



**German Shepherd
Schutzhund Club of Canada**

**Trial Manager
Certificate Program**

Developed for the GSSCC by Racine Hyatt GSSCC #3891



GSSCC Trial Manager Program

- Designed for GSSCC members in good standing
- Participants will be certified by the **German Shepherd Schutzhund Club of Canada** after:
 - Completing the GSSCC TM training program
 - Achieving a minimum passing grade of 70% on each theory and practical application evaluation
 - Answering test questions and completing the trial summary sheet properly for 5 dogs.
- The goal is for each club to have a member certified as a Trial Manager (at the very least, clubs should have access to certified Trial Managers within each Region)



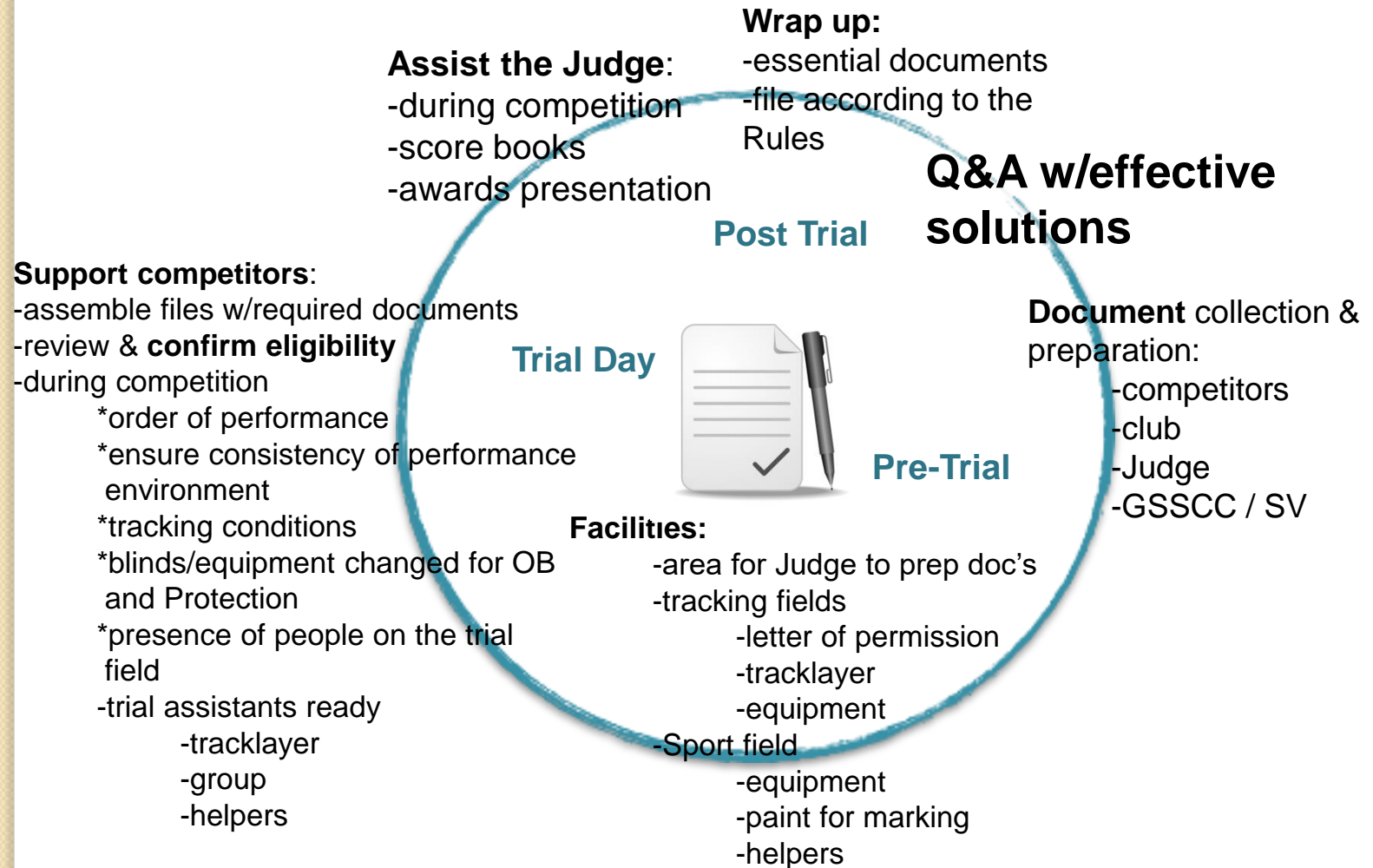
Program Outline

- **Introduction: What is a Trial Manager?**
- Lesson 1: GSSCC Policy, Procedure & Trial Rules
- Lesson 2: Official Documents
 - Prep & Completion
- Lesson 3: Duties & Responsibilities
 - Role in trial preparation
 - Day of Trial
 - Wrapping up / Document distribution *w/SV Judge and/or multiple Judges
- Lesson 4: Requirements for Certification
 - Participants will be required to demonstrate an ability to organize a Mock Trial and answer test questions. There will be 5 dog/handler teams at various levels and each with a unique problem. Trial Summary sheet must be completed correctly.



