



Canine Performance Events Host Club Manual

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Section 1 – Host Clubs

1.1 Trial Dates, Trial Applications, and Trials in Same Geographic Area.

1.1.1 Trial Date(s).

A club may not hold more than eight (8) trials of the same type per calendar year. (E.g., a club may have eight (8) AG trials, eight (8) SW trials and eight (8) Canine Scent Sport (CSS) trials per year which is the maximum allowed). A trial consists of one (1) or more consecutive days.

1.1.2 New Trials for New Host Clubs or Current Host Clubs.

A club may need to determine if a trial date or the site is available. Each individual day or date is one (1) trial with the CPE National Event as an exception because the entire event is one (1) trial. Agility trials may be held on any day of the week.

Never assume that a new trial date may be approved and do not have the Judge make airline reservations until the trial is confirmed. The trial may not be approved because the application of another club that may be in the area may have arrived before the application that the club sent and has not yet been added to the website. New trial dates are NOT held, and the dates may only be finalized upon receipt of a trial application at the CPE offices.

Once a Host Club holds a trial on a particular date, then the date is reserved for that club for the following year by default. The club may forfeit the date by not holding a trial or not notifying CPE that the date is no longer needed. A club may skip a year for the reserved date but may submit a trial application for the next scheduled year at the time of the decision to skip and hold onto the date. If the date is subsequently cancelled for the specified year, then the trial application fees are not refunded. All disputed dates between clubs with trials that are near each other may need to be worked out between the clubs, and only with CPE's assistance if needed.

A Host Club is required to utilize the "Trial Calendar" on the CPE website for the previous year's dates that are reserved, and which may not yet have been applied for in the current or upcoming year.

1.1.3 Trial Application.

The trial application and equipment list forms may be found on the club page on the CPE website which is a Microsoft Word format. The trial application should be filled out entirely or the application is not complete for review. If multiple trial applications are sent in together, then make copies and staple all the paperwork to each form before sending into CPE and ensure each trial has a separate folder and is filed by date not by club. Trial applications may only be submitted through mail.

The classes and Judge(s) may be marked as To Be Determined (TBD) and filled in later on an amended trial application which is due no later than 12 weeks prior to the first trial date. If the application is received with less than 12 weeks before the first trial date, a \$25 late fee is assessed. Trial applications may be submitted through mail or online. See Application Link in Section 8 for the correct application fees and deadlines.

1.1.3.1 Trial Applications and Amendments Accepted Online.

Effective January 1, 2023.

Do not use the PayPal email address for PayPal questions, continue to email Sean directly at Sean@cpe.dog.

Trial applications and amendments may be submitted by email if payment is made through PayPal using the email address: cpe.dog.pp@gmail.com.

Details to include for each transaction:

- Include a note on the PayPal payment with primary name, the club's full name (not an acronym as there may be duplicates), the trial date and type of transaction (i.e., application, amendment, etc.)
- Send Sean an email with the completed trial application form in document or pdf form or the amendment details. The application should include the payment transaction ID and paid in full.

NOTE: Procedures for the trial results paperwork, submitting recording fees and agility Course Reviewer fees have not changed.

1.1.3.2 Application Deadlines and Fees.

See Application Link in Section 8 for the correct fees depending on the application changes.

1.1.3.3. Amended Trial Applications by Mail.

Amended trial applications submitted by mail and should be post marked no later than 4 months before the trial. Please provide the following information:

- Club Name.
- Date(s) of the trial.

- List what is being changed and shall include CPE ID numbers and email address for chairperson or secretary changes. Do not include what the current information is but only what information is changing.

The amendment fee shall be waived if the only amendment is to add a newly accepted apprentice Judge for a trial already approved with a supervising Judge as the Judge of record but may be done at least 4 months before the first trial date. The supervising Judge shall agree to the change. Any other amendments may still be covered under the fee schedule.

1.1.4 Multiple Host Clubs in the Same Geographic Area.

Google Maps is used to determine mileage between clubs. A new Host Club in the area, the distance shall be determined by using the city and state that the club has submitted for the mailing address. When submitting trial applications, the distance is determined by using the city and state the club has submitted for the trial site.

Multiple clubs within a 75-mile area may share an area if the following are met:

- CPE may contact any current club(s) by email for input.
- The final decision rests with CPE to reserve the right to approve or deny a Host Club applicant, regardless of the input from the current club(s) in the region.
- CPE reserves the right to impose a two (2) year restriction on a new club. Restrictions may include but are not limited to how many trials per year, number of indoor or outdoor trials per year, and extra weeks between other trials in the area. Other restrictions may be utilized.

Trial dates:

- CPE requests that the same geographic area clubs work together on securing dates, and that trials are separated by a reasonable amount of distance and time, while taking into consideration the number of expected CPE competitors in the area.
- CPE may deny a trial if the dates are too close together for the area.
- If clubs agree to back-to-back or same weekend trials in their geographic area, the same trials may or may not be approved the following year.
- Trials within 75 miles may not be back-to-back unless permission is received from each affected club.
- Trials on the same weekend shall be at least 150 miles apart unless permission is received from each affected club (permission may not be given if the affected club is having a first trial on the date).
- CPE reserves the right to deny an application regardless of permission from affected clubs.
- Affected clubs have the right to grant permission for 1 year, or year to year.
- Once permission is granted and is without restrictions, and the date is approved, then the date may not be revoked from clubs within the mileage rules.
- All trials that have a set week or dates from the previous year are guaranteed (unless otherwise agreed upon), and do not fall under the mileage rule. Any new or changing week or date, shall follow the above policies.

Note: trial applications may not be sent in until notification is sent indicating the club may be approved.

1.1.5 Emergency Site Relocation.

For Emergency site relocations CPE shall be notified less than 90 days and amendments may be waived, however if CPE is notified more than 90 days ahead of the trial then amendments may be charged. If a site becomes unavailable close to a trial date and a club quickly finds a new location, then the following shall be included with the relocation request:

- A copy of the cancellation email or paperwork from the old site or proof of building destruction (e.g., storm damage beyond repair before trial).
- The new site shall meet current CPE guidelines.
- Ring size and maximum obstructions per the current rulebook.
- The new site shall be no more than 75 miles from the club's address per google maps.
- The new site shall meet the same weekend and back-to-back weekend mileage rules (see the trials calendar k9cpe.com/events.htm) with permission from affected club(s).

Section 2 – Event Planning, The Premium, Photographers and Vendors

2.1 Awards and Ribbons.

Ribbons may vary depending on the division. The Host Club is required to award each qualifying score with a qualifying ribbon or rosette.

- Teal for levels 1 through 5, and all SpeedWay classes (Effective Jan 1, 2022, clubs may use Teal for all levels).

- Rainbow for level C (Effective Jan 1, 2022, clubs have the option to not offer Rainbow Ribbons).
- Orange for Jr Handler in all divisions.

Each ribbon or rosette should have a card attached to record class information printed with the following:

- CPE Logo.
- Name of the Host Club.
- Agility Trial, Scent Sport, or SpeedWay, (optional).
- Qualifying Score.
- City (optional) & State (required) of Host Club’s home base address or trial site.

The CPE logo should be first and the rest of the information in any order.

The Host Club is required to award 1st through 3rd place in each class and jump height for Agility only. (See Table 1). The Host Club may award more places if desired, in other colors. The awards may be ribbons, rosettes, or a combination. If a three-streamer rosette is awarded, contrasting colors on the streamers may be used.

Table 1 Placement Ribbons

First Place	Blue
Second Place	Red
Third Place	Yellow
Fourth Place	White

Note: The club may give other awards, which are not required, but may or may not be included in the Premium List. If an award is given that may be considered a Trophy (e.g., statue, pewter, crystal, breed specific, etc.) then the special awards should be listed in the Premium. Cash awards are not permitted, although gift certificates are allowed.

2.2 Scribe Sheets and Gate Sheets.

The scribe and gate sheets may be printed in advance of the trial, or at the trial. If the gate sheets are printed in advance, and if the club plans to allow for Day of Show (DOS) entries, then new gate sheets should be printed at the trial to reflect new entries.

- At least one (1) copy of the running order may be posted at or near the check in table at the trial.
- If the trial has DOS entries, then the gate sheets may need to be updated to reflect the most current running order. After the entries are loaded into the program each day then a new running order may be printed and posted.
- The running order should be emailed to all competitors in a portable document format (pdf) no later than 7 days prior to the first trial date and/or a link provided to the club’s website for the competitors to download including clubs that are also offering DOS entries if the trial has not filled.

2.3 Additional Supplies.

The following is a list of additional supplies and equipment that may be needed at the trial, depending on the site.

- Extra rulebooks. The minimum of at least one (1) physical current rulebook or the ability to access the online version is required.
- Current incident report.
- Tape measure for measuring contact equipment, jumps, etc. (Agility only).
- Gamble tape as well as regular tape or tees for securing (Agility or SpeedWay only).
- Tape or stakes for weaves (Agility only).
- Additional ink or toner for printer.
- Extra paper.
- Labels, if the labels are being used for competitor scores.
- Rubber bands.
- Pens.
- Clipboards.
- Shims for jumps and contacts (Agility only).
- Awnings or E-Z UP Tents for outdoor trials.
- Stopwatches as a backup, even if electronic timers are being used during a trial (Agility and SpeedWay only).
- Signaling device or whistle (Agility and SpeedWay only).

- Microphone and cables for the Judge during point games (Agility only).
- Measuring wheel (Agility only).
- Easels for posting gate sheets.
- Extension cords & multi-outlet strips.
- Chairs for score table and workers.
- Shade umbrellas.
- Sheet protectors to keep documents and course building maps dry in case of rain.
- Calculator.
- Water/refreshments for ring crew and Judge.
- First aid kit (human and canine).
- 3-ring binders for class results.
- 3-hole punch.
- Batteries for electronic eyes, whistles, timer box, microphone.
- Paper cutter.

2.4 Vendors and Photographers.

Clubs may have vendors at the club's discretion, however, check with the site location to ensure the site will allow sales from any company. Clubs shall contract directly with all vendors as CPE will not intervene in club and vendor disputes.

All photographers at the trial should be stationed in an area that does not interfere with or distract the dog running in the ring. Competitors retain the right to ask that the photographer leave the ring during the dog's run. The Judge may have the final say regarding photographer placement within or near the ring.

2.5 Premium.

There is a master premium template on the Host Club page. The premium file is a word doc and is due no later than 4 months before the first trial date, or when the trial approved e-mail has been received. The contact us web page may be updated with any extended closing dates. The premium may not be published until the premium is approved by CPE. Once the premium has been approved then CPE may forward the premium to be posted to the CPE events page and send an email to the club, upon which the club may publish the approved premium. Make sure to use a copy of the trial application and/or the events web page when creating the premium. Incorrect format and information may delay the posting of the premium.

If the premium is mailed and electronic entries are being accepted, then the premium should state the information on the cover page of the premium and the following sentences shall appear on the cover: "Both mailed and electronic entries are allowed for entry to this trial. Mailed entries have precedence and may be processed each day before electronic entries." Electronic entries may not be processed before mailed in entries unless there have not been any mailed in entries received that day.

2.5.1 Page One.

Entries may be accepted in the following manner as indicated on page one of the premium:

1. First received, no opening date.
 - Entries may be received at any point once the premium has been published.
 - The club may decide not to accept overnight entries, however, if overnight entries are accepted, then overnight entries should be listed on the cover page.
2. First received with opening date to be listed.
 - Entries may be received at any time on or after the opening date.
 - Entries received before the opening date may be destroyed.
 - Hand delivered entries may not be accepted on or before the opening date day one. Hand delivered entries may only be accepted on day two or on the following days after day two. Clubs may elect not to accept hand delivered entries. "No hand deliveries" should be noted on the premium.
3. Random draw.
 - A random draw mail in period may be listed in the premium. The random draw shall be at least two (2) weeks in length, and there shall be at least two (2) weeks before the final closing date of the trial which is after the final random draw mail in period.
 - The premium should be published for at least one (1) week prior to the first day of the random draw mail in period.
 - The draw date should be at least one (1) day after the mail in period has ended.

- A draw is not necessary if the entries received do not exceed the limit of the trial.
 - Competitors shall be notified within five (5) days of the drawing of the status of their entry such as: in the trial, on the waiting list, or the entry being returned.
 - Entries received before the opening date may be destroyed.
 - Competitors may contact the Trial Secretary if the competitors wish to attend the draw.
4. Postmark Date.
- Entries may not be postmarked before the postmark date listed in the premium.
 - Entries received before the postmark date may be destroyed.
 - No entries may be accepted without a legible postmark date.
 - All entries may be held for seven (7) days to allow for mail delivery. If the trial limit is exceeded during the seven (7) day hold, then entries may be processed in postmark date order. A random draw may be done for entries for the postmark date when the limit may be reached.
 - If entries received during the postmark seven (7) day period exceeds the trial's limit, then a draw may be held. The date and location of the draw shall be listed in the premium.
 - Competitors may contact the Trial Secretary if the competitors wish to attend the draw.
5. Final Closing Date.
- The final closing date is to match the date included with trial application.
 - No refund of pre-entries allowed to be withdrawn after the closing date.
 - Should include when the checks may be cashed.
6. Final Move-up Date.
- Include date (usually the Monday before the trial) and the time according to the club's time zone.
7. Limits (See trial application section for details about run limits).
- Trial limit numbers should match the numbers included on the trial application.
 - List trial limit number i.e., if the limit is per day, per Judge for AG and CSS, or per ring, etc.
- Note: If runs are held for volunteers, then the volunteers may not exceed 25% of the limit per day. If entries are held for Host Club members, then the entries shall be included within the volunteer number.
8. DOS Entries.
- List whether DOS Entries may be accepted at the trial.
 - If DOS entries are accepted, then:
 - i) Include start and stop time as the DOS entries is usually the same time as check-in.
 - ii) Include Trial Secretary email or club website information for verification if the trial has filled, and if DOS may still be taken. The club may need to include which method by either secretary e-mail or website.
 - iii) Additional cost per run if there is an additional cost for accepting DOS.
9. Ring Description.
- If the ring is indoor or outdoor. CSS will need to be advised if both for exterior and vehicles.
 - The ring description should indicate if there are any handicap concerns especially for exterior and vehicle searches. If there is a long distance to search areas, uneven footing, hilly or rocky areas, etc. (CSS only).
10. Also included on page one of the premium.
- Judge(s) name. The state is no longer required for (AG or CSS) or the Lure Operator for SW.
 - Host Club name.
 - Date(s) of the trial.
 - The physical address of the trial site.
 - Specific directions to the trial site (along with any notations regarding known inconsistencies using Global Positioning System (GPS)).
 - Recommended hotel(s) along with known pet policies and contact information.
 - Emergency veterinarian location and contact information.
 - Electronic or training collar devices are not allowed on the grounds at a CPE trial and includes electronic training devices, shock collars, and bark collars that shock the dog. If a club does not allow certain collars or restraints beyond the electronic, then the collar requirements shall be stated in the premium.

2.5.2 Page Two.

- Chairperson name(s) and email address(es) should be listed but the phone number is optional.

- Trial secretary name, mailing address, phone number which include available times and the time zone for any calls, and email address. Only one (1) address may be listed for mailing entries.
- Committee members, at least two (2) listed, however the members assigned jobs at the trial may or may not be listed.
- Check-in times per day.
- If multiple Judges are used, then the form should list which Judge is judging each class (AG and CSS).
- CPE's website – www.k9cpe.com.
- If offering limited levels at a trial, then level limits should be indicated on the premium and other levels may be offered at the club's next trial (AG and CSS).

2.5.3 Page Four. (The Entry Form).

The information listed shall include the following:

- Host Club Name.
- Trial Dates.
- Final Closing Date.
- Entry method and opening date, if applicable.
- Name and address, only one (1) address is needed to submit entries.
- Classes offered per day.
- Price per class.
- Package pricing (if applicable).
- Disclaimer and Signature box.

2.6 Entry Processing.

Effective for all trials beginning January 1, 2023, ANY competitor who is competing with a dog in CPE events **MUST** have a CPE Member ID number regardless of if that person has a dog registered with CPE. Any individual who signs the entry form shall provide a member number on the entry form. The exception: Minors under 18 years old on the day of the trial may compete with a dog that is owned and registered to a CPE member. The registered member shall sign the entry form for the dog.

Trials that are limited may only accept entries to the stated limit. If entries are going to exceed the stated limits in the trial application, then the application shall be approved by CPE and may not be more than 10% of the limit.

Pending CPE ID number entries are not allowed to be taken. All entries **shall** have a CPE ID number to be accepted.

CPE numbers are processed through the online format at www.k9cpe.com. Do not advise potential competitors to contact CPE to obtain CPE ID numbers without applying through the CPE website. All membership forms received through Wednesday each week are processed by Thursday the same week. Any emails may be sent, and the CPE databases will be updated for the week.

The disclaimer on the entry form shall be signed for the form to be accepted as a valid entry.

If a club is allowing DOS entries and the run limits for any given day are reached by the closing date, then the club shall contact CPE to inform CPE that the day has filled so that the information may be posted on the CPE website.

2.6.1 Wait Listed Dogs.

Once the entry limit has been reached then the AGTSEC program automatically starts a waitlist.

2.6.2 DOS Entries.

All dogs entered in a CPE trial shall be registered with CPE prior to the Host Club's closing date for that trial. Prior to the trial the Host Clubs should download the current week's CPE databases. The CPE Show Secretary Program software updates are initiated and is the responsibility of the Trial Secretary to ensure the club is using the most current version.

2.6.3 Entry Confirmations.

Entry confirmations should be sent to the participating competitors. Final confirmations shall be e-mailed as a pdf at least 7 days prior to the first day of the trial. The confirmation shall include check-in time, order of classes, level groupings, and the dog's entry information. The trial confirmation and dog's entry confirmation may be in separate documents with any included additional information. Competitors who have not received a confirmation before the trial may contact the Trial Secretary and/or chairperson. Competitors are responsible for checking entry information for accuracy and completeness and should report any discrepancies to the Trial Secretary by the closing or move-up date for the trial. The Trial

Secretary is not obligated to make changes at the trial if the competitor makes the error. There may not be any changes made once the trial has been completed if the competitor did not report an error before or at the trial.

A copy of the confirmation letter should also be sent to the Judge(s) as the confirmation will have information that may be important to their part of the assignment such as, construction, directions, hotel changes, etc.

2.7 AGTSEC Program.

CPE provides the AGTSEC program to the clubs at no cost to the club. The program may only be used by approved club members (i.e., secretary(s)). The AGTSEC program is located at <http://scottielovers.com/agtsec.html>. If the club's program version is not current, then a warning will appear indicating that the program is not current. The individual in charge of updating the program for the club will access <http://scottielovers.com/agtsec.html> if the program is not the most current version. The following are the instructions for updating the CPE database:

- Click on the exe file located on the website and if the popup indicates to modify or repair then click on repair.

Note: Ensure all files have been backed up before the program is updated.

- Click on File and select Update CPE Database. **Note:** This shall only update the database not the program.

2.7.1 Email Settings for the Variety of Email Providers.

The following instructions would apply to GMAIL:

- Click on GMail Settings which is the Gear Icon.
- Select "See all settings".
- Select "Accounts".
- Next to Change Account Settings, select "Google Account Settings".
- Select "Security".
- In "Signing into Google" select "App passwords".
- At the bottom Click the dropdown for "Select App" and choose "Other".
- The app shall be named "Agtsec".
- Click "Generate".
- Copy the sixteen (16) character generated password under "Your app password for the device" in the orange block at the right. The app password should show in four (4) groups of four (4) characters; however, the password is sixteen (16) characters without spaces.
- Go to AGTSec and click on the Thumbnail Icon.
- Select Email Preferences tab.
- SMTP Mail Server: smtp.gmail.com:587.
 1. Set Email delay to 10 seconds.
 2. Select Authorization Required.
 3. Username: The user's GMAIL email account (full name including @gmail.com).
 4. Password: The user's GMAIL email password.
 5. For the Security: Select Use TLS.
- The Authentication, paste the sixteen (16) character password in the password field.

Note: Leave the GMAIL email as the Username.

- Save the changes.

The following instructions would apply to Yahoo:

- Select "Use Current Connection" which is SMTP Mail Server: plus.smtp.mail.yahoo.com:465.
- Set Email delay to 10 seconds.
- Select Authorization Required.
- Username: The user's Yahoo email account.
- Password: The user's Yahoo email password.
- Security: Select Use SSL.

