

CPE Host Club Trial Guidelines & Checklist

Effective date: April 1, 2010

Please send questions/comments to CPE, cpe@charter.net

Use this checklist to ensure all aspects are covered to apply and prepare for, hold the trial and submit proper paperwork for a CPE Agility Trial. NOTE: this checklist may not include all items for your club.

ALL FORMS ARE AVAILABLE ON THE CPE WEBSITE

	<p>Check all equipment. Have all that is needed to hold a trial? Does equipment fall into CPE specifications? If not, must be fixed prior to the trial. The judge is required to pull any unsafe or non-conforming equipment, and will file a report with CPE. The equipment listed in the premium must be the equipment used at the trial.</p>
	<p>Find trial site (See Agility Trial Show Site in the rulebook for more information) and contract judges. Make hotel reservations for judges if necessary. Assign chairperson, secretary and committee. (See Show Committee and Officials for more information)</p>
	<p>Send completed Trial Application to CPE at least 4 months prior to the event, with the appropriate fees. Proof of insurance must be recorded at the CPE office, and ring sizes must accompany the trial application or the trial cannot be approved. Proof of insurance must be available to be shown to the judge(s) at the trial prior to classes beginning on the first day of concurrent trials. (See The Agility Trial in the rulebook for more information).</p> <p>The closing date must be at least 10 days before the first day of the trial. Entries may not be accepted after this date. No trial will be approved if the trial application is received with less than 3 months before the show.</p> <p>If the date is changing from a different week, the application must be received at least 5 months before the first trial date.</p> <p>NOTE: Host Club dues must be included with the first trial application for a future year.</p>
	<p>Premium list is to be approved by CPE prior to distribution. Premium list must be emailed at least 3 months prior to the event date. Email your premium to CPE in Word (version 95 or later) or pdf format (no large graphics).</p> <p>If there is an opening date, it must be at least 3 weeks later than the date the premium is first sent to CPE.</p> <p>See the 2010 Premium Master on the hidden club webpage for premium requirements.</p> <p>Premiums are usually reviewed within a week of receipt.</p>
	<p>Entry Confirmation letters must be sent by mail or email to the participating exhibitors, postmarked at least 7 days prior to the event, regardless of the move up date.</p> <p>Confirmation must include the owner/dog info including height category, height, classes and levels entered, as well as the check in time, class order with level groupings and heights per day.</p> <p>If no exhibitor catalog will be available at the trial, confirmations must also include a pdf of the running order (or a host club link to their website).</p>
	<p>See the Host Club Trial Report for results submission requirements.</p>
	<p>A catalog/running order sheet is required to be available to the exhibitors at the trial. (See The Show Catalog for more information) Do not send the running order to CPE.</p>
	<p>Emergency Veterinary Clinic and Medical information must be available from the show committee.</p>
	<p>Awards and Ribbons (see rulebook for information)</p>
	<p>Gate Sheets for gate steward</p>
	<p>Scribe Sheets for recording. (Masters are available on the website)</p>
	<p>Submit host club report to CPE – requirements are listed on the form</p>

Info from Host Club letters:

Effective for trials beginning January 1, 2008 and forward:

- No club can hold more than 8 trials per calendar year. A trial consists of one or more consecutive days.
- No more than 6 classes can be offered per day. Dogs may only run up to 5 classes per day.
- Standard levels 2 & 3 cannot be combined for more than 50% of the standards offered at a trial.
- Running orders are no longer required to be handed out to each exhibitor at the trial. If this practice is in place for a club, the following must be adhered to:
 - ❖ At least 10 copies (or the ability to print copies) must be available at the show for exhibitors without a computer or those who could not download the file.
 - ❖ At least one copy of the running order must be posted at/near the check in table at the show.
 - ❖ If the show has Day Of Show entries, the Gate Sheets will then be the most current running order. After the entries are keyed each day, a new posting running order may be printed and posted.
 - ❖ No later than 7 days prior to the first trial date: the running order must be emailed to all exhibitors in a pdf format, and/or a link provided to the club's website for the exhibitors to download. This includes clubs that are also offering Day Of Show entries (if they have not filled).

Effective for trials beginning January 1, 2009 and forward:

NOTE: A trial is one or more consecutive show days.