Introduction: What is a Trial Manager?

- Responsible for the entire trial.





GSSCC Trial Manager Criteria

Trial Manager must:

- be a member in good standing of the GSSCC
- have successfully completed the GSSCC Trial Manager Certification program / tested out of the TM Program or been appointed by the TM Program Coordinator or Head Judge
- demonstrate knowledge and understanding of:
 - IPO Trial Rules and Procedures
 - GSSCC Forms and their use.
 - GSSCC and Regional Policies and Procedures



A Trial Manager represents the Club, the GSSCC and the Sport.

A professional, well organized Trial Manager will leave a lasting, positive impression with the Judge which reflects well on the development of IPO in Canada. In order to protect titles earned and preserve the integrity of the event, he or she will know the **Rules** and have a working understanding of the **Policies** and **Procedures** of the GSSCC.

The Trial Manager must contact or ensure someone contacts the judge before they arrive to confirm attendance and see if there are any special requests.



GSSCC Policy Manual

Section 16(c) All appointed and elected officials, including **Trial Managers**, helpers and tracklayers must be GSSCC members in good standing.

Section 17.2 – TRIAL MANAGER

17.2(a) This person is responsible for any trial they are named Trial Manager

17.2(b) This person must follow and enforce all rules as set out in the GSSCC Trial Rules

17.2(c) As of January 2019, all Trial Managers will have to be certified through the GSSCC Trial Manager Program in order to perform any Trial Manager duties at a trial

Section 17.3 –GSSCC TRIAL MANAGER COORDINATOR

17.3(a) This position is appointed by the GSSCC Board of Directors following the guidelines set out in the Trial Manager Program

17.3(b) This person is responsible to oversee, administer and ensure all Trial Managers follow the Trial Manager Program

17.3(c) This person reports to the GSSCC Head Judge



GSSCC Procedures Manual

s.4(a) Clubs hosting a trial shall designate a **Trial Manager**. The club shall ensure that the designate is thoroughly familiar with the responsibilities of the position.

s.4(b) Applicants must complete the certification per the Policy Manual, see Policy - pending.

s.4(c) Applicants can receive certification by successfully participating in a Seminar for **Trial Manager** certification.



Table of Contents – **Procedures Manual Pages 83-84**

Events - Sections 27-33

27 How to Schedule a Club *Sanctioning Trial

28 How to Fulfill the Requirements of a Club
*Sanctioning Trial

29 How to Schedule a Trial

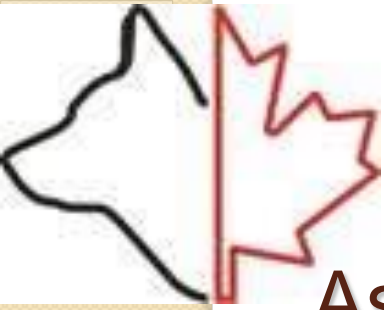
30 Hosting the Canadian GSD Championships

31 Hosting Regional Championships

32 Hosting National Seminars

33 Hosting Regional Seminars

*the term “Sanctioning” may be replaced with “**Accreditation**” pending approval of the BOD



As per s.3(a) Policy & Procedures s.28(c)
adherence to the Official ***Trial Rules***

Copy of the Trial Rules can be found on
the GSSCC website under
Official Documents.



Trial Checklist

Trial date: _____

Judge: _____

Trial Chair: _____ GSSCC# _____
Trial Secretary/Manager: _____ GSSCC# _____
Track Layer: _____ GSSCC# _____
Helper(s): _____ GSSCC# _____
_____ GSSCC# _____

Trial Prep: _____

- GSSCC Trial Request
- Flyers / Facebook Event Page
- Ad in Shepherd Sports

- Host hotel

Judge Prep: _____

- Book judge
- Flight
- Hotel / accommodation
- Transport from/to airport, hotel _____
- Judge's sheets
- Judge's gift

Trophies: _____

- Certificates
- High in Trial High BH High TR High OB High Protection
- High IPO1 2nd 3rd High IPO2 2nd 3rd High IPO3 2nd 3rd

Sponsors:

BH Co-ordinator: _____

- spray paint group location for traffic test bike vehicle crowd jogger safe dog

Tracking Co-ordinator: _____

- fields stakes flags to mark field articles maps signs

Obedience Co-ordinator: _____

- spray paint group dumb bells jump A-frame guns / ammo

Protection Co-ordinator: _____

- blinds sleeves whip helper pants/jacket spray paint

Helper(s): _____

AD Co-ordinator: _____

- location/route maps signs water [dogs & handlers] first aid kit

Raffle Co-ordinator: _____

- tickets draw bucket

Judges dinner location reservations

Kitchen - Co-ordinator: _____ **Shopping:** _____

- menu - breakfast / lunch / dinner plates/bowls / cutlery / napkins
- menu board cups [coffee/beer/wine]
- tab book / cash box

Bartender: _____

- tab book / cash box

Field Prep Co-ordinator: _____

- outhouse [clean / TP / wipes / spray] video/photographer
- grass cut & trimming sound system
- score board / markers
- canopies [] trial Sec. [] group w/chairs / water flags

copy in handout



Lesson 2: Official Documents Preparing & Completion

- Event Booking Procedure
 - Judge Request / Judge Coordinator
- Trial Preparation (with / without Trial Chairperson)
- Essential Documents
 - Letter of Permission for use of Tracking Fields if required in your area
 - Entry Form
 - Competitor document requirements
 - Judges Field Sheets (GSSCC)
 - BH Test
 - Trial Summary Sheet & Scorebooks



Sample Judge's Sheet / Field Sheet



JUDGE'S SHEET - IPO 1

This section can be completed.

APR1 - IPO1 - VPG1 - FPR (tr) 1* <small>Gesetzgeber/Club Name:</small>		
<small>Gesetzgeber/Trainer Sec.:</small>	<small>Richter/Judge:</small>	<small>Datum/Date:</small>
<small>Umsatz/Club/Handler:</small>	<small>Umsatz/Club:</small>	<small>Mitg.-Nr./Membership No.:</small>
<small>Gesetzgeber/Owner:</small>	<small>Umsatz/Club:</small>	<small>Mitg.-Nr./Membership No.:</small>
<small>Name des Hundes/Name of Dog:</small>		<small>Kennungs/Gen.-Nr./Catalogue No.:</small>
<small>ID-Num./No.:</small>	<small>Genetik/Tattoo:</small>	<small>Genetik/Breed:</small>
<small>IPRRT - Tracking Test, 2011</small>		<small>Umsatz/Date of Birth:</small>
<small>Ergebnis der Unparteilichkeitsprüfung / Result of impartiality test: <input type="checkbox"/> Bestanden/Pass / <input type="checkbox"/> Nicht bestanden/Fail</small>		
<small>Umsatz/Club/Handler/Club / The dog/shows...</small>		

1 A - Fährtenarbeit (entfällt bei APR1) / Tracking (omitted for APR1)

<small>Gesetzgeber / Tracker:</small>	<small>Gesetzgeber / Track No.:</small>
<small>Gesetzgeber / Start at: _____ Uhr / o'clock</small>	<small>Gesetzgeber / End at: _____ Uhr / o'clock</small>
<small>Gegenstände werden aufgegeben/entworfen / Articles will be picked up / indicated</small>	
<small>Auslastung einer mindestens 300 Schritt langen, mindestens 20 Minuten alten Eigenfährne 2 Schenkel 2 Winkel (ca.90°) 2 dies HF gehörende Gegenstände / Auslastung mit 15 Minuten / Tracking a min.300 pace long, own track, min.20 minutes old, 2 legs, 2 corners (ca.90°), 2 articles belonging to handler (tracking time 15 minutes).</small>	

<small>Gesetzgeber / Sketch of track:</small>	<small>Wichter/Judge's Evaluation:</small>																				
	<table border="1"> <tr> <td></td> <td><small>IPRRT</small></td> <td><small>Notes</small></td> <td><small>Points</small></td> </tr> <tr> <td><small>Gesetzgeber/Track</small></td> <td><small>Max. Points</small></td> <td><small>Rating</small></td> <td><small>Points</small></td> </tr> <tr> <td><small>Staying on the track</small></td> <td>10</td> <td></td> <td></td> </tr> <tr> <td><small>2 Articles, 10 + 11</small></td> <td>21</td> <td></td> <td></td> </tr> <tr> <td><small>Umsatz/Club/Handler</small></td> <td><small>Total Points</small></td> <td></td> <td>100</td> </tr> </table>		<small>IPRRT</small>	<small>Notes</small>	<small>Points</small>	<small>Gesetzgeber/Track</small>	<small>Max. Points</small>	<small>Rating</small>	<small>Points</small>	<small>Staying on the track</small>	10			<small>2 Articles, 10 + 11</small>	21			<small>Umsatz/Club/Handler</small>	<small>Total Points</small>		100
	<small>IPRRT</small>	<small>Notes</small>	<small>Points</small>																		
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<small>Staying on the track</small>	10																				
<small>2 Articles, 10 + 11</small>	21																				
<small>Umsatz/Club/Handler</small>	<small>Total Points</small>		100																		