The following instructions would apply to HOTMAIL:

- Select "Use Current Connection".
- SMTP Mail Server: smtp.live.com.
- Set Email delay to 10 seconds.

- Select Authorization Required.
- Username: The user's HOTMAIL email account.
- Password: The user's HOTMAIL email password.
- Security: Select Use TLS.

The following instructions would apply to AOL:

- Select "Use Current Connection".
- SMTP Mail Server: smtp.aol.com:587.
- Set Email delay to 10 seconds.
- Select Authorization Required.
- Username: The user's AOL email account **WITHOUT** @aol.com.
- Password: The user's AOL email password.
- Security: Select Use TLS.

2.7.2 Results, Reports, After the Trial Information.

After the trial is complete then the club may send the results to the competitors, however sending results to the competitors is not required. The AG or CSS Judge may ask for the summary report. If the Judge asks for the report, then the format is Click on Reports - Print reports – Summary - only the Class - Entry Counts and give the printout to the Judge. The trial results should be sent to CPE within 24 hours of the last trial date. Use the following steps to send the results to CPE:

To send the trial results the user should be on the trial entry screen.

- Start at the "Trial Entry" screen.
- Click on "Send results to CPE".
- A box shall appear on the screen for the user to save files.
 - Note:** If a different location is not selected then the results will be saved in the Agility Trial Secretary Folder, DataBase and then C: firstdayoftrial. The location may be changed if desired.
- Click save.
- A box will appear for the user to determine if the files shall be automatically sent.
 - Note:** If the user's email is set up correctly, then click yes and the results will be sent.
- Once Sean receives the files then an email from CPE will be sent to the Trial Secretary indicating the files were received.
 - Note:** If the user's email will not send from the program, then click on "no" so that the program will not send automatically.
- If the email will not send automatically then a manual email will need to be created to be sent to Sean at **sean@cpe.dog** with Linda at **Linda@cpe.dog** on carbon copy (cc).
 - Note:** Both files that were saved will need to be sent. Sean will send an email that files have been received.

Additionally, within two (2) days of the last day of the trial, the Show CPE Host Report should be printed and mailed to CPE with the measuring report, check for CPE, and check for the Course Reviewer (AG only). To print the host report:

- Start at the "Trial Entry" screen.
- Click on "Show CPE Host Report".

Section 3 – Trial Committee and Ring Crew

3.1 Trial Chairperson & Trial Secretary.

The trial Chairperson is at minimum the official contact person for complaints or infractions.

The Trial Secretary is responsible for answering prospective entrants' questions, email premium lists to prospective entrants, email confirmation notices, preparation of the trial catalog, ensuring the scorekeepers understand the scoring and computer procedures, preparation of the trial packets for CPE and the Host Club. The trial chairperson and Trial Secretary are required to be members of CPE.

All club members and committee members should be members of CPE, familiar with CPE rules, and attend the trial. The minimum of at least one (1) physical current rulebook or the ability to access the online version is required.

3.2 Course Builders.

The course builders are responsible for the setup of the course as close as possible to the course design provided by the Judge in Agility and CPE in SpeedWay. Changes are not to be made to the physical

course design without authorization from the Judge in Agility and CPE in SpeedWay. The course builders should be available to assist the Agility Judge in finalizing the course, and during measuring.

3.3 Scribe.

A scribe is required for each class. A Judge or Course Marshal may also be a scribe.

3.4 Start Line and Timing.

A timer is required for all classes. When the dog performs the first obstacle or crosses the plane of the start line then the run may begin, and scoring starts for the dog regardless of the class. Exception: competitors may set their dog up to “sling shot” the first obstacle. The timer will start the time if the dog were to pass the start obstacle on the approach. In Agility only the start line plane is infinite from the first obstacle(s) indicated on the course map and by the Agility Judge. For timing purposes, the Agility Judge may limit the actual start line for the team to start within on point games. In the fault classes, the team will begin on or attempt the first obstacle as indicated on the course. If there is a problem with the stopwatch or electronic timer, the timer should notify the Judge or Course Marshal. In agility for the faultable classes the Judge should be notified within three (3) obstacles of the dog’s start, or immediately after the run. If the class is a point class, then the Judge should be notified immediately when known.

The timer is also responsible for sounding the whistle/horn when required in the agility games, and to signify a dog exceeding maximum course time. Every dog receives a time unless: The owner, Course Marshal, or Judge excuses the dog, the dog goes over the maximum course time, or the Agility Judge signals a No Time (NT).

The timer, scribe, and Trial Secretary will refer to the form “CPE Timer and Scribe Instruction Sheet” for additional information for timing each class, however in Agility the Judge will brief the timer and scribe for each class to explain the duties for the class.

3.5 Gate Steward.

A gate steward is required for each ring when a class has started. The gate steward is not responsible to find dogs but is responsible to keep the ring running quickly and smoothly, preferably always having at least three (3) to five (5) dogs ready.

- The Gate Steward has the authority to change the order of the class at ringside and may help keep the trial moving if a worker is needed, dog is late to the ring, or there is a ring conflict then another dog may go into the ring first. Dogs that are tardy to the ring may be moved to the end of the class, unless the competitor has multiple dogs then the gate steward may determine the best placement of the dog while working with the other competitors. The Gate Steward will communicate any changes to the scribe once the class starts or during the class if there are changes.
- The Gate Steward may also announce jump height changes in agility only, and the last dog in the class.
- Clubs have the right to limit the competitors’ ability to move their own dogs in the running order. Clubs may require movement within the order to be done by the Trial Secretary only for any reason, (e.g., multiple dogs, worker conflict, etc.)

3.6 Timing Sheets. (AG Only).

One (1) Judge’s Timing Sheet should be completed for each day for each Judge at the trial. The completed forms should be retained by the Trial Secretary for 2 years. Only the Judge(s) of record may make any changes to the information recorded on the timing sheet.

3.7 Scoring and Results.

If a competitor questions the scoring of the dog’s run, then the Trial Secretary should first verify that the scribe sheet was scored correctly, (e.g., no math errors, correct SCT used per level, etc.). If necessary, then the secretary and the competitor may ask the AG or CSS Judge or Course Marshal in SW, about any score or fault discrepancies. Only the AG or CSS Judge or Course Marshal in SW has the authority to change any of the information recorded by the scribe.

If a score is changed after the class results have been printed, then a revised results page will be printed including recalculation of placements, and competitors whose placements may have changed as a result shall be notified. Competitors are responsible for verifying the accuracy of any changes to their scores, placements, and qualifications. Changes may not be made to a score following the conclusion of a trial regardless of the circumstances.

Section 4 – Trial Guidelines

4.1 Dogs at the Trial Site and Additional Information.

CPE prohibits any dog less than eight (8) weeks of age anywhere on the trial site.

The owner is responsible for their dog's health and safety while participating in CPE AG, CCS or SW trials.

The owner/ competitor is responsible to have complete control over their dog(s) while attending an AG, CSS, or SW trial.

Any AG or CSS Judge or Host Club has the authority to dismiss a dog or competitor from the ring area or trial grounds. Any dog the AG or CSS Judge or Host Club deems aggressive or out of control may be excused from the trial. Any dog or competitor that is excused from a trial, ring area or trial grounds, due to aggression, shall be reported by the Host Club to CPE on a formal incident report. A review may determine if the dog or competitor will be allowed to attend a future CPE trial.

The Host clubs have the option to exclude from the trial site: bitches in season, unentered dogs or any other dog for a valid reason.

The Host Clubs have the right to refuse an entry for cause other than what is banned by federal discrimination laws.

The Host Clubs may need to excuse a non-entered spectator and/or their dog for the same rules as competitors.

Electronic training collar devices are not allowed on the grounds at a CPE trial and includes but is not limited to electronic training devices, shock collars, and bark collars that shock a dog. The premium should list if a club does not allow other collars, leading or tethering devices.

While inside the ring, a competitor may not have on their person any visible device to video or time their dog's run. Devices may not be used on the competitor or within a pocket that will notify the competitor of the Standard Course Time (SCT) for any class during a run.

Competitors, spectators, their children, or dog may not be in a trial ring, which is currently not in use, for any reason without the Host Club or AG, CSS Judge's permission. Any such instance may result in an excusal from the balance of the trial, without refund of any fees and spectators may be excused from the trial site. There will not be any exceptions to this rule. Dogs not entered in the trial may not use any equipment which includes the warmup equipment without the club's permission and the owner signing a liability release form.

Practicing or training on personal equipment is not permitted on the trial grounds at any time. Club equipment is not to be used for practice or training purposes during a trial with the exception if a pre-arranged workshop or seminar is being held after a trial has ended for the day.

Only the designated jump in AG, a hoop or barrel in SW or scent boxes in CSS as provided by the Host Club shall be used for warm up.

If there is a camping area onsite, then practicing or training on personal equipment is not permitted during trial hours. If the Host Club allows practicing or training on personal equipment, then the equipment may **only** be allowed after trial hours. The rules may be posted in the premium and permission shall be obtained from a committee member listed in the premium. If the rules are not posted in the premium and permission is not obtained, then practice and training is **not** permitted.

All decisions made by the AG, CSS Judge or Host Club are final for that trial. All decisions made by CPE are final.

4.2 Check in at the Trial.

Check-in should begin at least (15 to 45) minutes prior to the start of the first class. A general briefing (if necessary) shall precede the first class briefing.

4.3 The Trial Rings.

The following are gate and gate chute guidelines:

- Clubs may continue as the clubs currently are with Gate chutes that CPE has had in place.
- Clubs may use a similar design to what CPE uses at Nationals. If the club alternates in and out gates, keep the outer gate open on the box being used as the "In", see Figure 1.
- Clubs may have gates at the ring end of the chute only, so that the competitor may open a gate to enter, and the competitor may open a gate to leave with a chute space before the entrance gate and a chute space after the exit space, see Figure 2.
- All gates should allow for easy opening and closing, however accordion style ring gating is not to be used as a gate for leash boxes gating or gates ring side because the gates should be a hinged gate.

- Regardless which design is used; the ring gates shall be Americans with Disabilities Act (ADA) accessible

AG or CSS Judges may continue to make a NT call if the Judge feels the dog currently in the ring has stopped working even with the closed gates. Whichever design a club uses the next dog should be allowed to be in the ring at the point on the course where the Judge requires for the dog to be in the ring, while the previous dog is finishing the course.

Figure 1 Leash Boxes

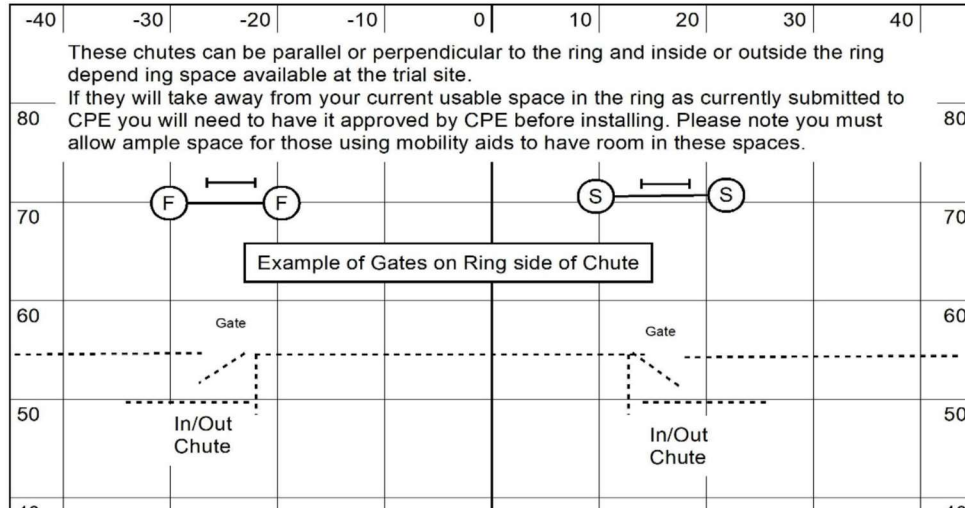
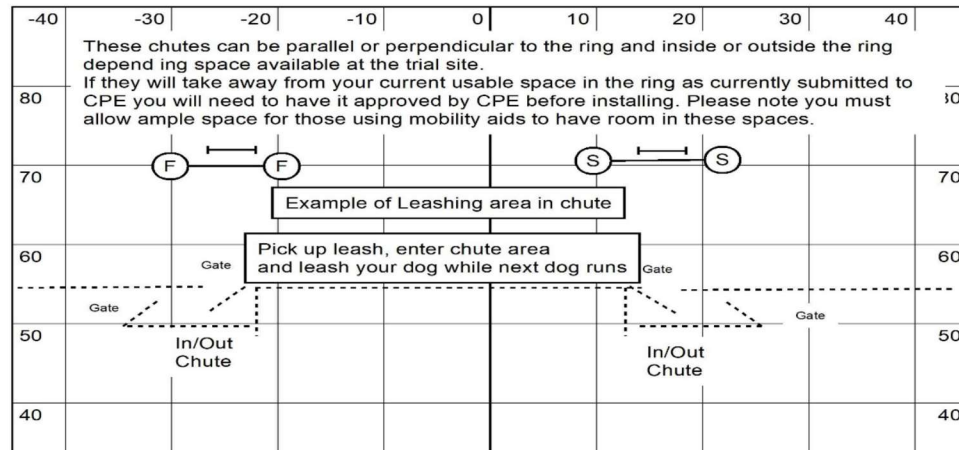


Figure 2 Gates ring side



4.4 Closing Ring Gates.

Ring gates may be closed for any reason and for any level of dog.

Note: See Rules (<http://www.k9cpe.com/forms/2022rb.pdf>) on the CPE website for ring set up examples, however the trial site may be different.

4.5 Electronic Timers.

See Appendix A.

Section 5 - Judges (AG and CSS)

5.1 Judging Restrictions.

A minimum of one (1) Judge per day is required. Judges are required to be a current year member of CPE. The Judge(s) may not be changed or substituted unless there is an emergency, and then CPE shall

be notified. The only exception may be the need for a Judge to step in to judge the dog(s) for the Judge of record. Step-in Judges are not paid because of a professional courtesy to another CPE Judge. The decision is left to the Host Club to allow the Judge(s) to compete in the trial provided there is another CPE Judge in attendance. If the Judge(s) is allowed to compete with their dog (s) the dog may only earn a Q or NQ and may not be allowed any placements. A "J" is placed in the placement column when entering scores for any dog ineligible for placements.

- Judges may only compete with their dogs with the limitation of one (1) dog entered per class (not grouping).
- Judges may not compete with their own dogs at a trial that exceeds 100 runs per any day (CSS), 250 runs per any day (AG) either pre-entry or DOS.
- Judges may only compete with a dog in classes that another Judge is judging.
- Judges may compete with their own dogs at a trial that includes two (2) Judges.
- A Judge is not allowed to judge more than 150 runs per day (CSS), 400 runs per day (AG) without the permission of CPE.
- **Note:** Due to extreme travel costs and travel issues, clubs are no longer restricted on how many times they may use a single Judge in a year. While CPE still prefers to see a rotation of Judges at a trial site, CPE understands that in this travel environment CPE will adapt to allow clubs the opportunity. Clubs that currently have Judges booked in advance may make a change provided the Judge is given a minimum of 6 months' notice. If any costs have been incurred by the Judge that are nonrefundable or nontransferable then the club will be responsible for payment to the Judge. Judges will need to work with clubs when flying for an assignment as air travel and general travel costs are increasing. Clubs may need to have a member drive the Judges around instead of using a car rental.

5.1.2 Judging Changes or Cancellation.

5.1.2.1 Judge Assignment Cancellation Policy.

If a Judge has to cancel an assignment for any reason, then the following procedure will apply.

- > 28 days prior to assignment:
 1. The current Judge is to notify the club and CPE at art@cpe.dog and sean@cpe.dog.
 2. A replacement Judge may be found based on the decision of the affected club, with any input from the current Judge and CPE if required. The replacement Agility Judge should design courses with a review of the new courses done by replacement Judge's reviewer except for courses that have been reviewed and returned to the current Judge as approved, then the approved courses will be used at the trial. Any courses not yet approved may be resubmitted for a future assignment.
 3. The club will pay the reviewer fee to the reviewer of the approved courses.
 4. The original Judge is responsible to pay the club for any trial amendment fees incurred.
 5. The premium should be amended and sent to krista@cpe.dog to post the new premium.
 6. Any additional expenses incurred by the club to secure the replacement Judge may be the responsibility of the current Judge and should be covered in the contract between the club and the current Judge which is a requirement of accepting assignments.
 7. The club is responsible to notify entered competitors of the Judge change and allow for withdrawal of entry per the refund policy of the premium.
- Ten (10) to 27 days prior to assignment:
 1. The current Judge is to notify the club and CPE art@cpe.dog and sean@cpe.dog.
 2. A replacement Judge may be found based on the decision of the affected club, with any input from the current Judge and CPE if required. The replacement Agility Judge will use the courses that the current Judge has already submitted.
 3. The club will pay the reviewer fee to the reviewer of the approved courses.
 4. The original Judge is responsible to pay the club for any trial amendment fees incurred.
 5. The premium should be amended and sent to krista@cpe.dog to post the new premium.
 6. Any additional expenses incurred by the club to secure the replacement Judge may be the responsibility of the current Judge and should be covered in the contract between the club and the current Judge which is a requirement of accepting assignments.
 7. The club is responsible to notify entered competitors of the Judge change and allow for withdrawal of entry per the refund policy of the premium.

- < 10 days prior to assignment which is an “emergency” replacement:
 1. The current Judge is to notify the club and CPE art@cpe.dog and sean@cpe.dog.
 2. A replacement Judge may be found based on the decision of the affected club, with any input from the current Judge and CPE if required. The replacement Judge will use the courses that the current Judge has already submitted.
 3. The club will pay the reviewer fee to the reviewer of the approved courses.
 4. The premium may not be amended on the CPE website and an amendment fee will not be incurred.
 5. Any additional expenses incurred by the club to secure the replacement Judge may be the responsibility of the current Judge and should be covered in the contract between the club and the current Judge which is a requirement of accepting assignments.
 6. The club is responsible to notify entered competitors of the Judge change and allow for withdrawal of entry per the refund policy of the premium.

5.2 Obtaining a Judge.

The Judge will be chosen from the approved CPE Judges list. A signed contract is required between the Judge(s) and the Host Club at the time of the acceptance of the assignment by the Judge. The club or the Judge may initiate the contract. (See Section 8 for a contract example). The contract between the Host Club and the Judge should outline the following:

- The details of the trial dates.
- Travel and lodging arrangements e.g., who will make reservations.
- If reimbursement is expected before the trial for airfare which should be paid by the Judge.
- The class running order.
- Agreed upon judging fees.
- Minimum runs per day if applicable.
- The cancellation policy if applicable.
- Customary expenses which include but are not limited to mileage fees and may not exceed Federal mileage reimbursement rates.
- Additional expenses which are only allowed when listed on a signed contract.
- The club’s responsibility to pay for additional flight, hotel, and meal expenses if the Judge misses a flight due to the trial running long, inclement weather, flight cancellations, etc.

CPE may not intervene in contract disputes between the Host Club and the Judge.

The Judge of Record will be present to Judge all runs over the weekend.

Prior to booking a flight, a Judge should obtain the following information from the club:

- Anticipated time the trial may end on the last day and should add 30 minutes for expenses and payment.
- The approximate time for travel to the airport, should allow at least an additional two (2) hours prior to the flight departure time.
- The Judge may need to stay overnight which will be the next day after the trial in which case the Host Club may be responsible for the extra night at the hotel as well as any meal expenses for the Judge.

Section 6 - Conclusion of the Trial Requirements

The CPE Trial Report may be completed at the end of the trial along with all required trial paperwork and postmarked to CPE no later than the Wednesday after the trial. Do **not** use a mailing method that requires a signature for pickup or there will be a \$25 charge. The recipient signature will have to be waived. The Post Office has electronic delivery notification if the competitor requires a delivery confirmation.

