <u>March 2011</u>	Entries Close: <u>11/2/2011</u>
Affiliate: <u>Para District Obedience Dog Club</u>	
Type of Exhibition: <u>Obedience Trial</u>	
Sponsored By:	
Day, Date and Time: <u>Saturday 1st April 2011 at 10.00am</u>	
Venue: <u>Jenkins Reserve, Saints Road Salisbury</u>	
Class:	Judge:
<u>CCD</u>	<u>Mrs J Brown</u>
<u>Nasca</u>	<u>Mrs A Green</u>
<u>Open B</u>	<u>Mrs J Brobham</u>
<u>Open A</u>	<u>Mr. B. Fielder</u>
<u>Utility</u>	<u>Mr. N. Avraam</u>
Reserve Judge: <u>"Optional"</u>	
The Club reserves the right to appoint a reserve Judge if necessary	
SACA Representative: <u>V. Jordan</u>	Trial Manager: <u>J. Field</u>
Veterinary Surgeon: <u>By Committee</u>	
Vetting time: <u>8.30 am - 9.15 "Undesexed Bitches only"</u>	
Entries to: <u>Trial Secretary</u>	
<u>Box 946</u>	
<u>Salisbury, SA 5108</u> Telephone number: <u>82600000</u>	
Entry Fees: Members <u>\$7.50</u>	Non Members: <u>\$8.00</u>
Order of Judging: <u>All rings simultaneously</u>	
Trophies: <u>1st place in each class (Qualifying only)</u>	
Sashes: <u>To all qualifying competitors</u>	
Place Cards: <u>1st, 2nd, 3rd</u>	
Other Awards: <u>-</u>	

Open B Class Rules: For dogs awarded the title of CD /AD but not eligible for the Title of CDX/ADX.

The details over page are not for publication

PTO

## Not for Publication

Stewards: Chief Ring

1 contracted Per ring

Stewards: Ring

1 assistant Per ring

Please note: Chief Stewards must be financial Members of the South Australian Canine Association Inc.  
(Ring Stewards must be financial members of an SACA Affiliated Obedience Club.)

Secretary/Trial Secretary:

J Blondell

Address:

101 Corner Close  
Prospect SA

Postcode

5082

Contact telephone number: Home:

82 420000

Work:

-

Notes to Trial Managers/Secretaries.

This form must be received by the Association at least 90 days prior to the date of the trial, together with the completed Judges and Stewards Contracts and the schedule advertising fee.

Stewards contracts are required for both Chief and Ring Stewards.

A schedule may not be published in the SACA Journal in the month in which entries close. ie, if the closing date entries is 28th November, the schedule must be published in the October journal.

The copy closing date for publication in the SACA Journal is six weeks prior to the first day of the month of publication. ie the January journal closing date is 15th November.

There is no minimum time for the closing date of entries prior to the trial date.

Amended 10.062011

## Attachment G

## Attachment G.

CLASS:		UTILITY	Judge: Mr N Avraam.	
No.	Competitor	Name of Dog		Score
1.	John Brighton	TULLACREST FIRST OFFICER, UD		.....
Multi	PDODC	Border Collie		510mm
Open A		5100000000 1.1.09		
CLASS:		NOVICE	Judge: Mrs A Brown	
2.	Ann Smith	SOXY, CCD		.....
	SAODC	Aust. Kelpie		
		500167AR 30.12.08		