November 2013

Gesetzgeber/Club/Handler/Club

fill in info:

<small>Name des Hundes/Name of Dog:</small>		<small>Kennungs/Gen.-Nr./Catalogue No.:</small>
IPO 1, cont'd.		
1 B - Unterordnungsdiensten (entfällt bei FPR) / Obedience (omitted for FPR)		<small>Notes/ Rating</small>
<small>1</small>	Greiflos/Retrieving off leash	<small>Points</small>
<small>2</small>	Greiflos/Sit in motion	<small>Points</small>
<small>3</small>	Ablegen in Verbindung mit Herankommen / Down with recall	<small>Points</small>
<small>4</small>	Bringen auf gleicher Höhe (Bringholz - 650 gr.) / Retrieving on flat (650 gr dumbbell)	<small>Points</small>
<small>5</small>	Bringen über die Hunde (1.00 m, Bringholz - 650 gr.) / Retrieving over meter jump (650 gr dumbbell)	<small>Points</small>
<small>6</small>	Bringen über eine Schrägwand (1.00 m, Bringholz - 650 gr.) / Retrieving over scaling/wall (1.00 meters, 650 gr dumbbell)	<small>Points</small>
<small>7</small>	Unterordnungsablenkung / Messen/and out with down	<small>Points</small>
<small>8</small>	Ablenkung/Unterordnungsablenkung / Long down under distraction	<small>Points</small>
GESAMT / TOTAL 100		

1 C - Schutzdienst (entfällt bei FPR) / Protection (omitted for FPR)		<small>Notes/ Rating</small>
<small>1</small>	Gesuchen nach dem Helfer / Searching the blinds	<small>Points</small>
<small>2</small>	Gegenstand abholen / Hold and bark / HF melden abrufen / abholen / Handler reports: pick-up or call off dog	<small>Points</small>
<small>3</small>	Verhinderung eines Nachhelfers / Preventing escape of the helper	<small>Points</small>
<small>4</small>	Abwehr eines Angriffes aus der Bewachungsphase / Defense against an attack during guarding phase	<small>Points</small>
<small>5</small>	Angriff auf den Hund aus der Bewachung / Attack on the dog out of motion	<small>Points</small>
GESAMT / TOTAL 100		

<small>Beurteilung über den Hund/Club/Handler / Comments about the handler</small>	<small>TSB-Gesetzgeber / TSB Evaluation</small>	<small>Gesamtleistungsbewertung / Total Performance Evaluation</small>								
	<table border="1"> <tr> <td><small>Gesetzgeber / Track</small></td> <td></td> </tr> <tr> <td><small>Unterordnung / Obedience</small></td> <td></td> </tr> <tr> <td><small>Schutzdienst / Protection</small></td> <td></td> </tr> <tr> <td>Gesamt / Total</td> <td></td> </tr> </table>	<small>Gesetzgeber / Track</small>		<small>Unterordnung / Obedience</small>		<small>Schutzdienst / Protection</small>		Gesamt / Total		
<small>Gesetzgeber / Track</small>										
<small>Unterordnung / Obedience</small>										
<small>Schutzdienst / Protection</small>										
Gesamt / Total										



Trial Summary

This is the single most important document of the Trial - and the one which typically has the most errors.

Print off several copies

Practice filling it out

Use the preformatting online (or print clearly) so GSSCC volunteers can easily audit the forms and create Word docs for the website



TRIAL SUMMARY SHEET

Club Name: Everyonewins IPO Club Region: Ontario Date of Event: June 6, 2017

Type of trial (please indicate with X):

Accreditation: AD only BH only Club Regional Championship Canadian Championship

Address of event (incl. city/town, province): 11 Farmers Road, Oz, ON

Judge(s): A Judy Garland B same C same

Trial Manager, Email address, GSSCC#/Expiry: Susie Smartypants #4567 / 1'18
s.smartypants1954@hotmail.com

To be completed by Judge

Please indicate the total number of titles entered in trial (include ALL dogs whether they pass or fail):

Breed / Sex of dogs entered:	BH	AD	IPO			FH			TR			OB			APR		
			1	2	3	1	2	IPO	1	2	3	1	2	3	1	2	3
German Shepherds:	M																
	F																
Other Breeds:	M																
	F																
Totals:	M																
	F																
TOTAL Number of Titles Entered:																	

Trial Date, Start/End Times:

1st Trial Day: Date June 6'17 Trial Start Time: _____ o'clock Trial End Time: _____ o'clock

2nd Trial Day: Date _____ Trial Start Time: _____ o'clock Trial End Time: _____ o'clock

3rd Trial Day: Date _____ Trial Start Time: _____ o'clock Trial End Time: _____ o'clock

(Trial end time after presentation of the last dog. Additional note: the complete trial is concluded after the awards presentation.)