The required trial paperwork to be sent with the CPE Trial Report:

- The measuring sheet for Agility Only, should account for all dogs listed, either with an actual measurement from the Judge of record or marked as absent (ABS).
- The Junior Handler Q report is included unless that Junior Handler elects to send the form to CPE which is the preferred method. The Junior Handler Q form is on the forms page of the CPE website.
- Any checks may also be written to CPE for recording fees per the details on the Trial Report Form and the Agility Judge’s Course Reviewer(s) fees. The reviewer’s name may have been sent in the trial approved e-mail and may also be listed on the Judge’s Contract. The check should be in the amount of \$10 per class that is ran, NOT level groupings but \$10 per each full class. If there are

two (2) ring(s) and two (2) Judge(s) which are split by groupings instead of classes between the ring(s) with two (2) course reviewers, then the course reviewers may split the total of the normal fee(s). Each Judge has their own course reviewer in which case there may be an additional course reviewer.

Reminder: The Host Club should keep scribe sheets and a hard copy of the printed results catalog for two (2) years. Entry forms and move-ups should be kept for at least 6 months with a recommendation of 2 years.

6.1 Ending a Trial Before Completion.

If a trial should be discontinued before the completion due to an act of God, war or other unforeseen circumstance that is out of the control of the hosting club then the club is under no obligation to refund any entry fees. Any class(es) not completed on 1 day of a trial for any reason may not be held over to the next day.

Section 7 – Code of Conduct, Disciplinary Action, Incident Reports

All CPE related events and activities are governed by the current CPE Code of Conduct and Disciplinary Rules as published on the CPE website rules page, www.k9cpe.com. All members and participants agree to be familiar with the current Code of Conduct and Rules and agree to be bound by the terms.

Clubs will have a copy of the current incident report at their trial(s). See the online rulebook, www.k9cpe.com/forms/2023rb.pdf, for the up-to-date rules for code and conduct. All incidents shall be reported per the rulebook and incident report. A current copy of the incident report is included with each trial approved email. The online rulebook has the current rules and effective date including the code and conduct. If there is any doubt about an incident, have the agility Judge, scent work Judge or a club representative for a speedway trial contact CPE during the trial.

7.1 Warning Reports.

The Host Club Committee holding a CPE trial, and the Judge(s) of record (AG and CSS only), has full authority within CPE rules and the Host Club rules set within the premium, at the site for the duration of that trial. Duration of a trial begins when the first club member arrives for set up and the last club member leaves the trial grounds on the last day of the event. The trial site includes any lodging that a competitor is staying at during the trial duration.

The Committee shall hold a committee meeting for all reported incidents and may include incidents that are determined from the meeting to be warnings, which may require a warning form to be completed and submitted to CPE.

The parties involved in an incident who may attend the meeting should include any of the following: Judge, Host Club Committee which should be chairperson, secretary and two committee people, victim if a person, dog's owner(s), and witnesses. Statements shall be obtained from any of the involved persons and any witnesses before the meeting. The exception may be if a person or dog should need to leave before the meeting to seek medical attention.

A report will be filed regardless of if the victim(s) do not wish to for the following:

(See Figure 3 and Figure 4 for guidance).

- Dog on person regardless of if blood is drawn or not drawn and may or may not have made contact and includes a dog rushing or barking at ring crew or Judge.
- Dog on dog that did not draw blood however the dog was intent on an attack and was prevented, and/or made contact. The incident may not include dogs reacting to passing each other on leash and making noise but no contact or intent on attack; or dogs reacting in their crates to passing dogs. Dogs reacting in the crate to passing dogs may need to be covered to lessen the stress for everyone.
- Dog on dog in which blood was drawn.
- Person on person where the incident was verbally abusive or physical, in which case one or both persons may be at fault.

Figure 3: Page 1 Incident Report Flow Chart

CPE Incident Flowchart

Effective May 17, 2021

This is only a quick summary of what to do when there is a reportable incident. Please refer to the CPE rulebook <http://www.k9cpe.com> for the most current rules and details.

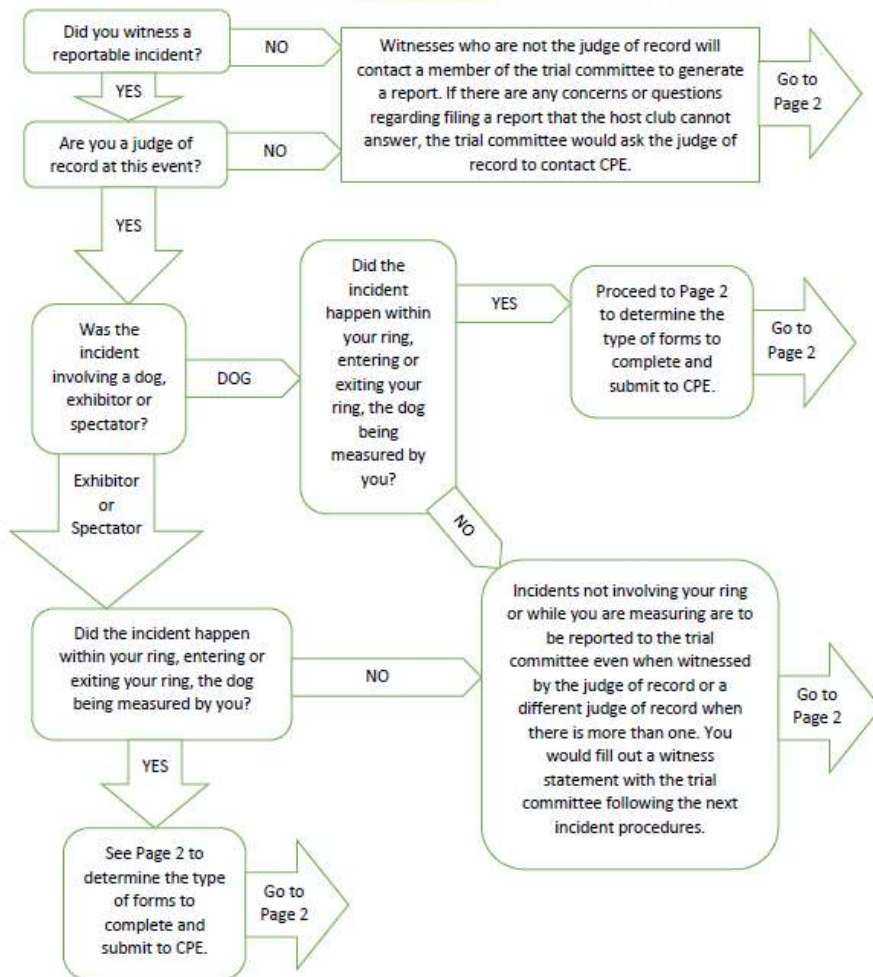
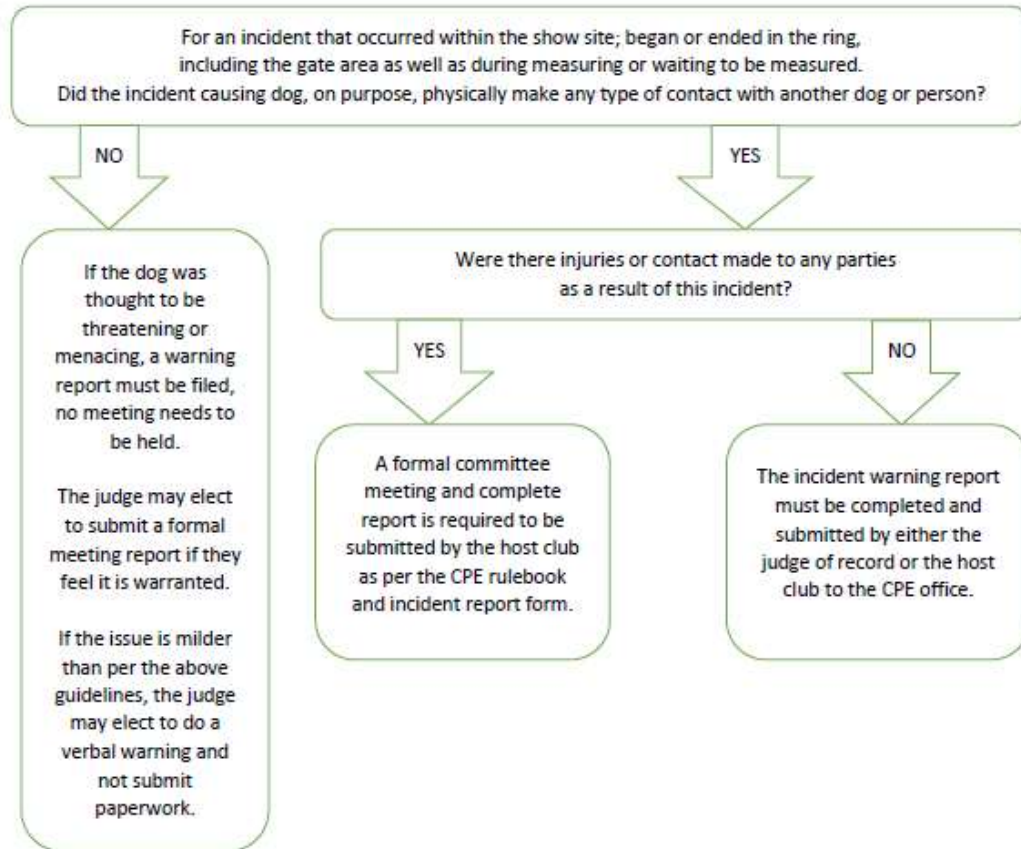


Figure 4: Page 2 of the Flowchart

Page 2

For the purpose of this form, a dog has made contact if they have made physical contact with a handler or another dog, whether there is an injury or not.



If the Host Club, Judge, or competitor is made aware of an issue and a report is not filed with the Host Club, then the club may elect to advise the victim(s) of the seriousness of the incident so that the club may help the victim(s) decide if in the best interests of the parties involved which are the Host Club, the sport of agility and CPE, to file the report. If the victim(s) declines to file a report, and the individual(s) determines the incident may be serious enough, then the victim may choose to file the report with the Host Club. When a report is filed then the Host Club is responsible for obtaining statements from all parties involved. A Host Club member or a CPE Judge are never allowed to try to convince a person to not file a report. If there is a question of whether a report shall be filed, then the Judge (AG or CSS) of record should contact CPE. If the incident happens in SpeedWay, then a Host Club member shall contact CPE. Course Marshals are not Judges and not authorized to make these decisions.

Host Club Committee meetings should happen the day of the incident, unless the injury is severe enough to warrant immediate veterinary or doctor's care, then the meeting should be sometime during the trial. If all parties are not able to attend, then all parties in attendance should produce a statement at the trial regarding the incident, and the Host Club meeting report may identify who was not in attendance and the reason why.

7.1.1 Judge Excusing a Team from a Class (AG or CSS).

When a Judge needs to excuse a team from a run then the Judge may discuss the situation with the competitor at that time. The Judge may choose to excuse the dog or competitor from the. Trial. If the dog or competitor is excused from the trial, then the Host Club Committee will call a meeting which may

include a written report to CPE and the Judge should attend the meeting. Statements from all involved parties may be sent to CPE, including a recommendation from the outcome of the meeting. The Judge may elect to file a warning if the dog or competitor is not excused from the trial.

7.1.2 The Host Club Committee Meeting.

The Host Club should prove the following information about the meeting:

- The incident happened per the facts gathered.
- The incident happened sometime during the duration of the event, within the trial grounds.

If proof of the incident is not be proven, then the report should reflect the discussion of the meeting and be sent to CPE with all statements from the involved parties. If CPE determines the incident happened and happened during the duration of the trial and may be proven with additional information, then CPE reserves the right to reopen the incident case for disciplinary action.

If the incident happened and has been proven, then the report should reflect the discussion of the meeting and be sent to CPE. The Host Club Committee may include a recommendation of sanctions which may include the length of suspension, however, CPE may or may not follow the recommendation and/or length of sanctions.

7.1.3 Dog on Person Attack.

If there is a dog on person attack, then a report shall be filed. If a dog has come in contact with a person regardless of if blood is drawn, then that dog is immediately marked as Excused (E) from the trial. The dog is removed from the ring and/or spectator area and shall be secured until the competitor departs the site after the Host Club Committee meeting has been concluded.

The victim(s) shall file a report with CPE which will not be a warning report and the victim does not have a choice. When state law requires a dog bite to be reported to local authorities, then the victim and dog owner shall report the incident and follow up with the local authorities.

7.1.4 Person/Dog/Team Excused from a Trial.

When a dog or whole team are excused from the trial then all remaining runs that the dog is entered in for that trial may be marked E. If a competitor is excused from the trial, then the remaining runs for all the competitor's dog(s) that are entered may be marked E from the trial.

7.2 CPE and Host Club Rights.

The Host Club has the right to ask any competitor and dog team, regardless of whether the Team is entered or not entered in the trial to leave the trial grounds and without any expectation of refund of any fees connected to the trial. The removal of the team may be for any cause where the competitor dog team regardless of how the team is behaving and may be in a manner that is against the Host Club or CPE rules or exhibits reasons that may cause a disruption of the event and pose a safety hazard. The removal should be the decision of the Judge (AG or CSS) or the Host Club. If a removal occurs, then a warning form should be filed with CPE.

The following list is a guideline of grounds for removal:

- Abuse towards another person or dog.
- Unsportsmanlike conduct, including verbal abuse.
- Acting in a manner that may endanger another person or dog including not having control of their dog(s).
- The dog(s) acting in a manner that may endanger another person or dog.
- Acting in a manner that may cause the loss of an event site or hotel.
- Not following CPE rules or event rules set forth in the premium.
- Engaging in conduct that disrupts the event or is offensive to other participants.

7.2.1 When a Team is Suspended from a Trial or CPE Events.

Any determination of the type of discipline is made from the Host Club report, victim, owner, and witness statements. During the time of a review the Host Club Committee shall notify the competitor that the dog may not enter or attend another CPE trial until a final determination is made by CPE from the statements and Host Club meeting report. The Host Club Committee shall have the competitor sign the corresponding form that is to be sent to CPE with a second blank copy given to the competitor. If the competitor refuses to sign the form, then the form is to be filled in by the club and marked "refused to sign".

The Host Club should email a pdf of all paperwork to CPE immediately following the last day of the trial which will include the member's name, name of dog(s) and CPE ID number(s).

CPE may schedule a review meeting to review the incident upon receipt of the reports from the Host Club by mail. A final resolution may be delayed if clarification or further statements are required. A review may not be scheduled until the handler form is signed with the required review fee, listed on the handler form, is received by CPE. If the club did not supply the handler form to the competitor, then the competitor may need to contact CPE for the form.

If the determination is the attack was not due to aggression, then the dog and/or competitor may receive a minimum suspension of (6 to 12) months for a first offense.

If the determination is the attack was unprovoked by the victim but is a case of aggression or is a dog on person, then the dog and/or competitor may receive a minimum suspension of (9 to 12) months up to a full ban from CPE for a first offense.

7.2.2 Reinstatement from CPE Suspension.

All suspended dogs may be required to show proof of further training before reinstatement is considered to avoid another incident from happening.

In either instance, if the same dog and/or competitor have a second offense then the dog and/or competitor may be banned permanently from entering or attending CPE trials. Other sanctions may also be applied on a case-by-case basis, including owner sanctions in the case of a dog incident and related fees.

During the review and/or suspension period, the suspended dog and/or competitor may not enter or may not be on the grounds of a CPE trial.

At the end of the suspension period, the member should email CPE for a reinstatement form. All related suspension fees shall be included with the reinstatement form as well as the signed agreement to any conditions listed on the form.

A competitor who has a dog with at least one (1) or multiple suspensions that resulted in a lifetime ban of the dog, or multiple dogs with at least one (1) suspension each is not allowed to be a CPE Judge, Host Club contact, Trial Chairperson or Trial Secretary regardless of the circumstances, lifetime ban or reinstatement resolution.

All decisions made by CPE regarding sanctions, the reinstatement form or lifetime bans are final.

7.2.3 Warning Reports (See Appendix B).

When a dog receives a warning report then the report may be reviewed by the CPE office to determine if sanctions shall be assessed. See 7.2.2 for sanction and reinstatement information.

Once a warning report is received then sanctions are not assessed however if the dog receives a second warning, then sanctions may be assessed per the preceding sanctions and reinstatement information.

7.3 Controlling Law and Arbitration.

Any claim or action brought against CPE, the officers, directors, employees, or agents, arising out of CPE's rules, the sanctioned events, or the governing activities shall be interpreted and enforced in accordance with the laws of the State of Michigan. No action by a current or former member may be brought in any court, in any jurisdiction, except according to the terms of this paragraph. All disputes between the parties shall be submitted for arbitration in Southeast Michigan before one arbitrator selected according to and applying the rules of the American Arbitration Association. A judgment shall be rendered upon the award made pursuant to such submission by any Michigan court with jurisdiction.

Section 8 – Forms and Documents [attach/embed/link]

- [Application to hold a CPE Trial](#)
- [Sample Judge's Contract \(word document\)](#)
- [Judges Timing Sheet](#)
- [Host Club Equipment List \(word document\)](#)
- [Premium Template](#)
- [Table Notes](#)
- Electronic Timing Box Instructions See Appendix A
- Form for Supervising Judge's Expenses See Appendix D

Section 9 – Agility Trials

9.1 Club Information for Trial Judge and Apprentice Judge.

9.1.1 Before the Trial.

- Confirm that all equipment specified on the equipment list will be present at the trial and that each item conforms to CPE specifications. If the equipment does not meet the requirements, then the equipment should be fixed prior to the trial.
- Designing courses prior to the trial.
- Course approval prior to the trial by sending copies of the prospective courses to the designated CPE Course Reviewer a minimum of 6 weeks prior to the trial.
- Course maps should be emailed to the Trial Secretary (TS) and is required to be done by the Wednesday preceding the trial, Judges shall send a separate email for each trial day with the course PDFs for that day. The Trial Secretary will now have time to preschedule the emails for each afternoon of the trial weekend but are not permitted to email the entire weekend. The emails still need to get to competitors no later than 6:00 PM of the evening prior to the trial day. Use of email scheduling is highly recommended, and if guidance is needed to learn how to schedule emails, please contact CPE. Setting up a program such as Gmail specifically for the email process is highly recommended, however the decision shall be left up to the Trial Secretary or club. For further help and information please see the tutorial on email scheduling. [How to Schedule an Email in Gmail | A Step-by-Step Guide \(softwareadvice.com\)](#)

Unless otherwise requested by the TS, Judges are expected to provide the following for each trial:

- Three (3) sets of Course Builder maps.
- Two (2) sets of maps for posting on wall.
- One (1) complete set of a course map pdf file on a Thumb Drive.

9.1.2 During the Trial.

- Equipment should be inspected for CPE specifications and safety.
- Equipment should be measured with a tape measure to verify height of contact equipment, length of contact zones, and the width of the broad jump if the broad jump is being used on any courses for the trial days.
- Required to take out any unsafe or non-conforming equipment and file a report with CPE. The equipment listed in the premium shall be the equipment used at the trial.
- Finalize each course prior to judging each class.
- Give instruction to the Scribe, e.g., signals, points, etc.
- Give instruction to the Timer, e.g., how to use the timer, course times, when to sound the buzzer for training in the ring, and maximum course times.
- Measure any dogs who may need to be measured.
- Measure the finished course and establish a SCT with a measuring wheel provided by the club.
- Brief the competitors prior to each class.
- Attend a Host Club Committee meeting if necessary for an incident that happens at the trial.
- All decisions of the Judge are final.

9.1.3 Judges as Supervisors for Apprentice Judges.

If a club wishes to contract an apprentice Judge to officiate at their trial, then a supervising Judge shall be in attendance.

Host clubs should adhere to the following procedure:

- The club will obtain a list of Judges from CPE in an email to art@cpe.com, of eligible supervisors.
- CPE shall be contacted prior to asking a Judge to supervise another Judge at the trial, and/or contract with the apprentice Judge.
- Included with the request of a supervisor, the club's name, state, dates of the trial and the name of the apprentice Judge.
- Apprentice Judges are required to have a minimum of three (3) different Judges when on the apprentice assignment.
- The apprentice and supervising Judge may split the judging fees.
- The supervising Judge shall be listed on the trial application, but not listed in the premium.

CPE will reimburse the Host Club up to \$500 for travel and hotel expenses for the Judge who may be supervising an apprentice Judge. Any expenses over \$500 will be the responsibility of the club to

reimburse the supervising Judge. A detailed expense report and receipts shall be submitted to CPE by the Host Club for reimbursement after the trial. Only the hotel room and taxes will be reimbursed. All other expenses are the Judge or club's responsibility based on the contract agreement between the supervisor and apprentice. The Host Club may deduct the supervising Judge reimbursement from the recording fees.

