

Working Malinois Australia

**IPO & Mondioring
Sports Inc.**



www.workingmalinoisaustralia.com

YOUR TRIAL CHECKLIST

Everything You Need
to Know About
Hosting a Working
Dog Trial!

TRIAL CHECKLIST

Is your club hosting a trial? Have you volunteered to be Trial Secretary for the first time? If so, then this trial checklist is for you! Within this checklist, you will learn how to secure the trial date, create a trial flyer, plan for each phase of the event, and properly set up for trial day. This trial checklist is geared toward an IGP trial but will work for most other organizations as well.

Time Frame: Allow *at least three months* to plan for a trial (longer if using a foreign judge)! Trials can be approved and prepared for in less time, but it creates unnecessary stress on all involved. By adequately preparing for a trial, you can ensure that the event is well-prepared for and smoothly run.

When To Schedule A Trial: Schedule your trial for the time of year that works best for your location. You want to have decent weather and access to good tracking fields if an IGP trial, and this will vary by region. Most importantly, the conditions should be safe for the dogs and provide the greatest opportunity for a successful event.

Trials may be one, two, or *in rare cases*, three-day events. Trials must be scheduled for either a Saturday or Sunday, or can include a Friday in combination with a Saturday. There are special rules for National events.

Purpose of the trial: The Rules for IGP & Mondioring provide specific reasons for a trial. These include recognizing a dog for its particular purpose, testing the work ethic and athletic ability of the dog, preserving utility in working breeds, promoting health and overall fitness of the dog, and proving breed worthiness. *But for clubs hosting a trial, there is one overriding duty: providing a proper venue and smoothly run trial for handlers to showcase their dogs and earn their titles. Competitors should not have to worry about whether a trial is going to be well-run, set up properly, operated according to the rules, and run fairly with the best interests of the dogs and handlers in mind. Therefore, it is the duty of the club to ensure all these requirements are met.*

SECURING THE TRIAL DATE

Contact judge and check availability for trial date at least three months before the anticipated trial date. International judges should be contacted a minimum of six months in advance.

Contact the WMA Chief Judge and WMA Secretary. With all invitations, clubs must inform the Chief Judge who is responsible for contacting the invited Judge's licensing organization to ask permission for a clearance to judge. Clubs also need to submit a Trial Application form (TA.01) to the WMA Secretary for Board confirmation of the trial dates.

Select a designated Trial Secretary. Preferably an experienced person to handle registration and paperwork for the trial.

Create trial flyer and trial entry forms. Immediately after confirming with the judge and trial date with head office, create the trial flyer for your event and club secretaries should have Trial Entry forms (TE.02) made available.

Trial flyers &/or schedules are recommended to include:

1. Date of trial
2. Judge
3. Location of trial
4. Titles offered
5. Cost for entry
6. Contact information and mailing address for registration
7. Hotel/Lodging options
8. Any additional information, such as entry deadline, tracking conditions, etc.

I. JUDGE

- A. **Flight/Travel** accommodations
- B. **Hotel/Lodging** accommodations
- C. **Transportation** to/from airport and hotel
- D. **Judge's dinner** – date/time/location
- E. **Judge's gift** (select air travel-friendly gifts)

II. HELPER / DECOY

- A. **Properly classified** for the level of trial
- B. **Proper equipment** for the trial
- C. **Valid helper book and membership** in the recognized IGP/Mondioring organization.
- D. **Helper's gift** – something to show appreciation/thank your Helper

III. TRIAL PAPERWORK

Clubs must submit a Trial Application form (**TA.01**) to gain official trial clearance for their trial date 6 weeks in advance of the planned event.

All trial entries must be filled out in full and submitted on an official WMA entry form (**TE.02**). Entry forms, for all sanctioned trials, **must** include the dog's WMA scorebook number. At the conclusion of the trial the entry forms must be fully filled out and the results signed off on by the Judge before being forwarded at the earliest opportunity to the National Secretary for filing.

All entries must have a WMA scorebook (**form SB.01**) and all competitors must present their scorebooks to the Trial Secretary BEFORE they are allowed to commence the trial. At the trial's conclusion the trial results must be recorded by the Trial Secretary in the dog's scorebook and signed off on by the Trial Secretary and the Judge.