Trial Assistants: (include name, GSSCC # / expiry)

Tracklayers:			
Name: <u>Joe Tracker</u>	Name: _____	Name: _____	Name: _____
GSSCC # / Expiry: <u>4568 / 1'18</u>	GSSCC # / Expiry: _____	GSSCC # / Expiry: _____	GSSCC # / Expiry: _____
No. of tracks laid / Level 1xIPO2 / 1xIPO3	No. of tracks laid / Level	No. of tracks laid / Level	No. of tracks laid / Level
Protection Helpers:			
Name: <u>Chris Helpsakt</u>	Name: _____	Name: _____	Name: _____
GSSCC # / Expiry: <u>3456 / 1'18</u>	GSSCC # / Expiry: _____	GSSCC # / Expiry: _____	GSSCC # / Expiry: _____
No. of dogs worked / Level 1xIPO1 / 1xIPO2 / 1xIPO3	No. of dogs worked / Level	No. of dogs worked / Level	No. of dogs worked / Level

To be completed by Judge. Please circle appropriate response:

Tattoo/MC Check: The tattoos/MCs of all the dogs presented were easily identifiable and **corresponded / did not correspond** with those on the registration papers.

Discrepancies during the **tattoo/MC check**, indicate name and reg.no.:

Signature of Trial Manager / Secretary _____

Signature of Judge _____

Distribution: 1) GSSCC 2) Local Club 3) Judge(s)



TRIAL SUMMARY SHEET

Club Name: EveryoneWins IPO Club Region: Ontario Date of Event: June 6, 2017

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Judge(s): A Judy Garland B same C same

Trial Manager, Email address, GSSCC# / Expiry: Susie Smartypants #4567 / 1*18
s.smartypants1954@hotmail.com

To be completed by Judge

Please indicate the total number of titles entered in trial (include ALL dogs whether they pass or fail):

Breed / Sex of dogs entered:	BH	AD	IPO			FH			TR			OB			APR		
			1	2	3	1	2	IPO	1	2	3	1	2	3	1	2	3
German Shepherds:	M																
	F																
Other Breeds:	M																
	F																
Totals:	M																
	F																
TOTAL Number of TBes Entered:																	

Sections to be **completed by the Judge** at the end of the Trial

Trial Date, Start/End Times:

1st Trial Day: Date June 6'17 Trial Start Time: _____ o'clock Trial End Time: _____ o'clock
 2nd Trial Day: Date _____ Trial Start Time: _____ o'clock Trial End Time: _____ o'clock
 3rd Trial Day: Date _____ Trial Start Time: _____ o'clock Trial End Time: _____ o'clock

(Trial end time after presentation of the last dog. Additional note: the complete trial is concluded after the awards presentation.)

Trial Assistants: (include name, GSSCC # / expiry)

Tracklayers:			
Name: <u>Joe Tracler</u>	Name: _____	Name: _____	Name: _____
GSSCC # / Expiry: <u>4568 / 1*18</u>	GSSCC # / Expiry _____	GSSCC # / Expiry _____	GSSCC # / Expiry _____
No. of tracks laid / Level fxIPO2 / fxIPO3	No. of tracks laid / Level _____	No. of tracks laid / Level _____	No. of tracks laid / Level _____
Protection Helpers:			
Name: <u>Chris Hejpsalot</u>	Name: _____	Name: _____	Name: _____
GSSCC # / Expiry: <u>3456 / 1*18</u>	GSSCC # / Expiry _____	GSSCC # / Expiry _____	GSSCC # / Expiry _____
No. of dogs worked / Level fxIPO1 / fxIPO2 / fxIPO3	No. of dogs worked / Level _____	No. of dogs worked / Level _____	No. of dogs worked / Level _____

To be completed by Judge. Please circle appropriate response:

Tattoo/MC Check: The tattoos/MC₄ of all the dogs presented were easily identifiable and **corresponded / did not correspond** with those on the registration papers. Discrepancies during the **tattoo/MC check**, indicate name and reg.no.:

The Tattoo/MC check must be completed by the Judge to be in compliance w/the rules



Signature of Trial Manager / Secretary _____

Signature of Judge _____



GSSCC Trial Rules re: Requirements & Eligibility - Impartiality & Tattoo check

Page 2, 3: **REQUIREMENTS & ELIGIBILITY**

Only dogs that appear healthy, and can be identified by a tattoo or microchip can be exhibited in a trial. Before being permitted to participate in a trial, each dog must pass a test of impartiality and sureness.

The evaluation of self-confidence and impartiality will take place throughout the entire trial. A dog is to be dismissed from the trial if it demonstrates faulty temperament during the trial, even if the initial test for impartiality was positive.