9.1.4. Apprentice Judges.

All Apprentice Judges shall inform a Host Club that supervision is still required at the time the Apprentice Judge is asked to officiate at a trial. The club may elect to withdraw their offer, but an Apprentice Judge or Host Club may not anticipate when an Apprentice Judge will be done with supervision.

The Apprentice Judge may be listed in the premium as Judge of record and without an apprenticeship distinction.

9.2 Site Location and Grid Map(s).

Clubs may need to secure a trial site that will have enough room for the ring(s), crating, people, vendors, walkways and sufficient parking for competitors and spectators.

The ring should be enclosed with one (1) of the following: Fencing, gating, or ring flags to separate the course from spectators. There should be at least 10 ft on each side of the ring that is free from public obstruction such as crating, vendors, etc.)

A warm-up area should be provided for each ring with at least one (1) jump per ring. The warmup areas are limited to dogs that are entered in the trial. The warmup area should have at least ring flags, surveyor's tape or gating to separate the warmup area from spectators.

The facility shall have an area(s) provided for crating and a potty area for the dogs.

If the facility is large enough, then a spectator area should be made available and preferably away from the crating area. Public spectators will need to be made aware of the ring boundary.

The Host Club is required to measure the ring size because a club may not rely on a non-Host Club member's measurement.

If the club is using a new site, then the club may be required to send a grid or map of the grounds to CPE even if another club has previously used the same site. The desired in and out gates should be indicated on the grid and if crating will be adjacent to the ring, then the crating should be listed in a text box on the grid.

9.2.1 Outdoor Sites.

The area should be (100 × 100) ft. and the length may not be longer than 140 ft on any side, however an approvable outdoor site shall be at least (60 × 90) ft with no obstructions or unusable areas. The outdoor ring area shall be cleared of any debris and should be as even as possible. All holes should be filled in to ensure the safety of the dogs and competitors. Inspect the area to make sure there are no low hanging tree branches or wires. All obstructions shall be measured by diameter and designated on the grid map with the exact location in the ring. Any areas of uneven ground shall also be noted so the Judge(s) may know to avoid placing contacts or weaves in these areas.

The Host Club shall ensure that the surface is safe for the dogs to run on. If the ground is heavily impacted, then thick jump mats are required for each side of a jump regardless of the direction of the course and both sides of all contact obstacles. If necessary for other equipment such as weaves, tunnels, etc. then include mats in those areas.

9.2.2 Indoor Sites.

The side length is not to be longer than 140 ft on any side with not more than three (3) structural support columns or poles within the ring.

- If the Width is at least 60 ft, then the length may not be < 90 ft for games only and (100 to 140) ft if standard is offered.
- If the Width is at least 80 ft, then the length may not be < 70 ft for games only and (75 to 140) ft if standard is offered.
- If the Width is (90 to 140) ft, then the length may not be > 140 ft for any trial.

The measurements include no obstructions or unusable areas. The rings that are not square or rectangle in shape shall 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.

The actual ring size should be on the grid, along with any unusable areas and/or obstructions.

Obstruction sizes shall be listed in a text box on the grid (e.g., poles are 24 in in diameter). The desired in and out gates shall be indicated on the grid and should be placed along the bottom border of the grid unless the gates are along different borders of the ring then the border lines should be formatted so that

numbering begins from zero (0) in the lower left corner of the grid. If crating is adjacent to the ring, then the crating should be listed in a text box on the grid.

Note: If crating is against the ring barrier or gating, then the barrier should be tall enough so that the dog in the ring may not jump into the crating area from the ring.

The type of flooring or matting shall be listed in a text box on the grid. If the floor is thin rubber matting that is being used, then the matting should be of a non-slip type and extra thick jump mats are required for each side of any type of jump regardless of the direction of the course, both sides of all contact obstacles, and if necessary, for other equipment such as weaves, tunnels, etc.

A club may not make plans to hold a trial for a date that is new to the club or a new site for a previously held date, even if the trial ring is less than (100 × 100) ft without obstructions, and before the trial and/or site is approved by CPE. If a previously used site does not meet the current ring size or obstructions rules, then the ring may not be used for a new or changed date for a club or new site for a different club.

9.3. Trial Limits.

Trials may only be limited by runs per day, ring, or Judge. If a club has space issues and needs to limit the number of dogs and/or cars, then the information should be listed on the cover page of the premium with the run limits and may have precedence over the number of actual runs accepted by the club.

- A limit of up to 375 runs is allowed per Judge per day if the class lineup includes standard and games.
- A limit of up to 400 runs is allowed per Judge per day if the class lineup includes only games.

Note: The limits shall be agreed upon by the Judge according to their signed contract. The limits may not be changed once the Judge has been contracted unless the Judge agrees to the change. A club may not void a signed Judge's contract if the club does not want to approve a limit increase.

Trials that are limited may only accept entries and exceed their stated limits in the trial application that was approved by CPE but may not exceed their limits by no more than 10%.

Note: A club may not offer more than five (5) classes in a day.

9.4 Class Line up, Order, and Levels.

The club should choose the number of classes up to five (5) classes per day and choose which classes to offer for each trial date. A dog may only run up to five (5) classes per day. If two (2) rounds of the same class are offered on the same day, then move ups are not allowed between rounds. Day to day move ups are at the discretion of the club and the information should be posted on the cover of the premium. Pre-trial move-up date deadlines shall be posted on the cover page of the premium. The move up date should not be earlier than the Monday prior to the trial especially if there are other CPE trials within 400 miles of the club's trial on the previous weekend.

9.4.1 Classes, Levels, and Course Times.

The Host Club may ask the Judge to design a traditional or non-traditional Jackpot, although the Judge does not have to comply. The type of Jackpot may not be posted in the premium.

- If there is one (1) Jackpot for the trial, then the Judge chooses if the jackpot is traditional or non-traditional.
- If there are an even number of Jackpots for the trial, then half should be traditional, and half shall be non-traditional.
- If there are an odd number of Jackpots for the trial that is more than one (1) then there should be at least one (1) traditional, one (1) non-traditional and the other one (1) may be the choice of the Judge.

Note: If there is a four (4) day trial then the club may have as many as five (5) Jackpots but at least two (2) should be traditional, two (2) non-traditional and the 5th may be the choice of the Judge.

The Host Club shall add to the Judge's contract, the class order and level groupings for each day, within the CPE rules. The Host Club should work with the Judge prior to finalizing the contract on the order and groupings.

- All level 1 and 2 games are the same course but may be ran together or separately by level.
- Level 2 and 3 standard may be combined on the same course, but only for up to 50% of the total standards offered for that club's trial of consecutive days. (e.g., if there two (2) or three (3) standards for the complete trial then only one (1) level 2 and 3 may be combined but if there are four (4) or five (5) standards for the complete trial then only up to two (2) level 2 and 3 may be combined).
- Level 3, 4, 5, and C games may be the same course and may be ran as a grouping or level 3 may be a separate course design.

- Level 4, 5, and C courses for all classes are always the same but may be ran together or as separate levels.
- FullHouse is always the same course for all levels but may be ran as one (1) or more together or as separate levels.
- Jackpot Non-Traditional may be the same course for all levels but may be ran as one (1) or more together or as separate levels.
- Jackpot Traditional will always be set up as levels 1 and 2 together, level 3 separately and levels 4, 5, and C together.

The average run times when a club is planning what classes to offer each day is in the following:

Common Standard Course Times:

Standard	55 to 75 seconds
Colors	25 to 35 seconds
Wildcard	25 to 35 seconds
Snooker	55 to 65 seconds
Jackpot	55 to 65 seconds
FullHouse	The times are set times, 35 seconds for small dogs and 30 seconds for big dogs
Jumpers	40 to 60 seconds

The times may be different in each class and depends on the length of the courses, the division of dogs between heights and levels. The times are only reflective of the average run time and the times do not include the team entering the ring, setting up for the start, putting the leash on, and the team leaving the ring. CPE advises the club and Judge to run classes in an order that may facilitate easier course changes due to the required equipment. (e.g., do not schedule a jumpers course in between a standard and jackpot course in the same ring, since there are no contacts in jumpers whereas the contacts are required in both standard and jackpot).

9.5 Measuring of Dogs.

The Trial Secretary is responsible to ensure that the measuring sheet has been completed at the trial. Dogs on the measuring sheet will have to be measured or the dog may not trial that day of the trial. All dogs shall be accounted for and any dogs on the measuring sheet not in attendance shall be marked ABS on the measuring sheet. See the CPE rulebook (www.k9cpe.com/forms/2023rb.pdf) for complete measuring information.

- The dog may be measured by using wickets or an actual measuring device on a flat surface.
- Only the Judge of record may be the first measuring Judge. If there are multiple Judges, then the Judges are all the Judge of record. A CPE Judge who is in attendance as a competitor may sign for a second measurement if a measurement is needed.
- All dogs should have ABS, a height or measurement depending on the measuring device next to their name on the measurement sheet. If using wickets, then the number written may be the lowest P-card height for the dog in the regular height category.
- If a dog measures for a higher jump height, then the dog should move to that height, or the competitor may elect to change height categories to enable the dog to remain at the lower height. If the competitor elects to change height categories, then the Host Club may charge a nominal fee, not to exceed \$10, for the paperwork changes. The fee shall be included in the premium to be charged.
- The measuring Judge should print their name as signatures are no longer accepted at the bottom of the measuring sheet form. If the dog requires two (2) Judges' measurements and the dog has the measurement done at the same trial, then both Judges should initial for the dog. The primary measuring Judge may be the Judge of record for the trial.
- The Judge will indicate on the bottom of the form either "wickets" or "measuring device" depending on the device used at the trial. If both devices are available, then only one (1) device may be used for the trial. If both methods of measuring are used, then the measurements will not be recorded.
- A Judge has the right to measure any dog, with or without a P-card. If the dog's jump height changes for that trial, then a report will be filed with CPE immediately following the trial to be reviewed upon receipt at CPE offices.
- The Host Club will decide if unentered dogs may be measured at a trial. If measuring is allowed, then the owner will present their Member Services printout for the dog to be measured. The dog should be over 15 months old to be measured.

If the Judge is using measuring wickets, then the Judge will use the CPE measuring labeled P number for the corresponding P card height (see Table 2). When the dog is taller than the P-20 wicket, then the dog may qualify for a P-24 measurement. Measurements are from the bottom of the wicket crossbar.

Table 2: Wicket Measurements

P4	8 in height
P8	12 in height
P12	16 in height
P16	20 in height
P20	24 in height

CPE recommends that all entered dogs be required to check in before the start of the first class. The check-in, measuring procedure and schedule should be included in both the premium and confirmation letter. The Host Clubs may elect not to have a formal check in, then the dogs may be checked in on the gate sheets.

If a competitor arrives after general briefing, then neither the Host Club nor the Judge has any responsibility to inform the competitor of the content of the general briefing. The competitor may be subject to any terms or conditions set forth during the general briefing.

9.6 Level Move-up.

If the club is allowing move-ups for classes repeated on subsequent trial days, then a form should be available for competitors throughout the trial. Move-ups may be keyed in at the end of the day, or the following morning. If the scribe sheets and/or the gate sheets are printed ahead of time, then the sheets should be reprinted to reflect any changes that may result from a dog moving up to a different level. If a club is offering multiple rounds of a class on a single trial day (e.g., two (2) rounds of Standard), then same-day move-ups are not to be accepted between rounds.

Section 10 – Canine Scent Sport Trials

10.1 Club Information for Trial Judge.

10.1.1 Responsibilities of the Judge.

10.1.1.1 Before the Trial.

- The Judge shall get a drawing or photos of the areas to be used from the Host Club.
- The Judge shall have a plan where the odors may be placed prior to arriving at the site for each element judged.

10.1.1.2 During the Trial.

- Inspect items to be used for the trial.
- The Judge will prepare and place the scents or hides which may eliminate the need for the hot-box person.
- Instruct the hot-box person where each hide may be placed prior to each class to be judged if a hot box person is needed.
- The Judge may time and scribe on their own courses which will eliminate the need for a timer and scribe.
- Instruct Scribe on the duties if a scribe is needed.
- Instruct Timer on the duties such as but not limited to timing, the course times, and the maximum course times if a timer is needed.
- Brief competitors prior to each class.
- If the Judge is responsible for any required CPE Judge's reports, then the reports should be sent to CPE directly from the Judge and are not included with the Host Club report.
- Attend a Host Club Committee meeting if necessary for an incident that happens at the trial.
- All decisions of the Judge are final.

10.2 Dogs Participating in CSS.

All dogs who are entered in a trial shall be registered with CPE prior to closing date of the trial.

- All dogs shall start at Level 1 regardless of other titles that may have been earned in other Canine Scent venues.
- Once an element has been completed the team may progress to the next level for that element.
- A competitor may only enter one (1) dog per class because courses and elements are not reset.

10.3 Level Move-up.

If the club is allowing move-ups for classes repeated on subsequent trial days, then a form should be available for competitors throughout the trial. Move-ups may be keyed in at the end of the day, or the following morning. If the scribe sheets and/or the gate sheets are printed ahead of time, then the sheets should be reprinted to reflect any changes that may result from a dog moving up to a different level. If a club is offering multiple rounds of a class on a single trial day (e.g., two (2) rounds of Containers), then same-day move-ups are not to be accepted between rounds.

Section 11 – SpeedWay Trials

11.1 Site Location and Grid Map(s).

Clubs may need to secure a trial site that will have enough room for the ring(s), crating, people, vendors, walkways and sufficient parking for competitors and spectators.

The ring should be enclosed with one (1) of the following: Fencing, gating, or ring flags to separate the course from spectators. There should be at least 10 ft on each side of the ring that is free from public obstruction such as crating, vendors, etc.

A warm-up area shall be provided for each ring and may provide one (1) hoop and one (1) barrel for practice. The warmup areas are limited to dogs that are entered in the trial. The warmup area should have at least ring flags, surveyor's tape or gating to separate the warmup area from spectators.

The facility shall have an area(s) provided for crating and a potty area for the dogs.

If the facility is large enough, then a spectator area should be made available and preferably away from the crating area. Public spectators will need to be made aware of the ring boundary.

The Host Club is required to measure the ring size because a club may not rely on a non-Host Club member's measurement.

If the club is using a new site, then the club may be required to send a grid or map of the grounds to be sent to CPE even if another club has previously used the same site. The desired in and out gates should be indicated on the grid and if crating is adjacent to the ring, then the crating should be listed in a text box on the grid.

11.1.1 Outdoor Sites.

Drag Race 50 Only -Clubs need to have a five (5) yard area to start the dogs, 50 yard lure area and 20 yard finish and run out, however 50 yards is recommended. Drag Race 100 – Clubs need to have a 5 yard area to start the dogs, 100 yard lure area, and 30 yard finish and run out, however 50 yards is recommended. CPE recommends that the finish and run out area is fenced for easier collection of the dog. Clubs may use either a drag or continuous loop system, however continuous loop is heavily recommended. A white plastic bag (preferred) or squawker may be used for the lure. The course shall be essentially flat, straight from beginning to end, and free of any potential hazards, with fencing recommended. The ring area for Pitstop shall be at least (70 × 60) ft, Slingshot shall be at least (80 × 60) ft, Hairpin Teams shall be at least (30 × 90) ft, Pole Position Solo and Teams shall be at least (70 × 60) ft. All courses are based on 100 yards with no obstructions or unusable areas. The outdoor ring area should be cleared of any debris and be as even. All holes shall be filled in to ensure the safety of the dogs and competitors. Inspect the area to ensure there are no low hanging tree branches or wires. All obstructions shall be measured by diameter and designated on the grid map with the exact location in the ring.

11.1.2 Indoor Sites.

The ring area for Pitstop shall be at least (70 × 60) ft, Slingshot shall be at least (80 × 60) ft, Hairpin Teams shall be at least (30 × 90) ft, Pole Position Solo and Teams shall be at least (70 × 60) ft. All courses are based on 100 yards. The measurements include no obstructions or unusable areas.

The actual ring size should be on the grid, along with any unusable areas and/or obstructions.

Obstruction sizes shall be listed in a text box on the grid (e.g., poles are 24 in in diameter). The desired in and out gates shall be indicated on the grid and be placed along the bottom border of the grid unless the

gates are along different borders of the ring then the border lines should be formatted so that numbering begins from zero (0) in the lower left corner of the grid. If crating is adjacent to the ring, then the crating area should be listed in a text box on the grid. The type of flooring or matting should be listed in a text box on the grid.

Note: If crating is against the ring barrier or gating, then the barrier should be tall enough so that the dog in the ring may not jump into the crating area from the ring.

A club may not make plans to hold a trial for a date that is new to the club or a new site for a previously held date, and before the trial and/or site is approved by CPE. If a previously used site does not meet the current ring size or obstructions rules, then the ring may not be used for a new or changed date for a club or new site for a different club.

11.2 SpeedWay Trial Day(s).

11.2.1 Course Marshal.

The Course Marshal is a volunteer position that may be a different person for each class at the trial, but the Course Marshals shall be familiar with the rules for the class the Course Marshals may be marshaling. The Course Marshal may also be the scribe by carrying a clip board with the scribe sheet to save on volunteers.

The list of Course Marshals may be found at www.k9cpe.com/cpe-agility/coursemarshals.pdf

11.2.2 SpeedWay Classes.

A club may offer any classes of SpeedWay however may not offer more than twelve (12) classes in a day. In the Team games the teams are selected by the competitors before registering to run. If a team class is offered and a Partner is not listed on the entry form, then the club may randomly select the teams. If there is an odd number of dogs entered in the class, then the club may use an accommodating dog to run for no score for the odd numbered dog. **Note:** Only one (1) accommodating dog is allowed per class.

11.2.3 Course Maps for Speedway.

Course maps will be sent the Wednesday prior to the trial dates.







Course map numbers for each game and the request form for maps which is then sent to Art may be found in Appendix C.

Appendix A: Electronic Timer Instructions

A1 Setting Agility Rules.

A1.1 Checking the Timer Box.










At the start of each trial weekend, the timer box needs to be checked to ensure the box is set to the proper agility rules. CPE does not have their own setting because the USDAA rules are used instead. The following only shall be performed ONCE per weekend.

- Press  8
- Press  until the display reads “Agility Rules”, then press 
- Press  until “USDAA” is displayed, then press 
- Press  to exit

A2 Setting Game Horn Options.


A2.1 Game Horns for Jackpot, FullHouse and Snooker.

The game horn times (for Jackpot, FullHouse, and Snooker) may be input at the beginning of the trial day and stored in the timer box. Storing the times at the beginning of the day saves time during the day and makes for fast changes at jump height changes. Once the times have been determined for these classes.


- Press  8
- Press  until the display reads “Advanced Menu”, then press 
- Press  until “Set Game Horns” is displayed, then press 
- Up to eight (8) different Options may be set and stored in the timer box. Each “Option” represents one (1) game horn time, (e.g., Option 1 may be used for Jackpot Small Dog Time, Option 2 for Jackpot Big Dog Time, Option 3 for FullHouse Big Dog Time, etc.)
- The display should now show “Set Horn Option 1”. If a different Option number is desired, press  until the number has been reached
- Press  The display should now read “Key-in Time for Horn 1”
- Use the numeric keypad to input the time for the first horn. Press 
- The display should now read “Key-in Time for Horn 2”, all games *except* Jackpot, enter “0” then press 

- For Jackpot (for which a second buzzer *shall* be used), there are two (2) ways to input the time for the second horn:
 - a) The actual time that the second buzzer should sound shall be entered
 - b) The time past the first buzzer that the second horn should sound shall be entered and the timer box shall automatically add the two (2) times together, (e.g., if the opening time for Jackpot is 30 s and the closing time is 18 s, then the time may be entered at 30 s for Horn 1. Horn 2, the time may be either entered as 24 s (18 + 6 = 24) or the time may be entered at 54 s. Either way shall yield the same time for Horn 2)



- After the second time has been entered, press . The display shall now read “Set Game Horn Option 2”. Repeat the previous steps to set the remainder of the game horns for the day. If











all game horns are set then press  to exit


Note: Setting the Game Horn Options in the Advanced Menu does *not* automatically turn the game horns on. To turn the game horns on see A3.


A3 Setting Game Horns (For Running).


A3.1 Using the Options.

If the options are programmed in the advanced menu, then follow the following steps to turn on the game horns for FullHouse, Snooker, and Jackpot.