All entries must be listed on the Judge's Validation sheet (**VF.01**). The Judge must then sign the scorebooks, the entry forms and put his/her signature under the last entry on the Validation Sheet. Any blank lines under the last entry on the validation sheet must be crossed off before forwarding it at the earliest opportunity to the National Secretary to be filed.

All passing scores must receive a **WMA Trial Certificate**. These can be ordered via the National Secretary. The trial details and scores must be recorded on the Trial Certificate and the certificate must be signed by the Judge and co-signed by the Trial Secretary.

It is good manners for competitors to remain for the presentations where they will receive their scorebooks and trial certificates (if successful).

WMA does not accept dual memberships or entries from members of clubs or organizations not following FCI trial rules for working dogs. Non-members must pay double fees.

Member clubs must only use Helpers certified by WMA for WMA trials or Helpers accepted by FCI affiliated organizations.

All entrants must produce evidence of a previous pass in the required levels according to the Rules.

ALL WMA FORMS, TRIAL RULES & VARIANCES can be downloaded from Working Malinois Australia website: www.workingmalinoisaustralia.com/Forms.

A. General

1. Trial Secretary designated for the event;
2. Microchip scanner and spare batteries;
3. Field accessories (Mondio/IGP) i.e.: spray for marking the field in OB and Protection;
4. Extra clipboards and pens (in case judge or trial secretary needs them), club stamp (if any);
5. First aid kit and appropriate weather gear (i.e.: in case of rain);
6. A way to organize scorebooks as they come in (expandable folder, binder with plastic protective sheets in it, etc.);
7. Water for judge, Helpers/Decoys, and any assisting group members;
8. Microphone/speakers for judge's critiques (optional for club trial, but a must for a Championship event);
9. Plans for food and drinks at event;
10. Cashbox and petty cash for event / raffle optional;
11. Port-a-Potty (if needed) and hand sanitizer;
12. Whiteboard to record field results for the spectators (Title/Dog/handler, Scores/A-B-C-Total.)

B. Tracking (IGP)

1. Tracking coordinator;
2. Tracking fields (always good to have a back-up field);
3. Tracking flags;
4. Tracking articles for IGP 2 and IGP3 entries;
5. Tracklayer(s). Experienced tracklayers where mandated in the Rules;
6. Spotters/assistants;
7. Numbered slips of paper (or keepsake items, if preferred) for handlers to draw their tracking order;
8. Measuring tape or regulation-length tracking line to measure tracking lines against;
9. A gift for the owner of the tracking field if needed;
10. A gift for the tracklayers (optional, but appreciated.)

C. Obedience (IGP)

1. Flags for long down (i.e.: pink color for female, blue color for males);
2. Regulation dumbbells and dumbbell stand;
3. Regulation one-metre jump;
4. Regulation A-frame;
5. Gun (.22 caliber, usually) with enough blanks for the trial, plus extras);

6. Blind for the long down (IGP3 only);
7. Four group members for OB Group;
8. Chairs/staging area for the OB Group;
9. Gun handler for the trial;
10. Location and materials for BH-VT Traffic Test;
 - a. Bicycle
 - b. Car
 - c. Jogger
 - d. Neutral dog
 - e. Location and leash for tie-out.

D. Protection

1. Licensed Helper / Decoys capable of safe trial work, and with proper equipment (Helpers padded stick, sleeve, scratch pants, jacket. Decoys gun, rattle stick, bite suit.)
2. Six blinds (required even if only doing an IGP1 - all six blinds must still be up.)

E. Awards

1. *Trophies* (if desired) — Examples of common trophies include:
 - a. High IGP1/2/3
 - b. High in Trial overall
 - c. High Obedience (UPr)
 - d. High Protection (SPr)
 - e. High Tracking (FPr)
 - f. High H.O.T. Dog /Best BH-VT
 - g. Best MAT
 - h. Best Brevet
 - i. High Mondioring 1/2/3
 - j. High in Trial Mondioring overall
 - k. High MR Obedience

2. *Certificates and awards*

- a. Certificate required for each passing team
- b. Medals, trophies or ribbons, etc. (optional, but a nice touch)

V. TRIAL SCHEDULE

Trial Secretary sets the trial schedule once all entries are in. Schedule should include:

1. Start time and meeting place;
2. Order of the trial;
3. Pairings for obedience (usually done with input from the club members competing.)

Trial schedule should be emailed to the judge, to all competitors, club members, and interested parties **at least three days in advance** of the trial (one week is better!)