Page 10: **PRINCIPLES OF THE TEMPERAMENT TEST**

The temperament test must take place before the beginning of the trial (except at national events). The location of the test must not be on the performance field. The test can be done at the tracking field or an adjacent field. Dogs are to be brought on a slack heeling lead (not tracking line and harness). No commands are to be given.

The dog must be able to be touched.

The following standards are to be observed in the test:

- A systematic test of the temperament is to be avoided.
- It is the judge's choice how the sequence of events is organized.
- The inspection and verification of the tattoo number/microchip number is an essential part of the temperament test.**
- Dogs must be able to be touched by the judge.

The temperament evaluation occurs not only at the beginning of the trial, but continues throughout the entire trial. A dog that has passed the pre-trial portion of the temperament test may still be eliminated from the trial if that dog shows faulty temperament during the course of the trial. If the judge observes unsatisfactory character, he must test the dog carefully according to the trial rules (for example, in the gunshots). Repetitions to this purpose are permitted.

CONDUCTING THE TATTOO CHECK

The judge has to verify in the trial documents that the tattoo/microchip check was conducted. If the tattoo mark is not clearly discernible, in all cases the identifiable marks are to be recorded. The tattoo number must agree with the pedigree/scorebook submitted by the handler. **In the case of difficulties in the appearance of the tattoo (illegibility of the numbers for example), the trial paperwork is to include an appropriate remark.** Owners of dogs that are micro-chipped are responsible for providing the necessary equipment for the identity check.



Double check to make sure the Judge completes this last section of the Trial Summary. Circle the appropriate response and, in the case of a dog with tattoo number which did not match the Reg. papers, fill in the dog's name and registration #.

To be completed by Judge. Please circle appropriate response:

Tattoo/MC Check: The tattoos/MCs of all the dogs presented were easily identifiable and **corresponded** / **did not correspond** with those on the registration papers.

Discrepancies during the **tattoo/MC check**, indicate name and reg.no.:

John's von Anydog, Reg#XL987

Susie Smartypants

Signature of Trial Manager / Secretary

Judy Garland

Signature of Judge

Once you ensure that the sections have all been completed, you and the Judge sign at the bottom



Judge completes

No. 1	Dog's Name John's von Anydog		Breed MX	Current Title /	Tattoo or MC # 3X1 003	Registration # XL987	
	Birthdate (M / D / Y) 2/11/13	Male <input checked="" type="checkbox"/>	A	B	C	TSD	Total Score Pass
		Female <input type="checkbox"/>					
	Date Presented June 6'17		Title Presented BH	Temperament Test Pass	TITLE AWARDED: YES / NO	Note: tattoo did not match Reg	GSSCC Scorebook #3891
	Owner's Name John Rotin		GSSCC # / Expiry 3211 / 1'18	Address (City/Town, Province) Fickle, ON			Club Everyonewins IPO
Handler's Name same		GSSCC # / Expiry	Address (City/Town, Province)			Club	
No. 2	Dog's Name Super vom Dager		Breed GSD	Current Title BH	Tattoo or (MC #) 96000012300789	Registration # XL985	
	Birthdate (M / D / Y) May 20'14	Male <input checked="" type="checkbox"/>	A 78	B 73	C /	TSD n/g	Total Score
		Female <input type="checkbox"/>					
	Date Presented June 6'17		Title Presented IPO 1	Temperament Test Pass	TITLE AWARDED: YES / NO	Note: drawn out	GSSCC Scorebook #3791
	Owner's Name Betsy Rotin		GSSCC # / Expiry 3211 / 1'18	Address (City/Town, Province) Fickle, ON			Club Everyonewins IPO
Handler's Name same		GSSCC # / Expiry	Address (City/Town, Province)			Club	
No.	Dog's Name		Breed	Current Title	Tattoo or MC #	Registration #	
	Birthdate (M / D / Y)	Male <input type="checkbox"/>	A	B	C	TSD	Total Score
		Female <input type="checkbox"/>					
	Date Presented		Title Presented	Temperament Test	TITLE AWARDED:	Note	GSSCC Scorebook #
	Owner's Name		GSSCC # / Expiry	Address (City/Town, Province)			Club
Handler's Name		GSSCC # / Expiry	Address (City/Town, Province)			Club	

Signature of Trial Manager/Secretary

Michelle Hartmann

Signature of Judge

Paul

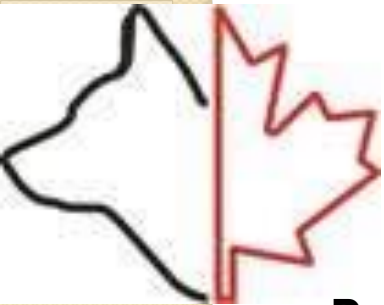


Official Trial Documents: **TRIAL SUMMARY** sheets
Do NOT staple or fold the paperwork sent to GSSCC