- Press  , then  until the display reads “Set Game Horns”. Press .
- Press  until the Option number is reached
- Press , then   to exit and the horn(s) are now set to go off at the programmed time(s)
- Repeat the previous steps to change horns at appropriate time changes or class changes
 - a) Manually Key-in Times if it has been decided to not use pre-set options then the times may be manually added for each time game and time change


- Press  , then  until the display reads “Set Game Horns”. Press .

- Press  until the display has ready displayed “Key-in Times”

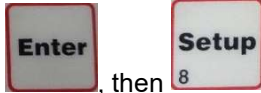
- Press . The display shall now read “Key-in Time for Horn 1”





- Use the numeric keypad to input the time for the first horn. Press 
- The display shall now read “Key-in Time for Horn 2:”. For all games *except* Jackpot, enter “0”

then press 

- For Jackpot (for which a second buzzer *shall* be used), there are two (2) ways to input the time for the second horn
- The actual time that the second buzzer should sound may be entered
- The time past the first buzzer that the second horn should sound shall be entered and the timer box shall automatically add the two (2) times together, (e.g., if the opening time for Jackpot is 30 s and the closing time is 18 s, then the time may be entered at 30 s for Horn 1. Horn 2, the time may be either entered as 24 s (18 + 6 = 24) or the time may be entered at 54 s. Either way shall yield the same time for Horn 2)






- Press , then  to exit. The horn(s) are now set to go off at the programmed time(s)

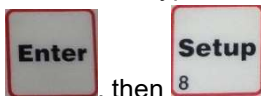
A4 Setting Maximum Time.

A4.1 Maximum Time for Standard, Wildcard, Colors, and Jumpers.

A buzzer for maximum time shall be set as calculated on the timing sheet for Standard, Wildcard, Colors, and Jumpers.



- Press , then  until the display reads “Max Course Time”. Press 
- Use the numeric keypad to enter the course’s maximum time






- Press , then  to exit

A5 Setting Multiple Passes.


A5.1 Setting Multiple Passes for all Classes except FullHouse and Snooker.

If the path of the course in Standard, Wildcard, Colors, Jumpers, or the closing of Jackpot requires the dog to pass through the *finish* eye more than once, then the timer shall be programmed to keep time running until the final pass. **NOTE:** for multiple passes through the *start* eye, nothing shall be done.



- Press , then  until the display reads “Set Finish Eye”. Press 



- Press  until the desired number of passes has been reached. (e.g., “Stop on Pass 2”,

“Stop on Pass 3”, etc.), then press

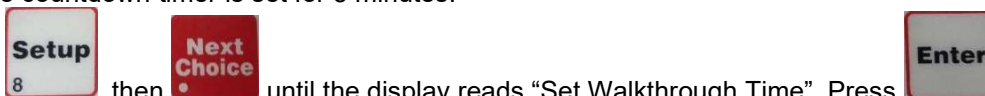





- At the conclusion of the class with multiple passes, the steps shall be repeated to return the timer to “Stop on Pass 1”

A6 Setting Walk-through Countdown.

A6.1 Countdown Time.





Ensure that the countdown timer is set for 5 minutes.



- Press , then  until the display reads “Set Walkthrough Time”. Press 
- Enter the correct walkthrough time








- Press , then  to exit

- Pressing  will begin the 5 minute timer
- While the timer is running, other features may still be programmed (e.g., setting game horns, maximum time, multiple passes, etc.) without interrupting the time. Only pressing  or   will interrupt the timer
- Newer versions of the timer shall also automatically begin the required 5 minute post-walk through time/Split walkthrough time. For the timers, a horn shall sound at the conclusion of the 5 minute walk through, and the timer shall begin counting up to 5 minutes when the horn shall sound again
- If the timer used at the trial does not support the feature previously mentioned, some other form of timer or stopwatch to monitor the 5 minute post-walk time/split walkthrough time shall be required

A7 Instructing the Ring Crew on Timer Use.

A7.1 Training the Important Features of the Timer.


Ensure the timer knows how to use pertinent features of the box which shall minimize issues during the trial.

- To let the dog on the line, know to start, the timer shall push  or . The wording on the button varies depending on the version of the box being used, but the button is always located on Key number 7
- If using a manual start and/or finish, the timer shall push . The start/stop button is used if the time shall be started manually for a dog crossing the plane of the start line without passing through the eye
- If the time is stopped accidentally (off-course through finish eye, timer accidentally stops time, etc.),  is pushed. No matter how much time has passed before pushing re-start, the box shall continue to keep track of time. If the timer accidentally pushes  to re-start the time, then the time shall start over from 0:00. The two (2) times shall then need to be added to get the dog's actual course time. (See A8)



A8 To Find Previously Recorded Times.

A8.1 When a Previous Time is Needed.

If a time from an earlier run needs to be found, then the timer box shall automatically record 99 or more (depending on the version) previous times.

- Continue to push  to scroll through times until the needed time is located



Note: The only exception is if the timer is running, and  or  is pushed before stopping the time, then the time will *not* be recorded in the box

A9 Other Features and Considerations.

A9.1 Checking that the Eyes of the Timers are in Working Order.

The display on the box shall show when the eyes are set properly. The timer box will read “Eye # 1 2” if both eyes are active. (Some versions of the box support the use of three (3) eyes, so the display may show “Eye # 1 2 X” instead). The “1” or “2” is generally arbitrary and does not necessarily indicate start or finish eyes. If an “X” is displayed instead of a number, then either one or both of the eyes are not set properly.

- While the count-down timer is running, then the display will flash “Eyes Off”. Once the timer has stopped, the eyes shall become active.
- One (1) set of eyes may be used for courses that begin or end on a single obstacle (other than the table) but shall need a manual start or finish on the other end, e.g., a Jackpot or FullHouse course that began on a single jump or tunnel, or a Jackpot course that ends on an obstacle other than the table
- If using the eyes on the finish obstacle in Jackpot, then the eyes shall remain off during the opening but be automatically activated once the closing time begins

Appendix B: Sample Incident Reports and Warning Reports

Figure B1: Page 1 of Incident Report

CPE Incident Report. Update Version October 6, 2022

Date	Host Club
Trial Chairperson & email	Trial Secretary & email
Committee Member & email	Committee Member & email

At least two committee members along with the chairperson and secretary must attend the club meeting, if there are more than two, then list names/emails on reverse of page.

Check all that apply

Note: Any dog excused from the trial is immediately marked "E" excused for all runs over the entire trial, forfeiting any Q's earned. Any person excused from the trial then all the dogs entered for the person are marked excused for all runs over the entire trial, forfeiting any Q's earned.

Incidents are not limited to those listed below. There may be other circumstances where a report would be warranted.

This may include no contact made, the handler not having control of their dog on or off leash, etc. Explain below in "other".

<input type="checkbox"/>	Dog on Dog incident, no blood drawn on dog or no contact made	<input type="checkbox"/>	Dog on Person incident, no blood drawn on person or no contact made
<input type="checkbox"/>	Dog on Dog incident, with blood drawn on dog	<input type="checkbox"/>	Dog on Person incident, with blood drawn on person
<input type="checkbox"/>	Person abusing dog incident	<input type="checkbox"/>	Person on Person incident
<input type="checkbox"/>	Other (explain)		

Dog Report Info (Both owners must attend meeting unless medical treatment prevents attendance)

Person Report Info (Dog's call name is optional)

CPE Id number of Victim:	CPE Id number of Incident Aggressor:
Dog's call name:	Dog's call name:
Owner's name:	Owner's name:
Owner's email:	Owner's email:

Witnesses Information. (Name and email required). Please include a written statement (continue on reverse if more than four witnesses)

Witnesses should attend the club's incident meeting if available.

1.	
2.	
3.	
4.	

Procedures (Please check off as each task is accomplished)

<input type="checkbox"/>	Gather statements of all involved parties
<input type="checkbox"/>	Determine a meeting time. The meeting must be held the day of the incident and all parties must be included, unless medical care prevents attendance, then the meeting must be sometime during the trial or held without the absent parties
<input type="checkbox"/>	Excused dog and/or owner were presented with the last page of this form and a copy was signed which will be included with the paperwork that will be mailed to CPE
<input type="checkbox"/>	All legs were marked as excused and any Q's were forfeited
<input type="checkbox"/>	Check here if the owner/handler refused to attend the meeting and/or refused to sign the owner/handler form
<input type="checkbox"/>	A copy of the CODE OF CONDUCT AND DISCIPLINARY ACTION section from the Rulebook was utilized during the process (see last two pages of this report). The online rulebook is the most current copy of rules for incidents
<input type="checkbox"/>	The Meeting was held. (Please see Host Club Meeting)
<input type="checkbox"/>	Send a copy of this page, the signed owner/handler form, all statements (owners of both dogs or handler if any handler was excused and witnesses) to CPE in a pdf format in an email due the first day following the ending of the trial. The club is to keep all copies of the forms for 2 years and supply a copy of the forms if the report cannot be sent by email. Send the pdf copy to: art@cpe.dog, krista@cpe.dog, linda@cpe.dog, sean@cpe.dog

Figure B2: Page 2 of Incident Report

Host Club Committee Meeting

The host club must prove the incident happened during the duration of the event and within the show grounds. Please list the details in the following lines:

- The incident happened per the facts gathered
- The incident happened sometime during the duration of the event, within the show grounds

If the incident happened during the duration of the event and within the show grounds cannot be proven, then the report shall reflect the discussion of the meeting and be sent to CPE with all statements from the involved parties. If CPE can determine the incident happened during the duration of the event and within the show grounds can be proven with additional information, then CPE reserves the right to reopen the incident case for disciplinary action.

If the incident happened during the duration of the event and within the show grounds have been proven, the report shall reflect the discussion of the meeting and be sent to CPE.

Meeting minutes

(Continue on reverse or other page if needed). CPE would prefer a computer printed page of the meeting minutes in lieu of writing the information in the following lines.

Note: The following lines is for meeting minutes only, please do not fill out for witness statements.

Figure B4: Page 6 of Incident Report

CPE Incident Report of Owner/Handler. (CPE Copy)

CPE Id number:	Dog's call name:
Owner's name:	Owner's email:

I understand that all runs from this show (all consecutive days) will be marked as excused, including any Q's earned will be forfeited

I understand that I am responsible for knowing the current CODE OF CONDUCT AND DISCIPLINARY ACTION available in the CPE's online rulebook, k9cpe.com.

<p>If dog incident: I understand that the dog(s) listed above may not enter nor be on the site of any CPE trial until a final determination is made by CPE from the statements and host club meeting report. If already entered in an upcoming trial, then the entries must be withdrawn. If the upcoming trial is after the closing, then a refund would not be forthcoming from the host club.</p>
<p>If handler incident: I understand that all dogs on my membership may not enter nor be on the site of any CPE trial until a final determination is made by CPE from the statements and host club meeting report. If already entered in an upcoming trial, then the entries must be withdrawn. If the upcoming trial is after the closing, then a refund would not be forthcoming from the host club. I also understand that I am not allowed to be on the site of a CPE trial during the same time listed above.</p>

CPE Review process

- All proceedings are confidential.
- Once the paperwork is received by the CPE office, then the paperwork is reviewed for completeness and any missing documentation is requested.
- The review of the paperwork will occur at the next meeting of the review team, which is usually within 1-2 months.
- After the review meeting, then an email will be sent to the owner of the dog(s) or the person(s) with the outcome.
- The owner of the dog(s) or the person(s) will then need to send the \$100 review fee to CPE by Money Order or Cashier's Check (Personal checks or cash will not be accepted) at CPE PO Box 11027 St Petersburg, FL 33733, or the PayPal Account cpe.dog.pp@gmail.com. Upon receipt of the review fee in the office, the sanction date would begin on the received date, not the incident date. If the review fee is received prior to the review being held, then the sanction date would begin once the sanction email is sent. Note: the review fee is not part of the sanction fee attached to the reinstatement form.
- The owner of the dog(s) or person(s) may not email to request the reinstatement form to be emailed within one week prior to the last day of the sanction period. The owner of the dog(s) or person(s) may email to request the reinstatement form to be emailed. When the incident is dog on dog then I understand that proof of training will be required prior to the dog(s) being considered for reinstatement.

If there are any questions, please see the contact us page at www.k9cpe.com/contact.htm

Signature	Date
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Figure B5: Page 7 of Incident Report

CPE Incident Report of Owner/Handler. (Owner/Handler Copy)

CPE Id number:	Dog's call name:
Owner's name:	Owner's email:

I understand that all runs from this show (all consecutive days) will be marked as excused, including any Q's earned will be forfeited
 I understand that I am responsible for knowing the current CODE OF CONDUCT AND DISCIPLINARY ACTION available in the CPE's online rulebook, k9cpe.com.

<p>If dog incident: I understand that the dog(s) listed above may not enter nor be on the site of any CPE trial until a final determination is made by CPE from the statements and host club meeting report. If already entered in an upcoming trial, then the entries must be withdrawn. If the upcoming trial is after the closing, then a refund would not be forthcoming from the host club.</p>
<p>If handler incident: I understand that all dogs on my membership may not enter nor be on the site of any CPE trial until a final determination is made by CPE from the statements and host club meeting report. If already entered in an upcoming trial, then the entries must be withdrawn. If the upcoming trial is after the closing, then a refund would not be forthcoming from the host club. I also understand that I am not allowed to be on the site of a CPE trial during the same time listed above.</p>

CPE Review process

- All proceedings are confidential.
 - Once the paperwork is received by the CPE office, then the paperwork is reviewed for completeness and any missing documentation is requested.
 - The review of the paperwork will occur at the next meeting of the review team, which is usually within 1-2 months.
 - After the review meeting, then an email will be sent to the owner of the dog(s) or the person(s) with the outcome.
 - The owner of the dog(s) or the person(s) will then need to send the \$100 review fee to CPE by Money Order or Cashier's Check (Personal checks or cash will not be accepted) at CPE PO Box 11027 St Petersburg, FL 33733, or the PayPal Account cpe.dog.pp@gmail.com. Upon receipt of the review fee in the office, the sanction date would begin on the received date, not the incident date. If the review fee is received prior to the review being held, then the sanction date would begin once the sanction email is sent. Note: the review fee is not part of the sanction fee attached to the reinstatement form.
 - The owner of the dog(s) or person(s) may not email to request the reinstatement form to be emailed within one week prior to the last day of the sanction period. The owner of the dog(s) or person(s) may email to request the reinstatement form to be emailed. When the incident is dog on dog then I understand that proof of training will be required prior to the dog(s) being considered for reinstatement.
- If there are any questions, please see the contact us page at www.k9cpe.com/contact.htm

Signature	Date
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Figure B6: Page 1 of Warning Report

CPE Warning Report – Effective February 7, 2022

Date	Host Club
Trial Chairperson & email	Trial Secretary & email
Committee Member & email	Committee Member & email

At least two committee members along with the chairperson and secretary must attend the club meeting, if there are more than two, then list names/emails on reverse of page.

Witnesses – see the included witness statement form.

Check all that apply

Note: The judge has full discretion to mark all runs for a dog and/or person excused from a run or trial and the runs are immediately marked "E" excused for any remaining runs in the trial and noted on this report. Incidents are not limited to the following. There may be other circumstances where a report shall be warranted and may include no contact made, the handler not having control of a dog either on or off leash, etc. Explanation required in other.

Dog on Dog incident, no blood drawn on dog or no contact made	Dog on Person incident, no blood drawn on person or no contact made. AN INCIDENT REPORT MAY BE NEEDED INSTEAD OF A WARNING
Dog on Dog incident, contact made no blood drawn on dog AN INCIDENT REPORT MAY BE NEEDED INSTEAD OF A WARNING	Dog on Person incident, contact made no blood drawn on person AN INCIDENT REPORT MAY BE NEEDED INSTEAD OF A WARNING
Dog on Dog incident, with blood drawn on dog SHALL FILE AN INCIDENT REPORT, WARNING NOT ALLOWED	Dog on Person incident, with blood drawn on person SHALL FILE AN INCIDENT REPORT, WARNING NOT ALLOWED
Person abusing dog incident AN INCIDENT REPORT MAY BE NEEDED INSTEAD OF A WARNING	Person on Person incident AN INCIDENT REPORT MAY BE NEEDED INSTEAD OF A WARNING
Other (explain)	

Dog Report Info (Both owners must attend meeting unless medical treatment prevents attendance)

Person Report Info (Dog's call name is optional)

CPE Id number of Victim:	CPE Id number of Incident Aggressor:
Dog's call name:	Dog's call name:
Owner's name:	Owner's name:
Owner's email:	Owner's email:

Witnesses Information. (Name and email required). Please include a written statement (continue on reverse if more than four witnesses)

Witnesses should attend the club's incident meeting if available.

1.	
2.	
3.	
4.	

Procedures (Please check off as each task is accomplished)

	Gather statements of all involved parties
	Determine a meeting time. The meeting must be held the day of the incident and all parties must be included, unless medical care prevents attendance, then the meeting must be sometime during the trial or held without the absent parties
	Excused dog and/or owner were presented with the last page of this form and a copy was signed which will be included with the paperwork that will be mailed to CPE
	All legs were marked as excused and any Q's were forfeited
	Check here if the owner/handler refused to attend the meeting and/or refused to sign the owner/handler form
	A copy of the CODE OF CONDUCT AND DISCIPLINARY ACTION section from the Rulebook was utilized during the process (see last two pages of this report). The online rulebook is the most current copy of rules for incidents
	The Meeting was held. (Please see Host Club Meeting)
	Send a copy of this page, the signed owner/handler form, all statements (owners of both dogs or handler if any handler was excused and witnesses) to CPE in a pdf format in an email due the first day following the ending of the trial. The club is to keep all copies of the forms for 2 years and supply a copy of the forms if the report cannot be sent by email. Send the pdf copy to: art@cpe.dog, krista@cpe.dog, linda@cpe.dog, sean@cpe.dog

Figure B8: Page 3 of Warning Report

Witness Statement (Only one statement per page. Please print legibly or type written on a computer)

Name:
Email:

Figure B9: Page 6 of Warning Report

CPE Warning Report of Owner/Handler. (CPE Copy)

CPE Id number:	Dog's call name:
Owner's name:	Owner's email:

I understand that the judge has notified me if any (may include all) runs from this show (all consecutive days) were marked as excused. I understand it's the judge's decision if any runs were excused.

I understand that I am responsible for knowing the current CODE OF CONDUCT AND DISCIPLINARY ACTION available in the CPE's online rulebook.

If a second warning form is received by CPE for the same dog and/or person, a review may be forthcoming. If so, CPE would be in contact, and a review fee of \$100 payable to CPE by money order would be required for the review process to begin. During that time, the dog and/or person may be advised that they cannot be entered in a CPE trial nor on a CPE trial site during the review and any sanction timeframes.

Signature	Date
-----------	------

Figure B10: Page 7 of Warning Report

CPE Warning Report of Owner/Handler. (Owner/Handler Copy)

CPE Id number:	Dog's call name:
Owner's name:	Owner's email:

I understand that the judge has notified me if any (may include all) runs from this show (all consecutive days) were marked as excused. I understand it's the judge's decision if any runs were excused.

I understand that I am responsible for knowing the current CODE OF CONDUCT AND DISCIPLINARY ACTION available in the CPE's online rulebook.

If a second warning form is received by CPE for the same dog and/or person, a review may be forthcoming. If so, CPE would be in contact, and a review fee of \$100 payable to CPE by money order would be required for the review process to begin. During that time, the dog and/or person may be advised that they cannot be entered in a CPE trial nor on a CPE trial site during the review and any sanction timeframes.

Signature	Date
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Appendix C: SpeedWay Course Maps and Form to Send to Art

A Pre-SpeedWay course map request form will be sent to the Host Club in the trial acceptance package from CPE to be filled out for approved trials. The request form will need to be filled out for each trial and submitted to Art at art@cpe.dog three (3) weeks prior to the trial. See Form C1 for the sample form.

Form C1: Pre-SpeedWay Request Form SAMPLE ONLY

Please complete Form 1 and send to Art@cpe.dog a minimum of 3 weeks prior to the first day of your SpeedWay Trial. Include Building Grid Map or course dimensions. Select quantity of each length of tunnel length available. Select number of each game for each day. Select number of rounds for each game per day.