- The same judge cannot be used for two trials in a row for the same club
- Clubs that hold 1-4 trials per year cannot use the same judge(s) for more than two of their trials per calendar year
- Clubs that hold 5-8 trials per year cannot use the same judge(s) for more than four of their trials per calendar year

CPE Trial Calendar

The CPE trial calendar is based on week numbers, not actual calendar weekends. Week numbers with their corresponding dates must remain the same per the trial calendar (see the hidden club page, www.k9cpe.com/clubinfo.htm). If a club wishes to change their week, it must be noted with the reason and cannot be published until approved by CPE.

Once the updated trial application for 2011 is posted, all trials must be submitted on that form. See the forms page or the hidden club page for the new form when updated.

Trials calendar – lead time for trial approval is as follows:

Changing weeks – 5 months (no late applications will be allowed to change a date)

New trial or repeated date – 4 months, 3 months with late fee (no application will be approved if received with less than 3 months before the trial)

Premiums: at least 3 months before the trial

NOTE: when a trial application has been approved and processed, if the club elects to change that date, a new application and subsequent fees is required. Include in the comments section of the date to delete.

Amended Trial Applications – no form needs to be sent now. Changes can be made by email with the following info:

- Club Name per CPE website
- City & State of trial
- Dates
- What is being changed
- Full name of the person sending the email

SUBMITTING MAIL TO CPE

When sending mail to CPE, do not request a signature or it can be delayed. We often pick up mail when the lobby is not open. Paperwork is dated when received in the office, not when delivered to the post office. If you need a confirmation of delivery, the post office has electronic confirmations that do not require a signature from CPE.

Please use the host club report check off list after a trial. All items must be completed per the form.

TRIAL RESULTS – EFILE and PAPER – CPE SHOW PROGRAM SOFTWARE USERS ONLY

Effective for trials April 1, 2010 and later that use the CPE Show Program Software – hard copy (paper) results no longer needs to be sent in IF an efile is sent that can be processed. CPE will notify the secretary if the efile cannot be processed (it's rare that happens).

Efiles must be sent within 2 days of the last day of the trial to cpe@charter.net.

Paperwork per the 2010 Host Club Report must be postmarked within 3 days of the last day of the trial.

Note: make sure to Defrag and Scan Disk your computer on a regularly advised schedule. We've had a few CPE show program efiles not be able to be processed due to a club's computer issue that corrupted the efile.

TRIAL LIMITS

This has been an escalating issue over the past few years due to clubs going over their limits against CPE policy. Exhibitors enter a trial with an expectation of the trial ending within a certain time based on the limits in the premium. Please make sure to adhere to the limit policies.

- A club cannot ask the judge if they can go over their limits – limits are per CPE policy and cannot be exceeded.
- Per CPE policy, a club can go over their applied for limits by no more than 10% for the last mail received in that day's mail. This 10% allowance is not to be counted upon as runs for each trial - it is there to allow for an exhibitor's entries to be accepted for all runs when the limit is close to filling.
- At no time may a Judge judge more than 400 runs per day at a club trial.

Minimum ring sizes – sites that are already in use for already approved dates are grandfathered in. Grandfathered dates would include approved trial applications received by December 31, 2008.

New trial dates, moving a trial date, moving to a new site, or a new host club must adhere to the requirements below, regardless if the site was previously used and/or approved for another date or club.

- Outdoor sites – ideally, 100x100; no length is longer than 120' on any given side. Minimum approvable outdoor sites must be at least 80x90 with no obstructions or unusable areas.
- Indoor sites: width is no less than 60' interior measurement
 - If the Width is 60' – 70': Length is no less than 80' for games only trials, 100' for trials with standard classes offered on any day.
 - If the Width is at least 80': Length is no less than 80' for any class line up.

These measurements include no obstructions or unusable areas. Rings that are not square/rectangle in shape must have a grid pre-approved before contracting with the site for new or changing dates or changing to a new site for a previously held date.

Proof of Insurance – proof of insurance is no longer required to be sent in with each trial application received after January 1, 2009, IF a certificate is on file with CPE, otherwise current proof of insurance is still required to be sent with the trial application. Host Clubs should send a copy of their current insurance certificate with their dues for it to be on file with CPE. The host club must send an updated Acord Statement with CPE as the certificate holder as proof of insurance when the policy is renewed, changed or if changing companies.

A copy of your certificate is required to be available at the show upon request by a club member, judge or exhibitor.