GSSCC Policy Manual s.1(j): the four (4) copies of the trial results shall be distributed in the following manner:

- (i) the original* is sent to the GSSCC
- (ii) two copies are kept by the presiding Judge(s)*
- (iii) final copy kept by the Trial Manager

*If you have an **SV Judge** who requires receipt of an **original** Trial Summary and you won't have time to photocopy the original before the Judge leaves, make and use two (2) original Trial Summaries - one for the SV Judge and one to use for making copies for distribution after the Trial. **Make sure that each original is marked up and signed**



GSSCC Scorebooks

Page 1: ensure that the book has a number (upper left corner) / a stamp (raised impression) and a sticker on the back of the cover (indicating that the dog's pedigree is on file)

If none of this has been completed the book can be submitted w/the trial paperwork for registration.

***ensure that Page 1 has been completed:**

>Dog's info: sex / breed / name (registered or call name) / Registration #
circle registry (ie: CKC) / tattoo and/or microchip #s

>Who issued the book / their position / on which date and by which club.

Page 2: Pedigree information including dog's date of birth

Page 20 (back page): the name of the owner of the dog / **their FULL return mailing address** with a signature **must** be completed before sending the book to the GSSCC

*Affiliate club members (DVG, AWDF, FCI, VDH...) who enter GSSCC trials may do so using affiliate score books, validated/stamped by club



GSSCC Scorebooks: Performance Certificates, Page 11+

First Page (left side of book)

Date	Place of Trial	Type of Degree	Name of Judge	Points			Total
				A	B	C	

Fill out these sections during the lunch break!
*Don't fill out books until Competitor takes the field!

Judge completes these sections along with Trial Summary & Handler book (if submitted)

Second Page (right side of book)

Ratings Evaluations				Degree Given	Courage & Fighting Drive	Trial Manager Signature	Judge's Signature
A	B	C	TOTAL				
						Your Signature	The JUDGE



GSSCC Handler Book (to calculate points for Sports Medals)

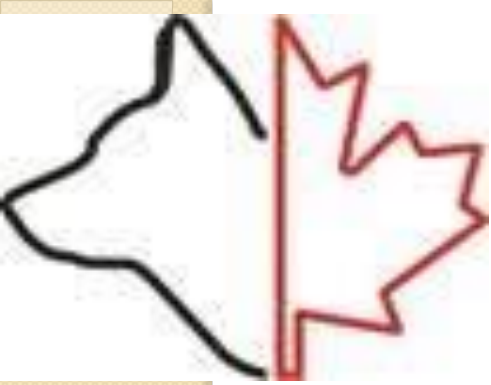
Handler Books need only be filled out for those who pass, so unfortunately cannot be done ahead of time. Quickly fill out book (points are in the back) while finishing up paperwork and hand to Judge for signature.

Left side of book

DATE	NAME OF DOG	LOCATION OF TRIAL	TITLE		A	B

Right side of book

C	TOTAL	RATING	MEDAL POINTS	JUDGES SIGNATURE



LESSON 3

DAY OF THE TRIAL

The Trial Manager is responsible for every aspect of the whole trial - remember, it is your signature (along with the judge) which appears on the documents.

Refer to the GSSCC Trial Rules:

Page 6 ...conduct of participants / presentation of membership cards & score books

Page 8/9 ...Duties of Trial Manager* & Responsibilities

Page 12 ...selection of tracking fields

Page 64 ...responsibilities during the AD test

(page numbers may vary from printed and online Trial Rules version)



Day of Trial responsibilities

Competitors:

Prior to the Handler Meeting: verify original documents, tattoo or microchip (if you have not done so at Open Practice). As competitors arrive they are required to show you their original documents and GSSCC membership card. This is also the perfect time to verify that the dog's identification (Reg'd Name, microchip/tattoo) corresponds to the entry form.

***What can be done if you discover that the dog's tattoo/microchip # does NOT correspond with that on the registration/pedigree or entry form?**

Scoreboard: add any missing names

Starting the Trial:

- Give the list of competitors to the Judge for the **Handlers' Meeting**.
- Ask the Judge how he would like to receive the field sheets and where you should be (on the field) during each performance (some Judges like you to be close at hand others prefer that you are off to the side but still visible).
- Have Judge's Field Sheets organized in the order of performance and on hand just in case the Judge needs to refer to them during the meeting.
- Have extra pens/sharpened pencils on hand. You should have a weather proof clipboard/portfolio for field sheets. Water should be available for the Judge, Helper(s), Tracklayer(s) and Group members.
- Have an umbrella (which you will carry to protect the Judge) and a plastic cover for Judge's clipboard in case of rain.

Make sure the Handlers all know the order of performance.