Club Name:

Form 1: Pre-SpeedWay Request Form												
Total of 10 ft Tunnels		0		-								
Total of 15 ft Tunnels		0		-								
Total of 20 ft Tunnels		0		-								
Games Being Offered Answer Yes or No Under the Day of Trial Select number of Rounds for Each Day												
Game	Day 1		# Rounds		Day 2		# Rounds		Day 3		#Rounds	
Pitstop	No	-	0	-	No	-	0	-	No	-	0	-
Slingshot	No	-	0	-	No	-	0	-	No	-	0	-
Pole Position Solo	No	-	0	-	No	-	0	-	No	-	0	-
Pole Position Team	No	-	0	-	No	-	0	-	No	-	0	-
Hairpin Team	No	-	0	-	No	-	0	-	No	-	0	-

Ring Dimensions:

Obstructions:

Please submit grid layout drawing if possible

C1 Slingshot Maps.

Figure C1-1: Slingshot Map 1 Finish Challenge

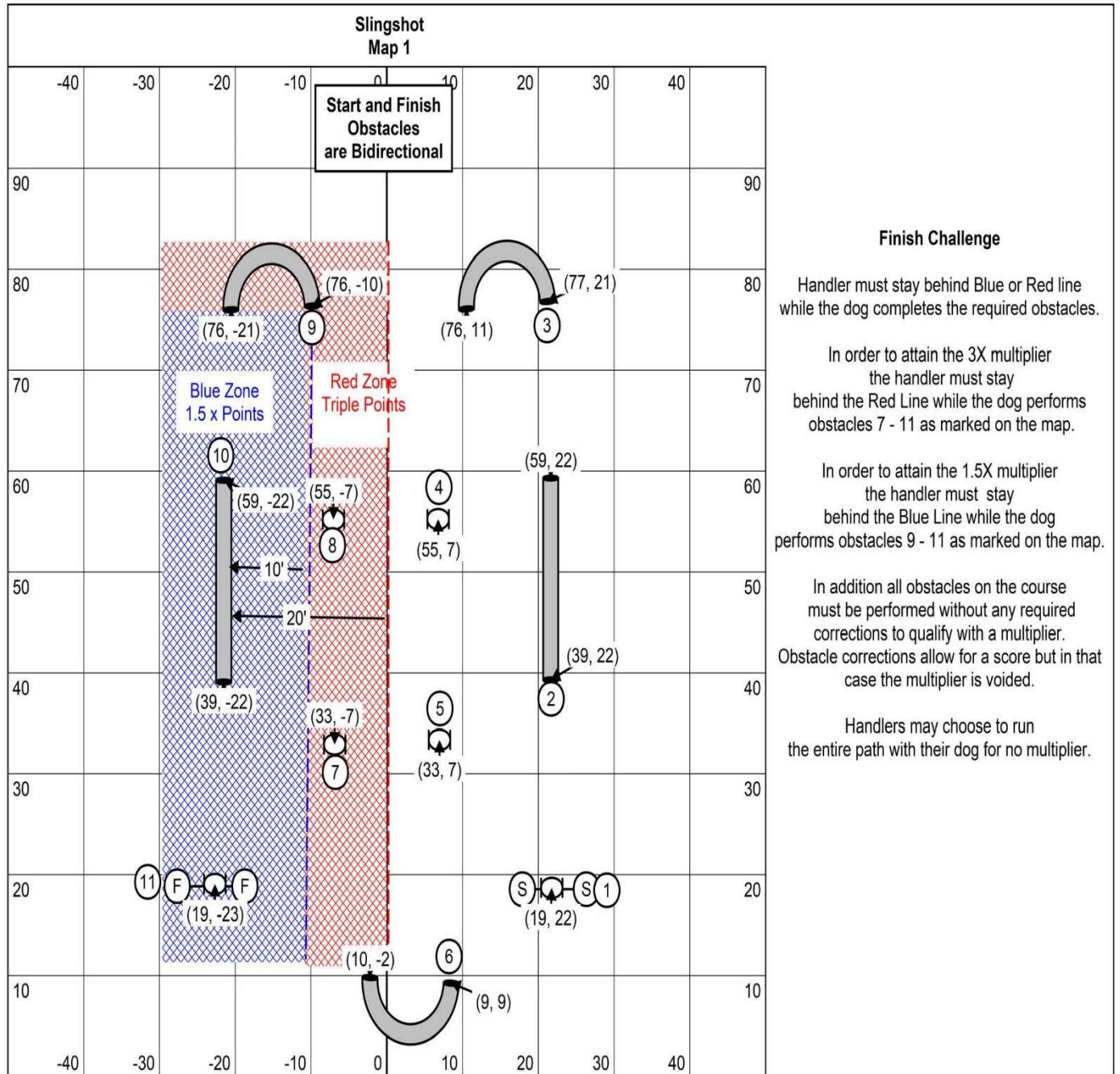
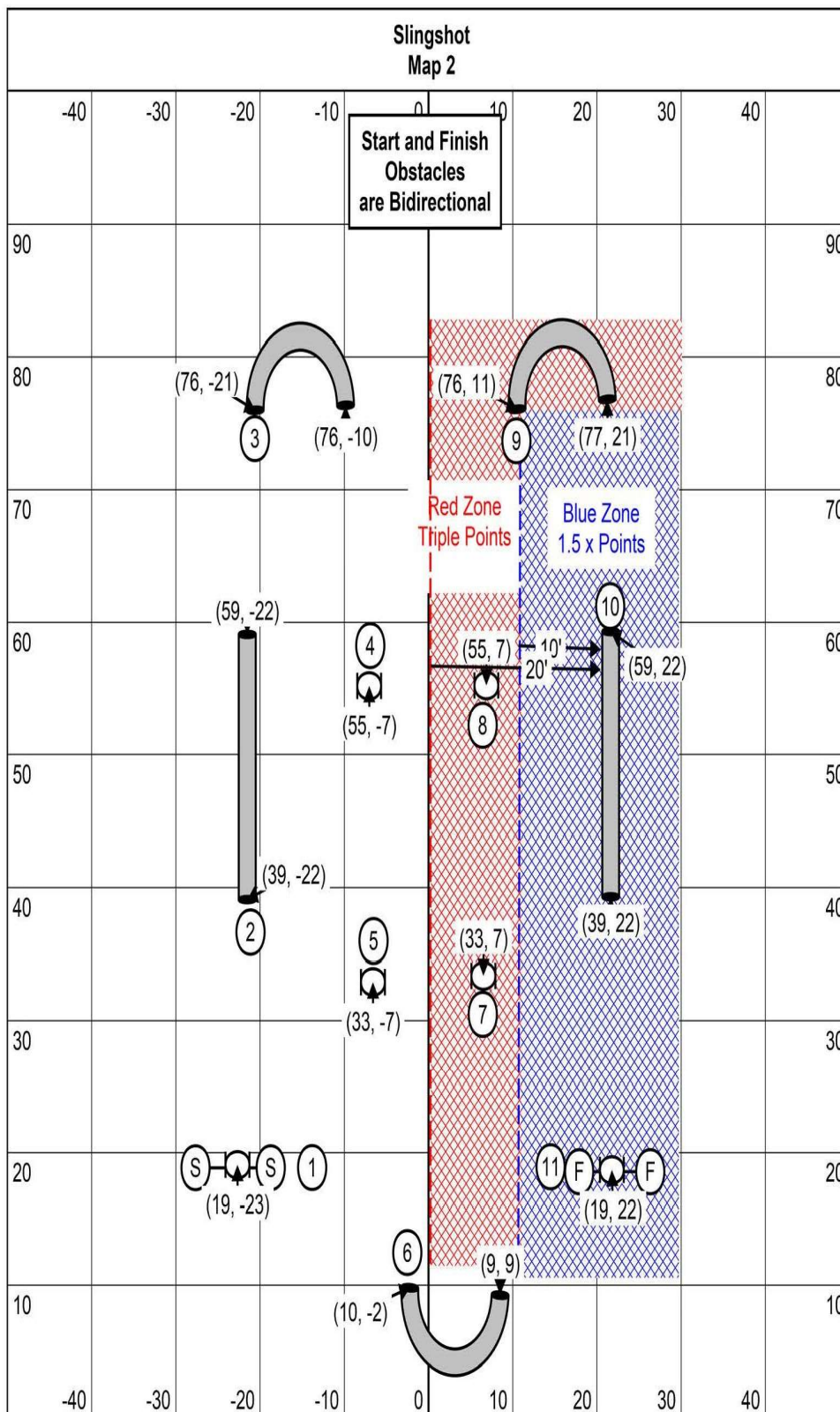


Figure C1-2: Slingshot Map 2 Finish Challenge Reverse



Finish Challenge

Handler must stay behind Blue or Red line while the dog completes the required obstacles.

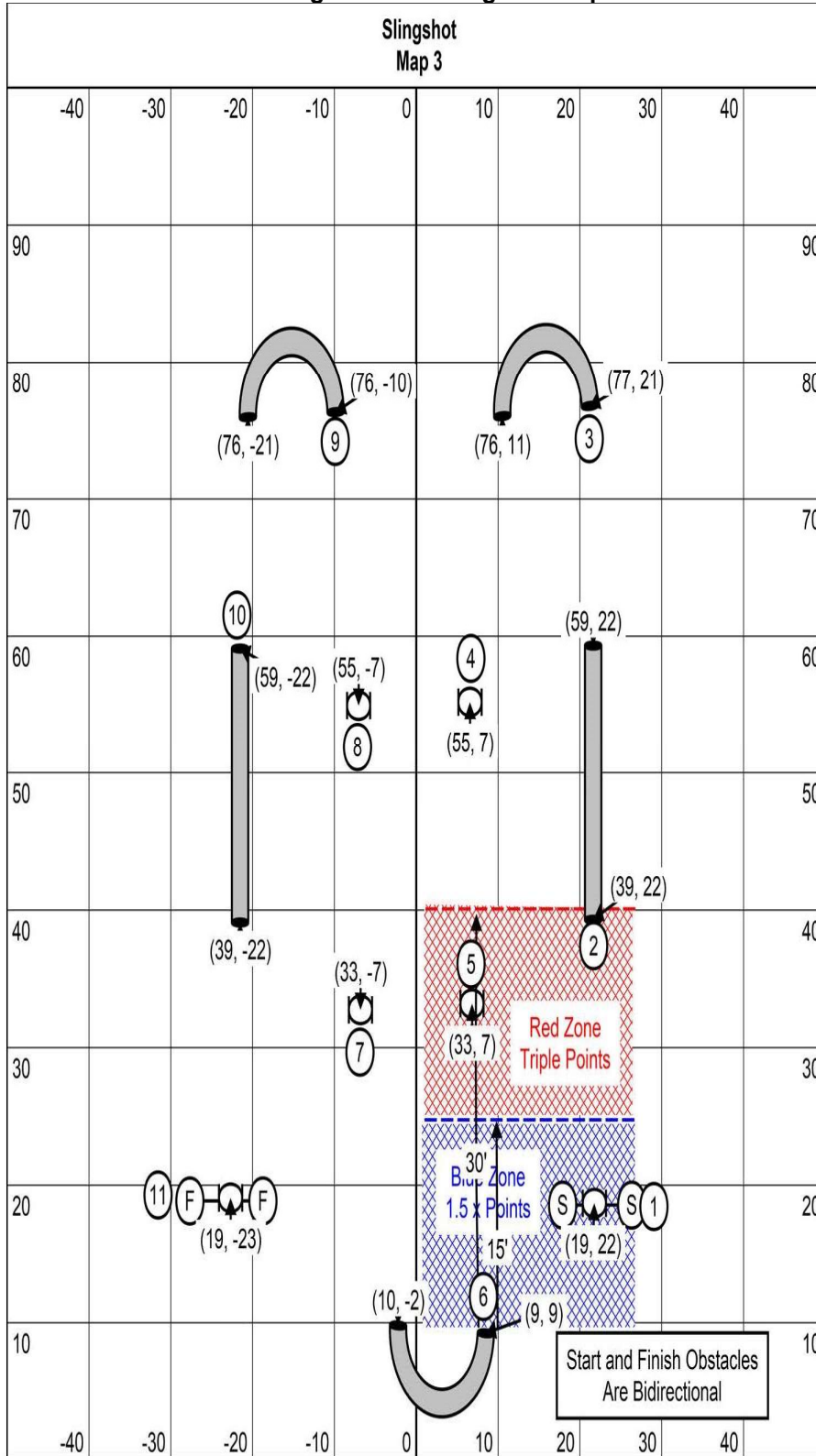
In order to attain the 3X multiplier the handler must stay behind the Red Line while the dog performs obstacles 7 - 11 as marked on the map.

In order to attain the 1.5X multiplier the handler must stay behind the Blue Line while the dog performs obstacles 9 - 11 as marked on the map.

In addition all obstacles on the course must be performed without any required corrections to qualify with a multiplier. Obstacle corrections allow for a score but in that case the multiplier is voided.

Handlers may choose to run the entire path with their dog for no multiplier.

Figure C1-3: Slingshot Map 3 Lead out Challenge



Lead out Challenge

Handler must be across the Blue or Red line before the dog starts the course..

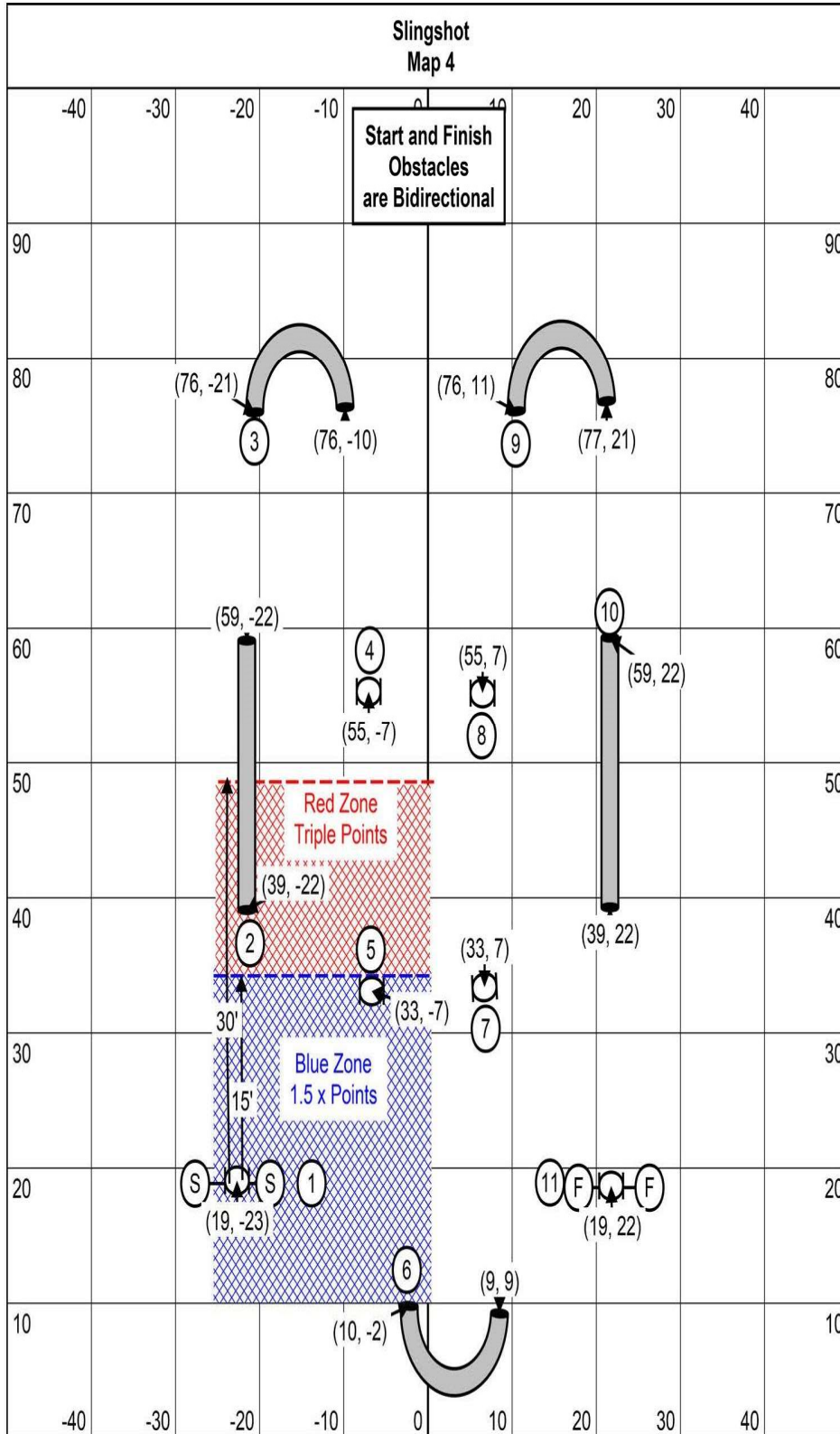
In order to attain the 3X multiplier the handler must stay behind the Red Line while the dog performs obstacles 1, enters tunnel 2, performs 5 and enters tunnel 6 before crossing as marked on the map.

In order to attain the 1.5X multiplier the handler must stay behind the Blue Line while the dog performs obstacles 1 and enters tunnel 6 before crossing as marked on the map.

In addition all obstacles on the course must be performed without any required corrections to qualify with a multiplier. Obstacle corrections allow for a score but in that case the multiplier is voided.

Handlers may choose to run the entire path with their dog for no multiplier.

Figure C1-4: Slingshot Map 4 Lead out Reverse Finish Challenge



Lead out Challenge

Handler must be across the Blue or Red line before the dog starts the course..

In order to attain the 3X multiplier the handler must stay behind the Red Line while the dog performs obstacles 1, 2, 4 & 5 and enters tunnel 6 before crossing as marked on the map.

In order to attain the 1.5X multiplier the handler must stay behind the Blue Line while the dog performs obstacles 1 & 5 and enters tunnel 6 before crossing as marked on the map.

In addition all obstacles on the course must be performed without any required corrections to qualify with a multiplier. Obstacle corrections allow for a score but in that case the multiplier is voided.

Handlers may choose to run the entire path with their dog for no multiplier.