Supervising judges

CPE must be contacted prior to asking a judge to supervise another judge at your trial. The contract between the judge and host club must be finalized prior to the premium being published for that trial. Judges and host clubs are solely responsible for the terms and conditions of their contract for a trial. The supervising judge must be listed on the trial application, but not listed in the premium.

A written, mutually signed contract is required between the host club and judge(s). CPE will NOT intervene in contract disputes. There is no base rate or minimums set by CPE; all pertinent items are negotiable between the host club and the judge. See the hidden club page for a contract example – CPE gives permission to CPE host clubs to modify the form for their club's use.

Collars at the trial - Electronic training/collar devices are not allowed on the grounds at a CPE show. This includes electronic training devices, shock collars, and bark collars that shock a dog. If a club does not allow certain collars or restraints beyond the electronic, it must be stated in the premium.

Judges showing dogs at a trial they are judging:

- Apprentice judges cannot show their own dogs when they are the judge of record at the trial.
- Judges cannot show their own dogs at a two ring trial where the rings are running simultaneously.
- The Host Club **can** elect not to have a judge show their dogs.
- The judge may earn a Q, but cannot earn placement ribbons.
- Another CPE judge must be in attendance as a judge or exhibitor and is willing to judge the runs, as a step-in judge. The 'step-in' judge shall not receive any payment for stepping in; it is a courtesy for fellow judges.

SUBMISSION OF CATALOG RESULTS TO CPE – ALL CLUBS MUST ADHERE TO THE FOLLOWING!

THERE IS A FINE PER WEEK FOR LATE AND/OR INCOMPLETE TRIAL PACKETS

**First week - \$10, Second week – add an additional \$20, Third week – add an additional \$30, etc.
Paperwork is to be postmarked within 3 days of the last day of the trial, or fines will be assessed.**

The running order catalog is not to be sent to CPE. Course copies are not to be sent to CPE.

All trial paperwork must be submitted to CPE in the format listed on the host club report (see the hidden club webpage) – postmarked no later than three (3) days after the trial.

FOR CLUBS USING THEIR OWN PROGRAM

Trial results catalogs must be in the format required by CPE. Contact CPE for an example.

CPE ID card numbers MUST BE VERIFIED! Incorrect ID numbers are being submitted with the results, causing legs to be credited to the wrong dog. To save time at check in, include within your club premium, a request that a copy of the ID card be sent in with the entry. Thus, ID numbers can be verified ahead of time.

FOR CLUBS USING THE CPE SHOW SECRETARY PROGRAM

Prior to keying in a new show, you **MUST** download the updated files to ensure correct information for your trial. The updated files are at www.k9cpe.com/dbcpessp.htm. This page is not on the public menu on the website. Make sure to save it to your favorites. Updates may be downloaded at any time to add new members not in your current databases.

Verify that the club name is in both the keying fields and the pull down menu for your club. The pull down menu with your club name is essential for the legs to post correctly. See Tools, Options, Club Info in the program.

Email your results.dbf and updates.dbf (will only have the updates file if email or address changes were done) files to CPE. **The emailed file(s) MUST be received by CPE within 2 days of the last day of the trial.**

If the computer is not used at the show site, and the results are keyed into the computer at a later time for submission to CPE, make sure that if corrections were made to a score, that the scribe sheet and the written results sheet match prior to keying into the computer program. A copy of the written sheets **MUST** be sent to CPE. A computer printed copy is not necessary, when the club keys the results after the show, unless the written sheets are not completely legible.

WHEN TRANSFERRING FROM ONE COMPUTER TO ANOTHER

The following must be adhered to or the OS system (depending on which one you have on each computer) may combine shows of the same number – that would show dogs that are not really entered, change levels for dogs that were entered in both shows, change levels from move ups.

Rename the prestige folder (suggestion: prestige and current date – “prestige 033010) on the destination computer

Transfer the ENTIRE prestige folder from the entry input computer to the destination computer

Rename the prestige folder on the entry input computer

Trial results entered on destination computer (now show input computer)

Transfer the ENTIRE prestige folder from the show input computer to the original computer (to email the efile to CPE)

Rename the prestige folder in the “extra” computer

You'll probably end up with multiple prestige folders with different dates – it's good for back up. You can make a folder to store all the extra prestige folders – CPE show back ups, or similar name is good to use.