Trial Day

Tracking

Ensure that you have a microchip scanner with a fully charged battery available in case the handler does not have their own.

The **temperament test and tattoo/microchip check** must take place before the beginning of the trial (except at national events). The location of the test **must not** be on the performance field. The test can be done at the tracking field or an adjacent field. Dogs are to be brought on a slack lead (not tracking line and harness - although these should be available to be checked).

No commands are to be given.

According to the Rules:

- The Trial Manager must see to it that the dogs are handled in such a way in the tracking fields that wildlife will not be disturbed.
- Before laying the IPO 1 track, the handler must show the articles to the Judge. Only the articles described in the Rules or articles of the Judge's discretion are to be used.
- The handlers may not be present during the laying of the tracks for IPO 2, 3 / FPr 2, 3 and FH. During the laying of the IPO 1 / FPr 1 track, the dog must remain out of sight.
- Ask if you are to accompany the Judge & Tracklayer out onto the field. If not make sure you are available to assist the Judge during the critiques and that each upcoming Handler is ready to proceed.



Trial Day

Obedience

Make sure the Trial Field and equipment are ready (pistol is loaded and functioning [spare is available] and a member *who is not in the group* is prepared to fire it)

- after each critique the Judge may give you back the field sheets for safe keeping
- Remove any sheets for dogs who are DQ'd (and keep separate) as they are not permitted to continue any further part of the trial.



Trial Day (completing paperwork as you go along makes wrap-up easier)

During lunch break, begin to get a head start on your paperwork:

- fill out Page 1 of all the Scorebooks: Date / Place of Trial (Club Name) / Type of Degree (title) / Judge's name
- BH exams can be written during lunch / check with the Judge as to when these are to be marked

This the ideal time to do a quick check that competitors are aware of trial order and to answer any questions or concerns / Helper(s) and the field are prepared - ***JUMPS ARE OFF THE FIELD.***

Make sure your Judge has had lunch and is ready to mark the field for Protection and that the field sheets are ready for the Judge in the appropriate order.



Trial Day

Protection

Only the Judge, Helper(s) and Competitor are permitted on the protection field.

If the club has a portable sound system for critiques, make sure it is ready and in position for the Judge.

Notify the upcoming team to get ready during the critique. Ensure the Handler has the correct leash & collar and has left a 'toy' behind and not (accidentally) stuffed into a pocket.



Trial Day: Wrap-up

Awards Presentation

- you and the Judge check the various scores to determine trophy recipients
- assemble the awards and notify the competitors that the Judge will be finishing the paperwork after the Awards Presentation. Scorebooks will be returned once they are all completed.

Completing the Paperwork

- assemble **Trial Summary** sheets, **Scorebooks** and **Handler Books** in trial order (BH / IPO titles / all other titles)
- *check that the **Impartiality Test/Tattoo, Microchip Check** section has been circled and completed.*

Trial Summary Sheets - the Judge is to fill in the official sections: Impartiality Test, scores, TSB, Total Score, Title Awarded and any Notes

Hand the Judge the Scorebook and Handler book for the same Handler to be completed and signed by both the Judge and you

- As each Competitor is complete, refer to your Handler Checklist to determine what documents were handed in to be returned (books, GSSCC card, original documents, etc)
- **New Scorebooks which are to be submitted with the trial paperwork should be put into your file *make sure that all sections have been completed by the Handler including the return address in the back**
- Double check the Trial Summary chart to make sure the math is correct
- Trial Documents must be sent to the GSSCC, trial paperwork chairperson within two weeks of the trial or a late filing fee will be sent to the club.
- IF SENDING BY XPRESSPOST PLEASE DO NOT SEND “ SIGNATURE REQUIRED”



Summary

Trial Manager defined / duties & responsibilities in order to follow GSSCC Policy/Procedure & Rules

- have a copy of the GSSCC Policy/Procedure & Trial Rules on hand

Essential Trial Documents / where to get them / Judge's Field Sheets / GSSCC membership (pre-requisite for all Canadian Competitors)

- the importance of the Trial Summary
- Impartiality tests & Tattoo/Microchip checks

Duties during the Trial / Wrapping up / Document Distribution

- you are the Judge's assistant - always be professional, have a keen attention to detail & effective communication
- provide original Trial Summary to an SV Judge

Checklists and cross-referencing

- the benefits of staying organized

Knowledge of the rules in order to affect timely solutions to various situations which will arise at a trial



Lesson 4:

Requirements for Certification at a Seminar

- Complete the Trial Manager Program
- Achieve minimum 70% grade on testing.
- Answer test questions and complete the Trial Summary Sheet properly for 5 dogs.

Good Luck!



**German Shepherd
Schutzhund Club of Canada**

**Trial Manager
Certificate Program**

Developed for the GSSCC by Racine Hyatt GSSCC #3891