Figure C1-5: Slingshot Map 5 Mid-Course Finish Challenge

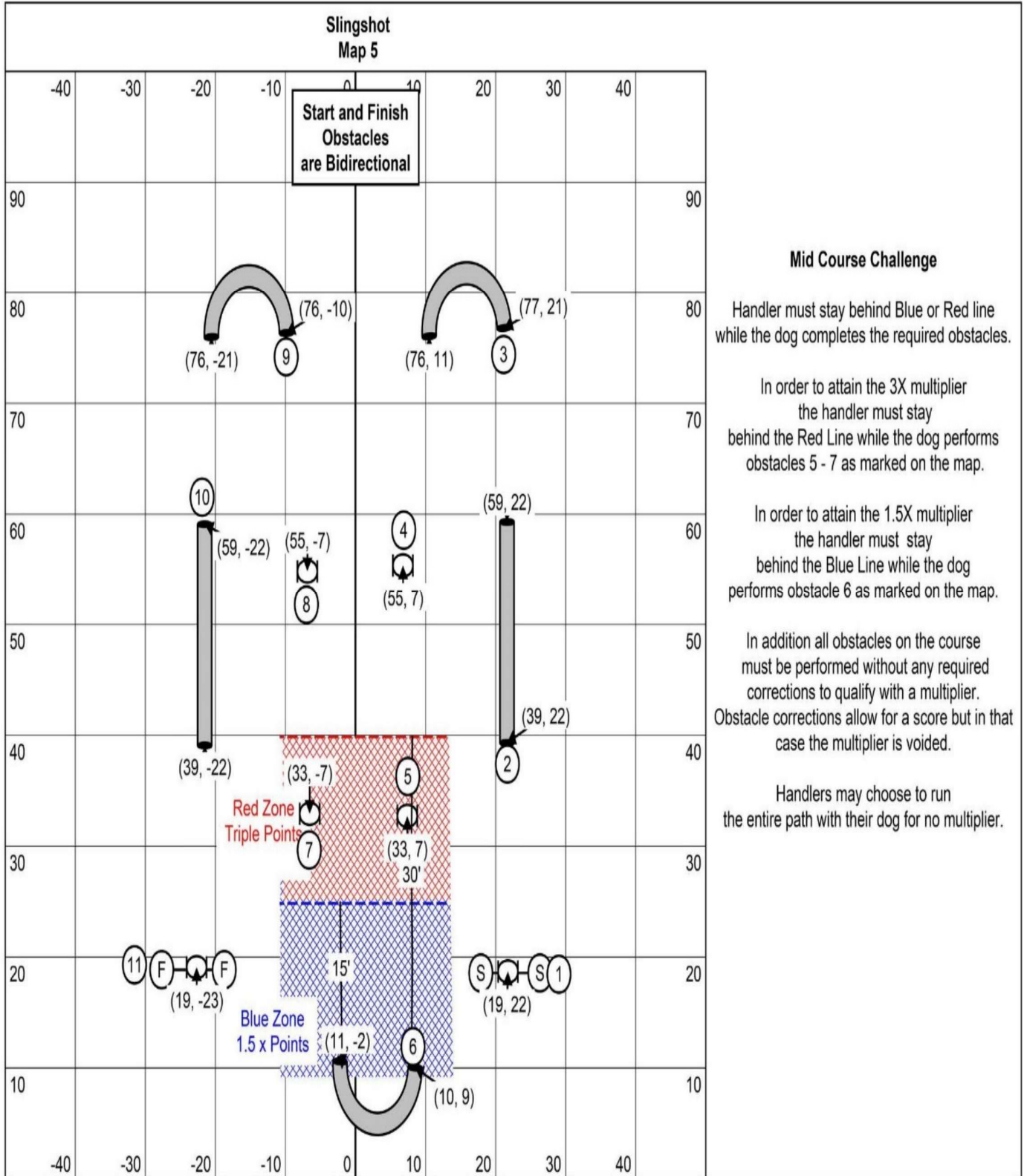
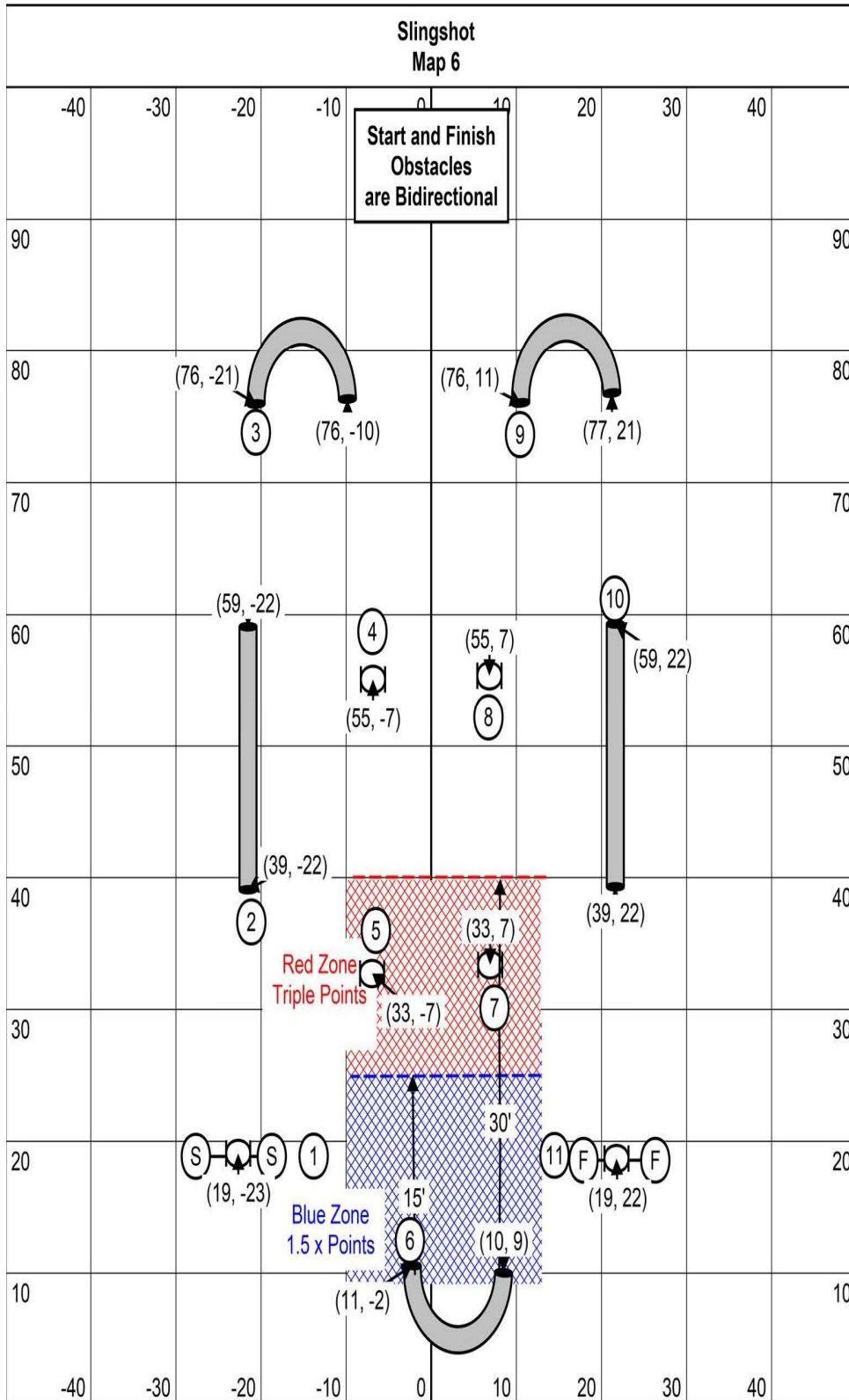


Figure C1-6: Slingshot Map 6 Mid-Course Reverse Finish Challenge



Mid Course Challenge

Handler must stay behind Blue or Red line while the dog completes the required obstacles.

In order to attain the 3X multiplier the handler must stay behind the Red Line while the dog performs obstacles 5 - 7 as marked on the map.

In order to attain the 1.5X multiplier the handler must stay behind the Blue Line while the dog performs obstacle 6 as marked on the map.

In addition all obstacles on the course must be performed without any required corrections to qualify with a multiplier. Obstacle corrections allow for a score but in that case the multiplier is voided.

Handlers may choose to run the entire path with their dog for no multiplier.

C2 Pole Position Solo Maps.