*****NEVER REPLACE FILES PER THE COMPUTER ASKING YOU TO DO SO,
THAT IS WHEN PROBLEMS HAPPEN*****

NOTE: when updating the CPE Show Program version, you must do so on all computers used for CPE shows.

CPE Timer & Scribe Instruction Sheet (Trial Secretary also, please read)

Always talk with the Judge before the class starts (a good time is during the walk through).

Timer – If no E-timers: have two stopwatches at hand and a whistle (try it out during walk through on games requiring a whistle). Everyone always receives a time for all classes unless: the dog potties in the ring or the team goes over the maximum course time set by the judge (NT – no time), the Judge excuses the team (NT unless the Judge indicates an excused dog {aggression, poor sportsmanship, etc} – a report MUST be filed with CPE) or the handler excuses himself/herself and dog. It is up to the judge to decide if a dog gets an NT.

The timer will always start the next dog. Make sure the previous dog is on leash and/or out of the ring, the ring crew is clear and the judge is ready before telling the next team to “GO”.

Scribe – have clipboard(s) and multiple pens ready. Verify the dog on the line is correct on the scribe sheet by dog’s name or armband. Indicate the run time from the timer – do not convert time. For a quick change to the next dog: fan the scribe sheets on the right side so they don’t stick together, give the finished sheet to the timer to hold unless it is a whistle class. The scribe is to write ONLY what the judge calls – the scribe is NEVER to interpret the dogs run themselves. If there is a question, ask the judge immediately after that dog runs.

For Jackpot, Snooker & FullHouse: If there are any 16” veteran dogs entered, let the timer know – they jump 12” but still run at big dog time. Check with the trial secretary if there are any Handicapped handlers entered – if so, the timer will need to add 5 seconds for Snooker only (all other times are done at the scorable). Keep in mind a Handicapped handler may have someone else run their dog – then dog does not receive an adjusted time. Enthusiast and Specialist dogs will receive the time pertaining to their jump height.

Standard / Jr Handler / Colors / Jumpers Class

Timer – get maximum course time from the judge.

Scribe – mark faults with vertical lines.

Wildcard Class

Timer – get maximum course time from the judge.

Scribe – mark faults with vertical lines. Circle wildcards as called by the Judge.

Jackpot & FullHouse Class

Timer – Jackpot - get opening and second whistle (NQ whistle, clear the course) times from the judge. The second whistle in Jackpot is NOT to determine if the team has gotten the gamble within time – it is to let the team know they have gone over time and *HAVE* NQ’ed. The Q/NQ is determined by the scorable, not within the ring.

FullHouse – get game times from the judge. Do not stop the clock before the dog completes the finish line (one paw on table is the finish line). 16” veterans (jumps 12”) run at big dog time.

Scribe – write points in order, on the left side of the scribe sheet, as called by the Judge: DO NOT make vertical marks in the point columns.

Snooker Class

Timer – get game times from Judge. ALL dogs get a time, except if the handler voluntarily leaves the ring before the game ends and the dog does NOT touch the table, OR the dog does not touch the table with at least one paw. In this class, the Judge may blow a whistle or say ‘Thank You’ if the team makes a mistake that ends the team’s run. Make sure to give a time to the scribe if the dog gets to the table - the team may Q, if enough points were earned. 16” veterans (jumps 12”) run at big dog time.

Scribe – Opening points: circle the ‘red’ jump point number 1, then write in the ‘color’ number as called by the Judge. A ‘1’ is required, a color may not be called before the next ‘1’, if faulted. The color may be zero in the opening sequence and the team can still continue. Closing points: circle the numbers the Judge calls.

Handicapped / Differently Abled Handler

If there is a Handicapped Handler entered (must be indicated on entry form after January 1, 2003), see the time allowances below. The dog does not get allowances if the Handicapped Handler does not run the dog. A Handicapped Handler must have proof (if necessary) from their state of residence (copy of parking sticker) of handicap status. Do not ask about medical conditions. If there is a question, the judge will make a final decision.

Standard & Jumpers

Table - if the course is less than 150 yards, minus 5 seconds from the run time, before calculating and posting score.

Table - if the course is more than 150 yards, minus 10 seconds from the run time, before calculating and posting score.

Colors

Table - minus 5 seconds from the run time, before calculating and posting score.

Wildcard

Table - minus 5 seconds from the run time, before calculating and posting score.