Post trial schedule on club website or *facebook* page.

Judge's dinner – Be sure to announce the date/time/location of the judge's dinner.

THE DAY OF THE TRIAL

I. CHECK-IN

- A. All handlers check-in with Trial Secretary.
- B. Trial Secretary collects score books, checks entry forms are complete, checks membership.
- C. Helper gives his Helper book to the Trial Secretary.
- D. Trial Secretary has Judge's trial scoring sheets ready.
 - a. Trial secretary must ensure that the correct judge's sheets are presented to the judge, matched to the proper competitor, and in proper order.

II. TEMPERAMENT AND ID CHECK

- A. Trial Secretary instructs handlers to get their dogs for the ID check.
- B. Dogs are presented to the judge one at a time, and scanned for a microchip (or presented for a tattoo check).
- C. Trial Secretary must ensure the judge has the correct score sheet for each handler, as tattoo or microchip number must be compared against the information on the sheet.
- D. Judge may hold a brief handler meeting after the ID check, once dogs are put away.

III. SET-UP FOR TRACKING (IGP)

- A. Tracking coordinator divides up the field for tracks; designates where the IGP1s, IGP2s, and IGP3s should be laid.
- B. Tracklayers given articles at least 30 minutes in advance of laying tracks.
- C. Tracklayers lay IGP3 and IGP2 tracks; spotters note start times, and assist as needed.
- D. Competitors draw for tracks/tracking order.
- E. IGP1 competitors lay their tracks under the direction of the judge.
- F. Trial Secretary matches the score sheets to the tracking order, and ensures the judge has the correct score sheet for each track.

IV. SET-UP FOR OBEDIENCE

- A. Set up obedience equipment – hurdle, long jump, A-frame, dumbbells.
- B. Set up relevant field accessories, markers for long down positions.
- C. Have the long down blind on the side of field, ready to be set up for IGP3 Obedience.
- D. Mark the following in marking paint on the field (IGP):
 - 1. basic position
 - 2. five paces in front of jump
 - 3. five paces in front of wall
- E. Set up staging area and chairs for the group.
- F. Check and load gun, turn over to gun handler.
- G. Have waters ready for judge/group members.
- H. Have scoreboard ready.
- I. Trial Secretary should have score sheets paired up and in order for each pair of dog/handler teams in obedience.

V. SET-UP FOR PROTECTION

- A. Set up all six blinds.
- B. Mark the following in marking paint on the field (with assistance from judge and helper):
 - 1. call-out position
 - 2. the set-up for the escape
 - 3. the helper's mark for the escape
 - 4. the maximum distance for the dog to catch the helper on the escape
 - 5. the line for the dog/handler to set up for the long bite
- C. Trial Secretary should have score sheets in order for the entire flight of protection.

VI. BH-VT TRAFFIC PORTION

- A. Judge will direct this portion of the trial, but have all equipment and volunteers ready:
 - 1. cyclist
 - 2. person driving car
 - 3. neutral dog and handler
 - 4. jogger
 - 5. leash for tie-out
 - 6. crowd of people

VII. FOOD AND DRINK

- A. Breakfast/coffee items provided at tracking (and/or back at main field)
- B. Lunch and drinks for sale
- C. Take care of your judge and helper! Feed them well, offer drinks, provide breaks if needed.

VIII. END OF TRIAL – PAPERWORK

- A. Trial Secretary (with judge's oversight) fills in scores on the entry forms, the Judge's Validation sheet, scorebooks and Helper /Decoy books; both TS and Judge to sign the paperwork and scorebooks.
- B. Filled out and signed Judge's Validation Sheet and trial entry forms are sent to the WMA Office, along with the appropriate trial fees. This is extremely important, as this paperwork provides the official record of each dog's titles.
- C. The Judge's score sheets stay with the judge. Filled out and signed scorebooks and passing certificates go to the Handlers.
- D. Judge will provide club with his/her expense's report; Club Treasurer must write a check to cover the judge's itemized expenses.

IX. END OF TRIAL - AWARDS

- A. Return handler's scorebooks and Helper / Decoy books.
- B. Hand out trophies, certificates and other awards.
- C. Present gifts to Judge, Helpers/Decoys, Tracklayers, etc.
- D. Thank the Judge, the Helpers/Decoys, the Tracklayers, the group members, the canteen and all volunteers.

CONGRATULATIONS!
 You made it through the trial!