Jackpot

Table – minus 5 seconds from the run time, before calculating and posting score.

Snooker

Timer – add an additional 5 seconds to the game time.

Table – minus 5 seconds from the run time, before calculating and posting score.

FullHouse

Table – minus 5 seconds from the run time, before calculating and posting score.

CPE Agility Trial Report – Host Club

Effective April 1, 2010

First Trial Date:		Host Club:	
Trial Secretary:		Email:	
Were any obstacles substituted or removed? Yes No		If yes, explain on the reverse of this page	
Did the original Judge(s) actually judge the trial(s)? Yes No		If no, state the reason and who judged on the reverse	
Attach reports for any of the following: NOTE: statements from ALL parties involved (including witnesses) must be gathered at the show and included as well as the Host Club Committee Meeting Form and club recommendations regarding sanctions (see the CPE rulebook for minimum sanctions for respective incidents).			
<ul style="list-style-type: none"> ➤ Dog(s) or handler(s) excused from the show and the reason (including any dog on dog or dog on person incident) ➤ Complaints against the following: Club, Judge, Dog, Handler ➤ Any other incident(s) 			

One show date per line:

Show Date	# of dogs entered	Total daily run limit per premium	Total Runs per day	# of Q's per day	CPE Fee \$1 per run entered
/ /					
/ /					
/ /					
/ /					
Total to remit to CPE					
(If any program coupon deductions are taken, the coupon must be included in the packet)					

If using the CPE Show Secretary Program - the emailed results efile MUST be received by CPE no later than the two days (2) after the last day of the trial. No printed catalog results needs to be sent in "IF" the efile is ok for posting. If the file is corrupted for any reason, a hard copy of the results per the requirements below would need to be sent.

Send the completed trial packet to CPE by first class or priority postal mail; do not send by parcel post:

All trial paperwork must be submitted to CPE per the checklist below, and be postmarked no later than three (3) days after the trial. If anything is incomplete (including any dogs not accounted for on the measuring sheet) or missing, late fees will apply. *Note: do not use a mailing method that needs a signature for pick up – recipient signature must be waived. The PO has electronic delivery notification if you need delivery confirmation.*

Check each box as the items are completed and included in your trial packet per the list below

<input type="checkbox"/>	Completed measuring sheet – ALL dogs must be accounted for or if absent, marked ABS, measuring judge(s) and trial secretary signatures required. ***Dogs cannot run if they are on the measuring sheet.*** If there are multiple measuring sheets due to DOS entries – cross out the duplicates from day to day, once a dog has been measured the first day it was entered for. This will ensure all dogs have been accounted for.
<input type="checkbox"/>	Jr Handler Q report (if any Jr's qualified in Standard) – the Jr Handler Q form is on the forms page of the website. The Jr can either give the completed form to the trial secretary or elect to mail it to CPE directly (preferred). The trial secretary should have a few Jr Handler Q forms on hand, or able to print from the CPE Show Program.
<input type="checkbox"/>	Catalog Cover must include: club name, date(s), judge(s), chairperson name and email, secretary name and email, class, level and height order. Can be of the club's own design, see the hidden club page for an example.
<input type="checkbox"/>	Judge's Timing Sheets – stapled for each day, each judge.
<input type="checkbox"/>	***ONLY for clubs using any program other than the CPE Show Program, or a corrupted efile*** Catalog – printed hard copy with class results filled in (same as the at trial posting sheets for the exhibitors), Class pages must arranged in order, separated by each day (day 1, day 2, etc): ◆ Each individual class is in order of Levels, 1 through 5, then C– regardless of how the levels were ran Group the levels in the following order: Regular/Veterans, Enthusiast, Specialist ◆ Each individual class MUST be stapled – the classes may be arranged in any order within each day's batch
<input type="checkbox"/>	Course Reviewer check made out to the course reviewer. \$10 per class ran (NOT level groupings – \$10 per each full class). The reviewer's name was sent in the trial approved email
<input type="checkbox"/>	Check made out to CPE for the total recording fees per above
<input type="checkbox"/>	This host club report

The Host club will keep the scribe sheets and a hard copy of the printed results catalog for two years. Entry forms and move up info can be discarded at the club's discretion – it is recommended that they are kept for 2-6 months

Name of person storing the records:

Email address:	CPE ID number:
----------------	----------------

Send to: CPE, PO Box 805, South Lyon MI 48178