Figure C2-1: Pole Position Solo Map 1 Original Course

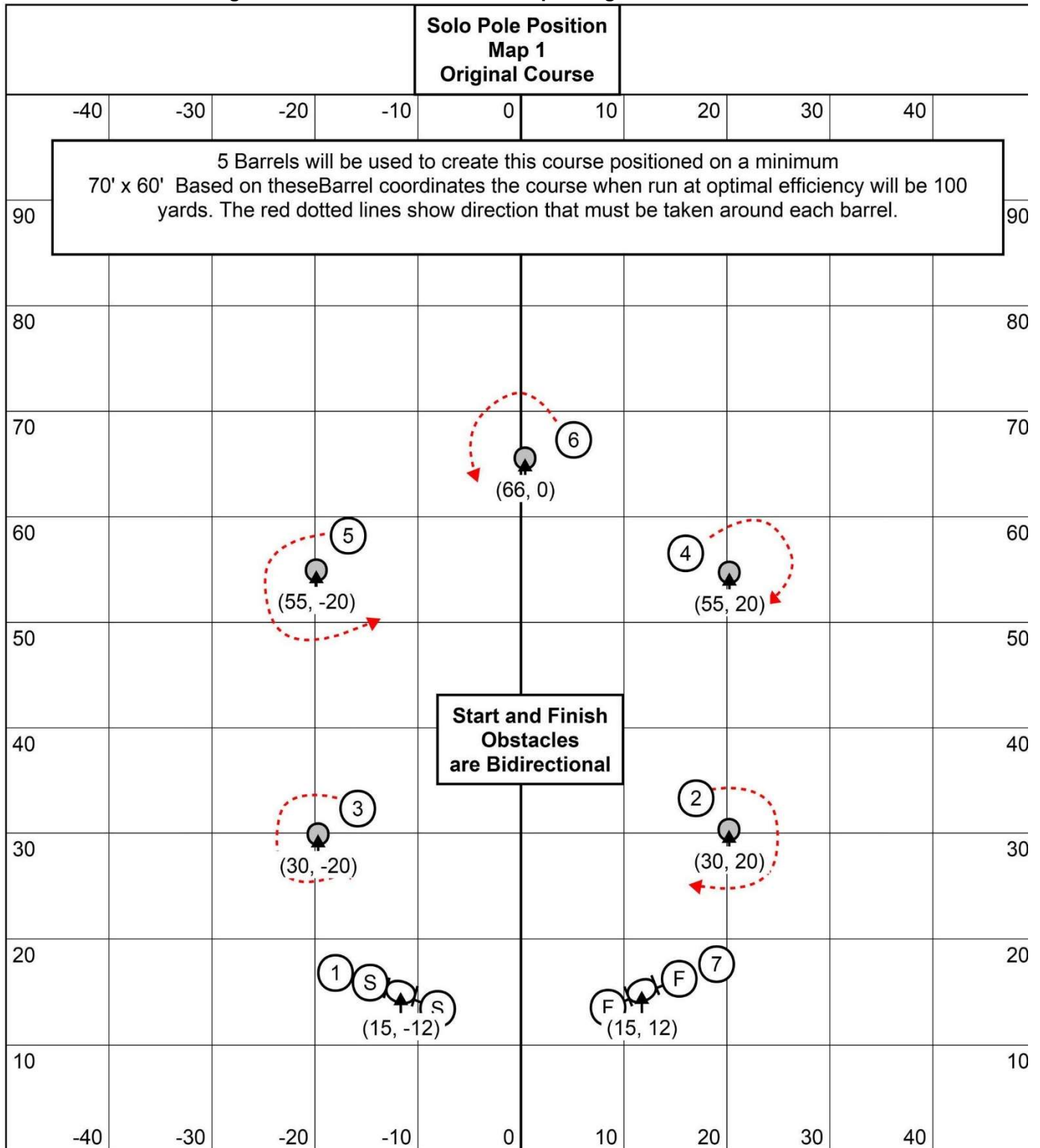


Figure C2-2: Pole Position Solo Map 2 Original Course Backward

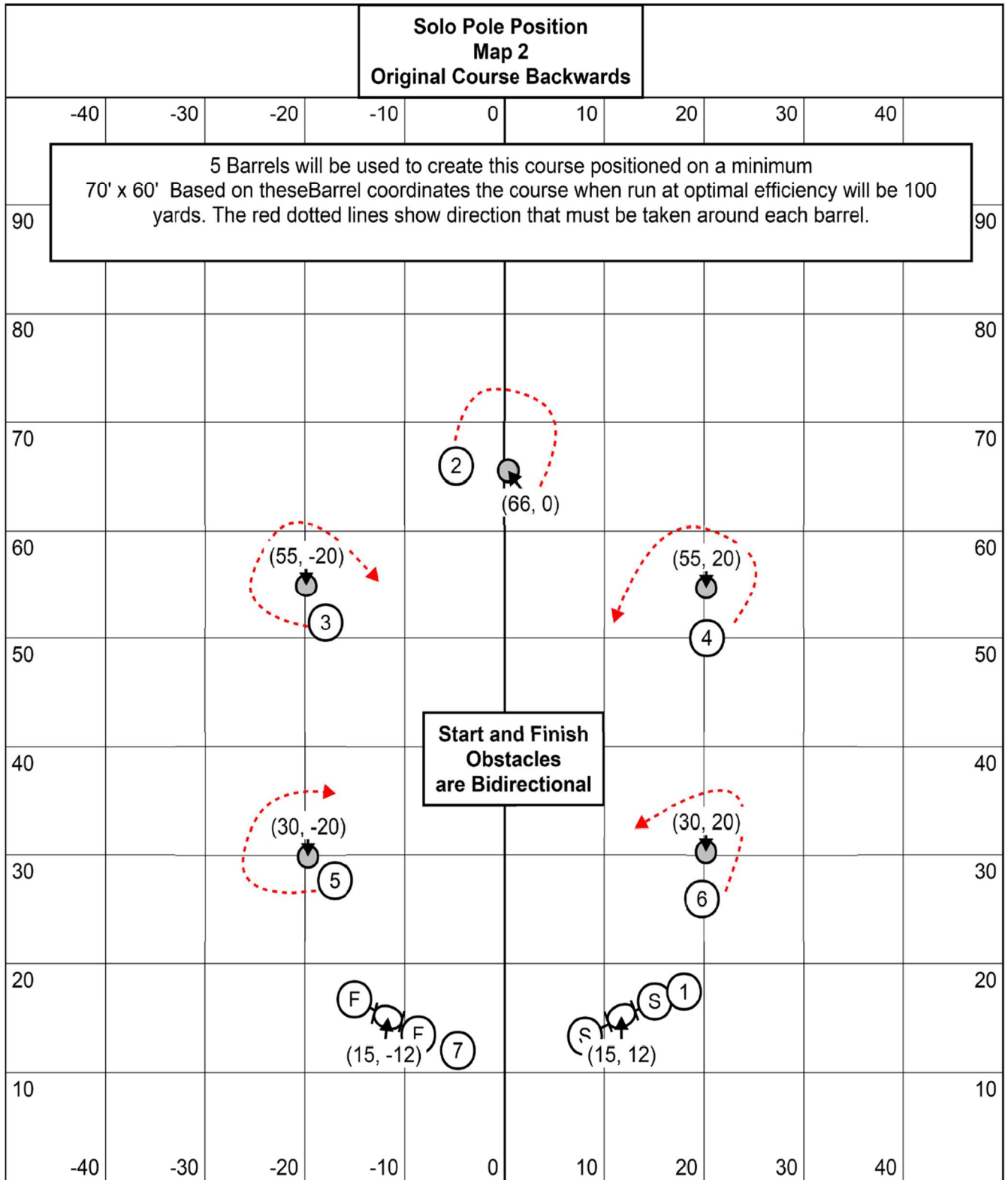


Figure C2-3: Pole Position Solo Map 3 Original Course Mirrored

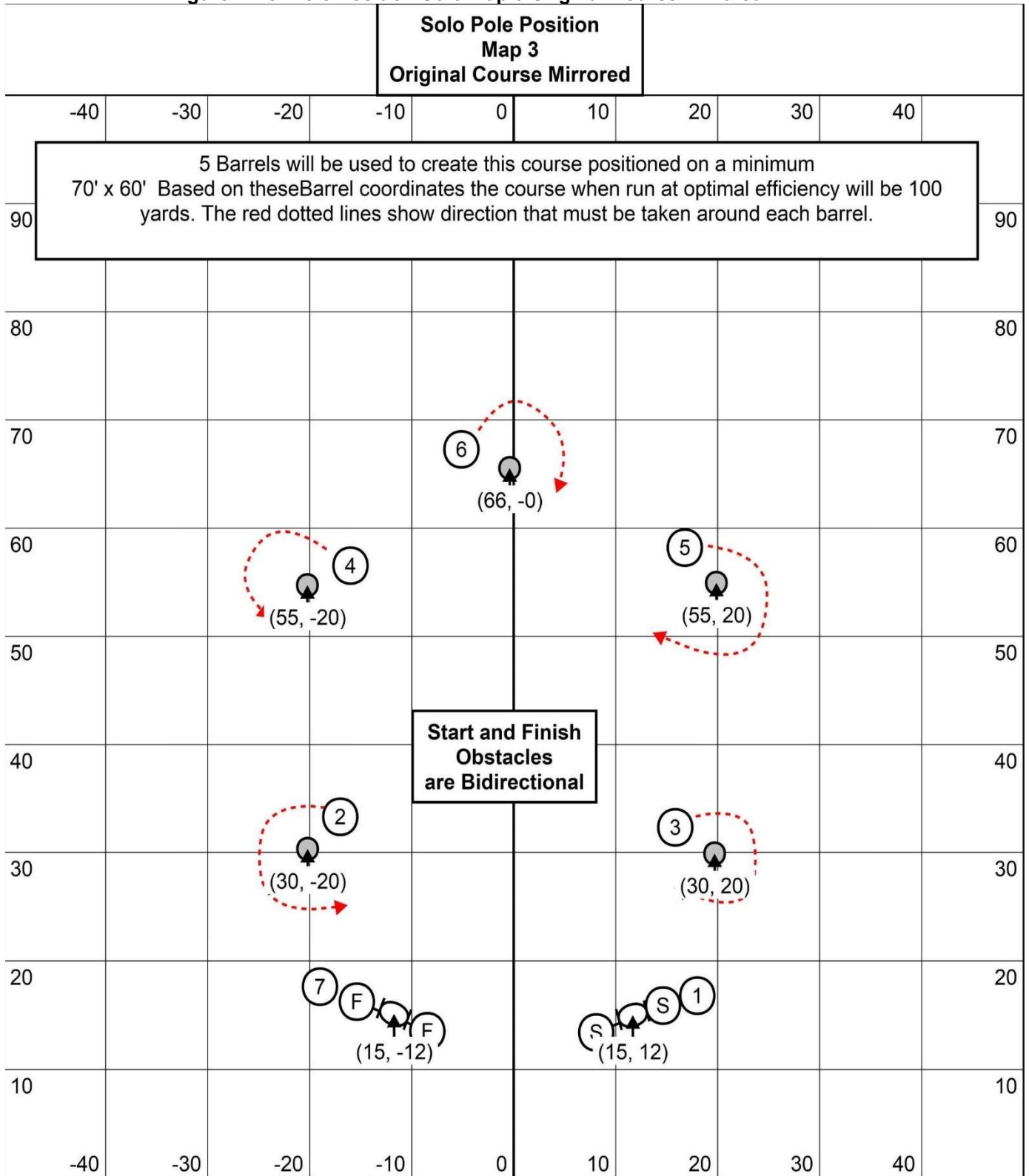


Figure C2-4: Pole Position Solo Map 4 Original Course Mirrored and Backward

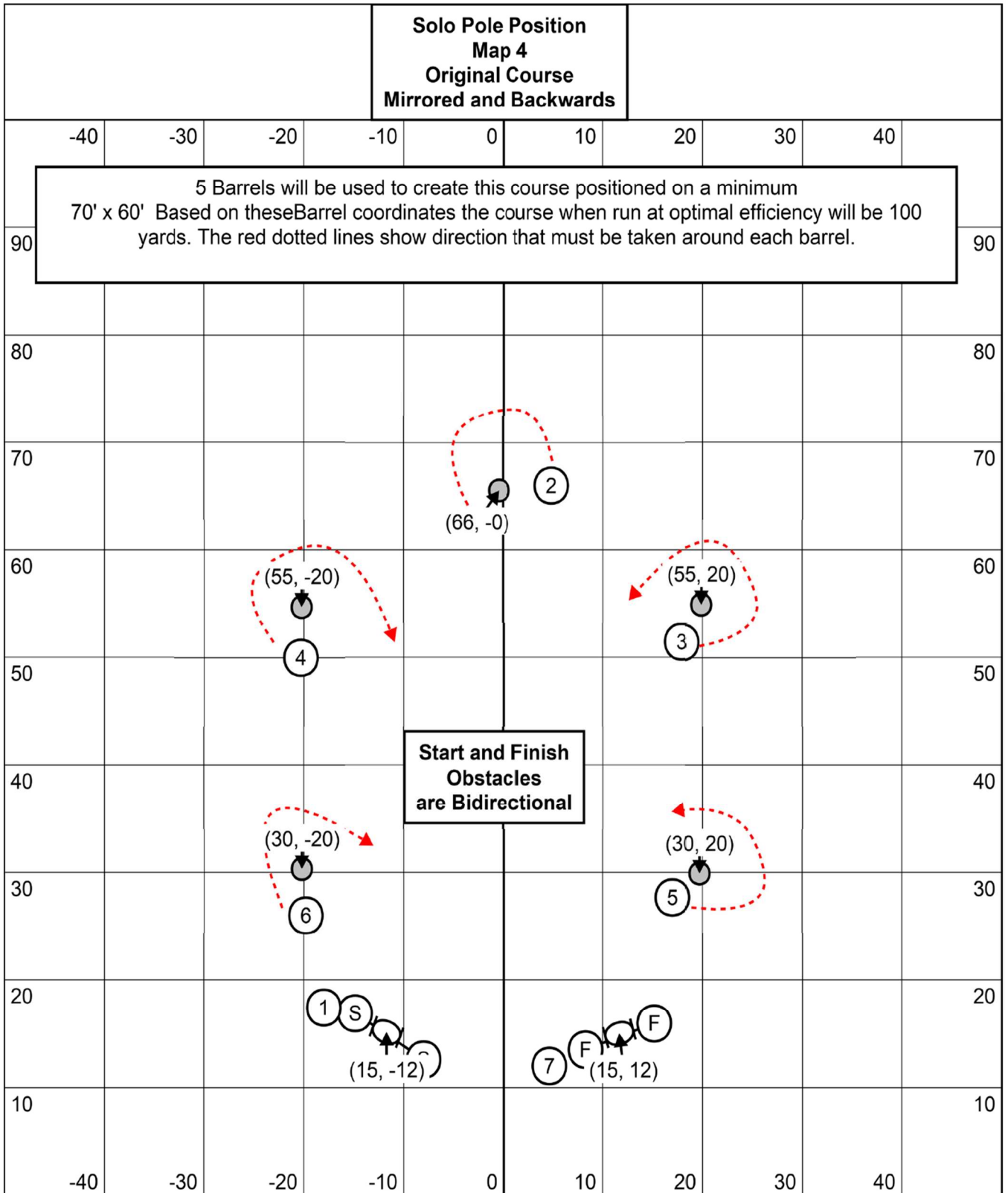


Figure C2-5: Pole Position Solo Map 5 New Numbered Course

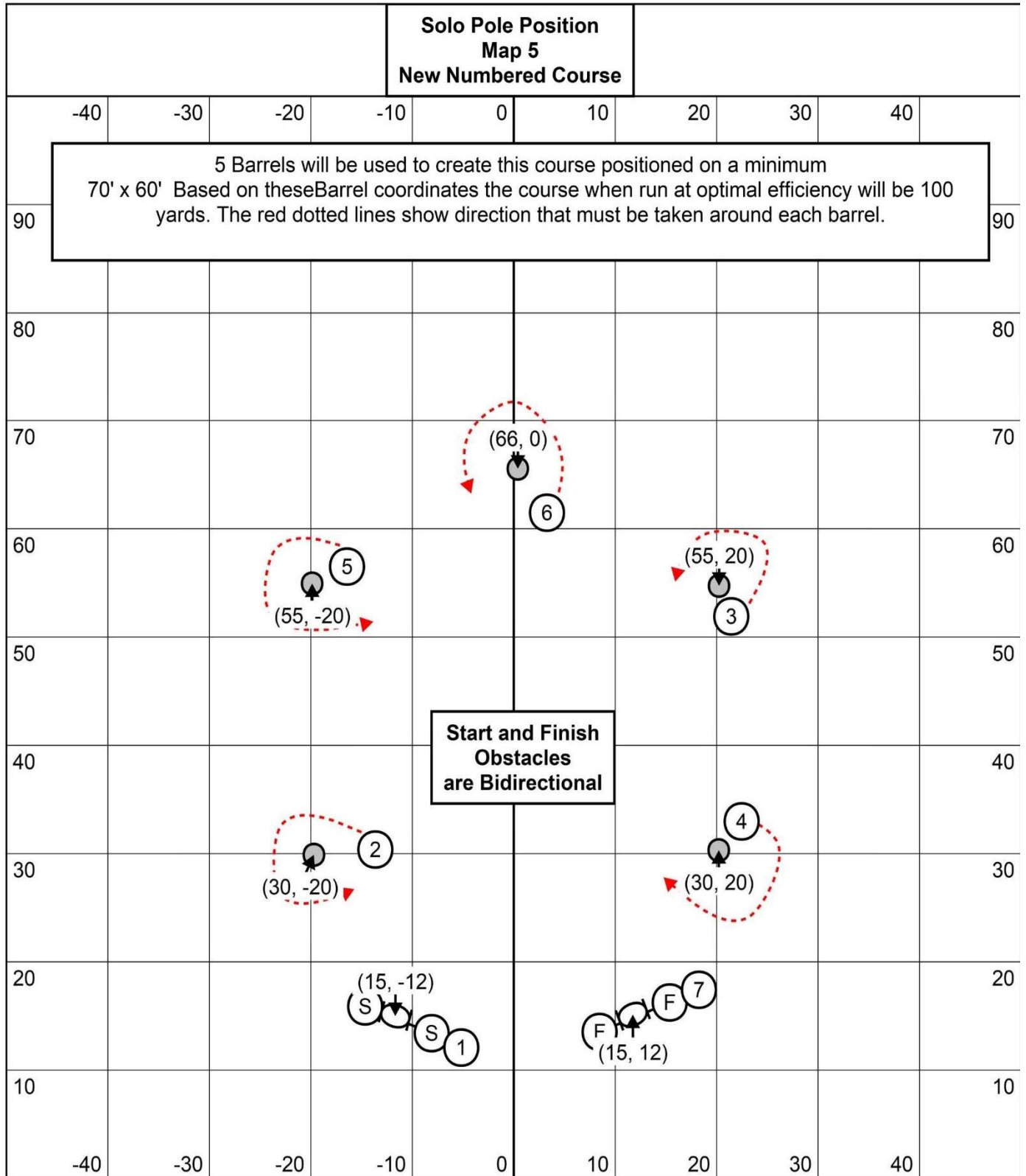


Figure C2-6: Pole Position Solo Map 6 New Numbers Mirrored Course

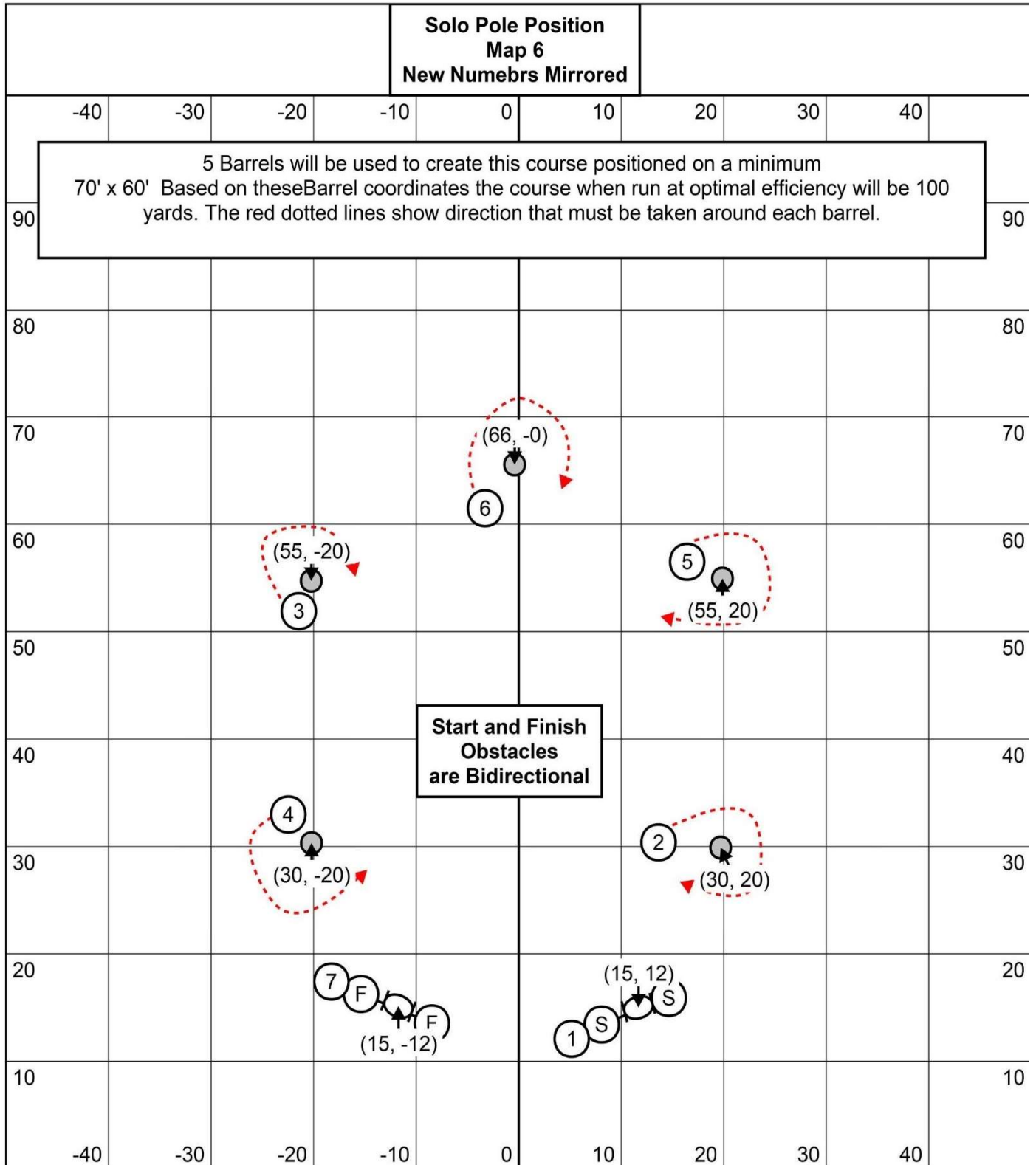


Figure C2-7: Pole Position Solo Map 7 New Numbered Mirrored and Backward Course

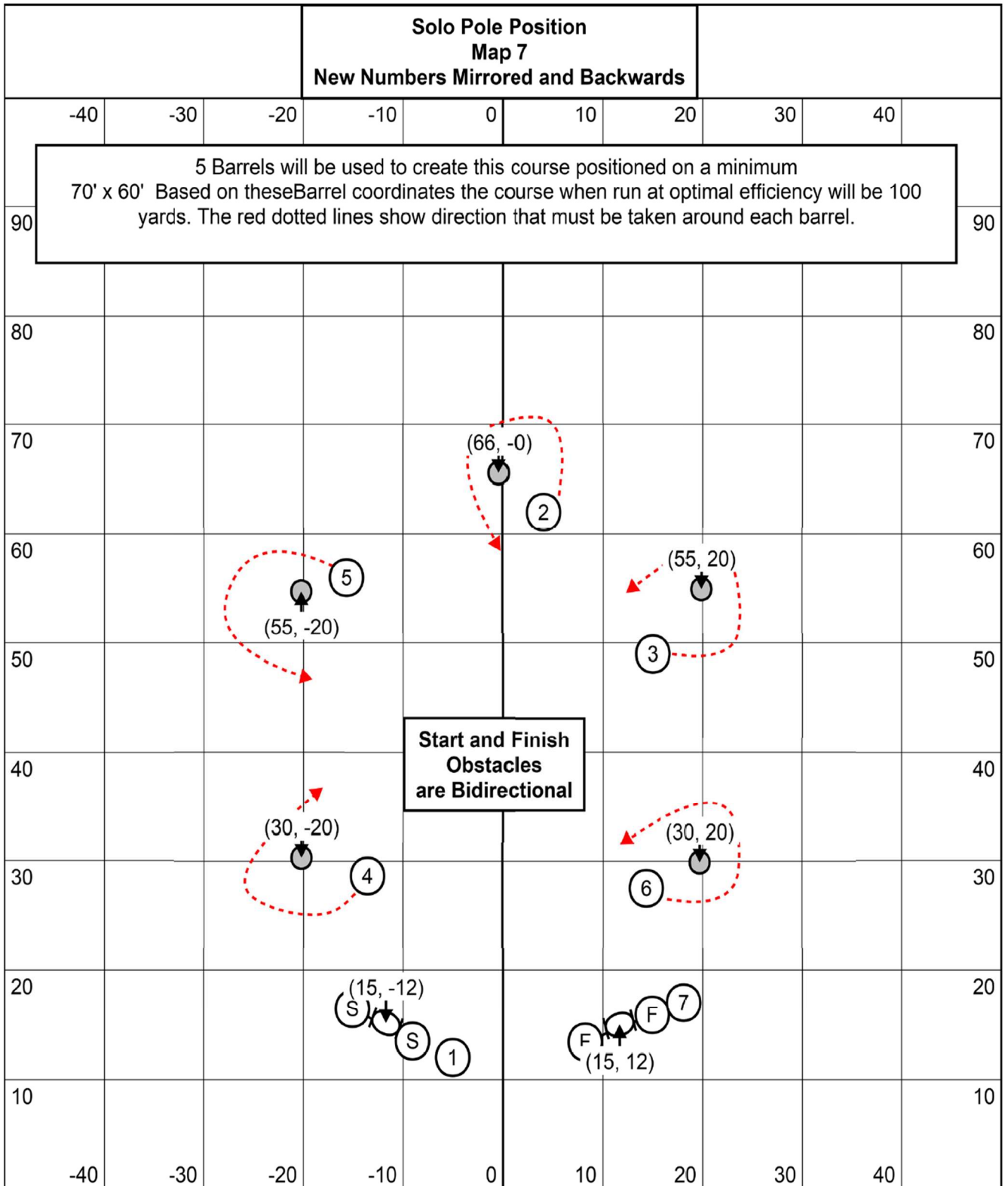
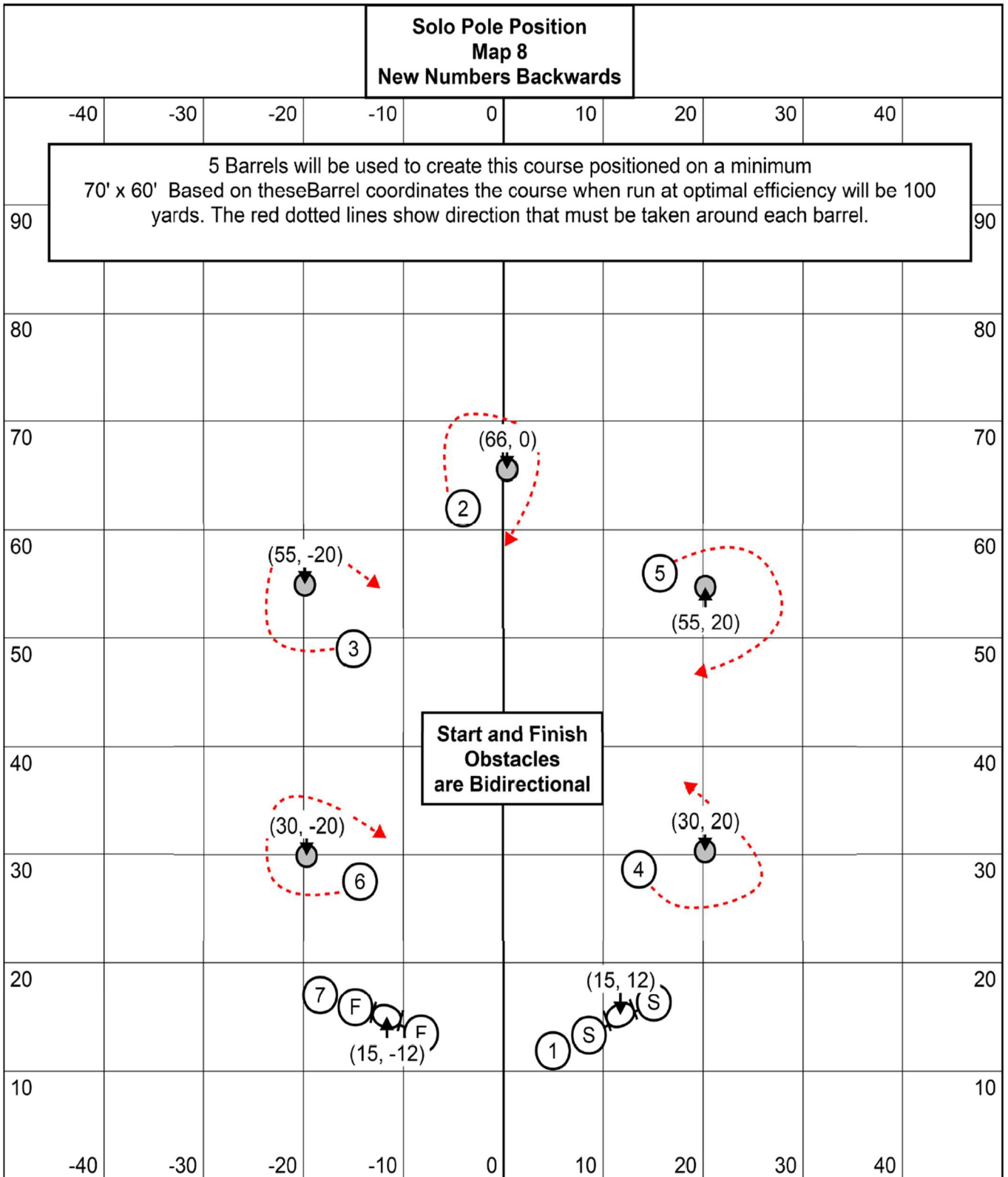


Figure C2-8: Pole Position Solo Map 8 New Numbers Backward Course



C3 Pole Position Team Maps.

Figure C3-1: Pole Position Team Map 1 Original Course

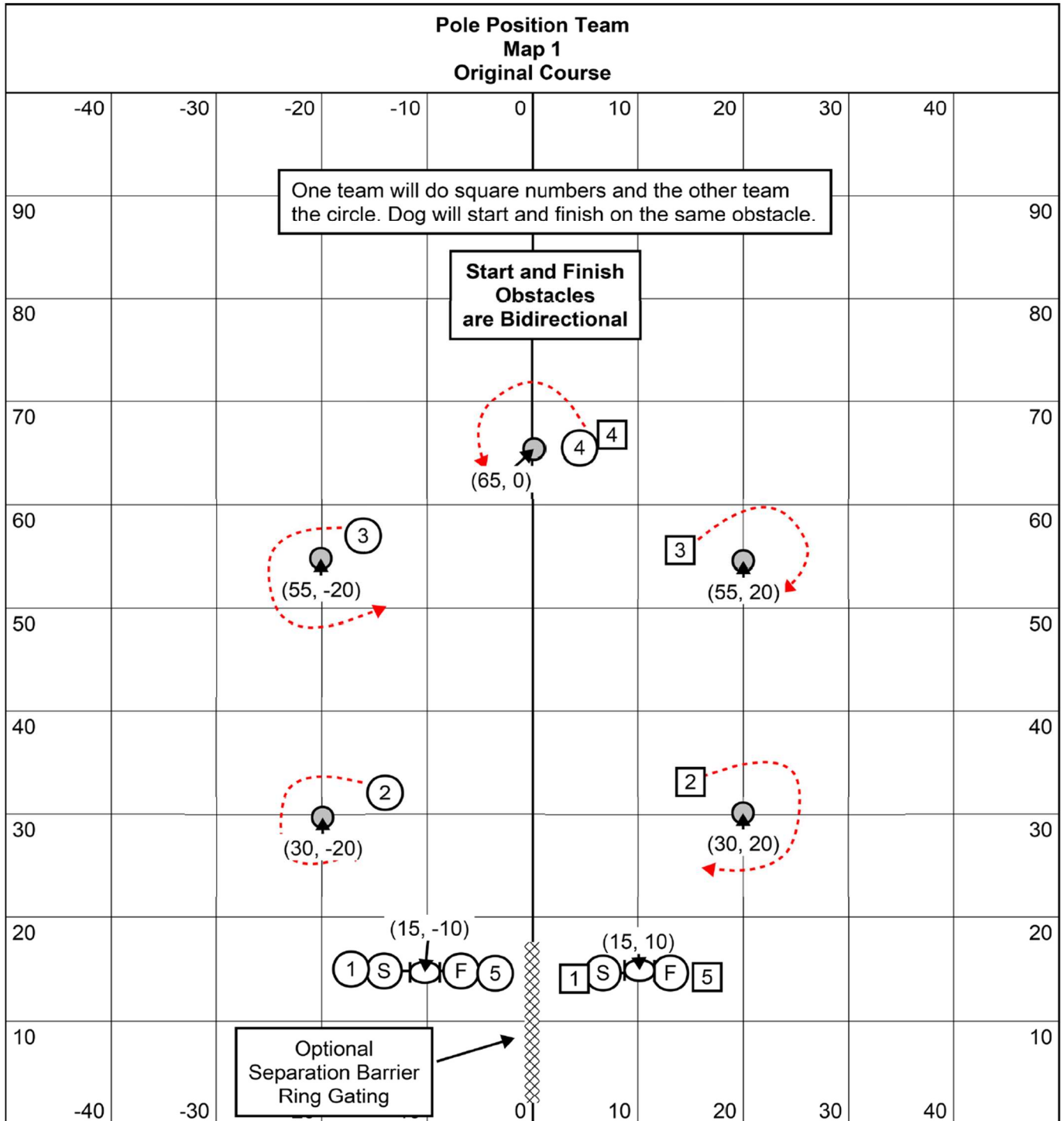


Figure C3-2: Pole Position Team Map 2 Original Course Mirrored

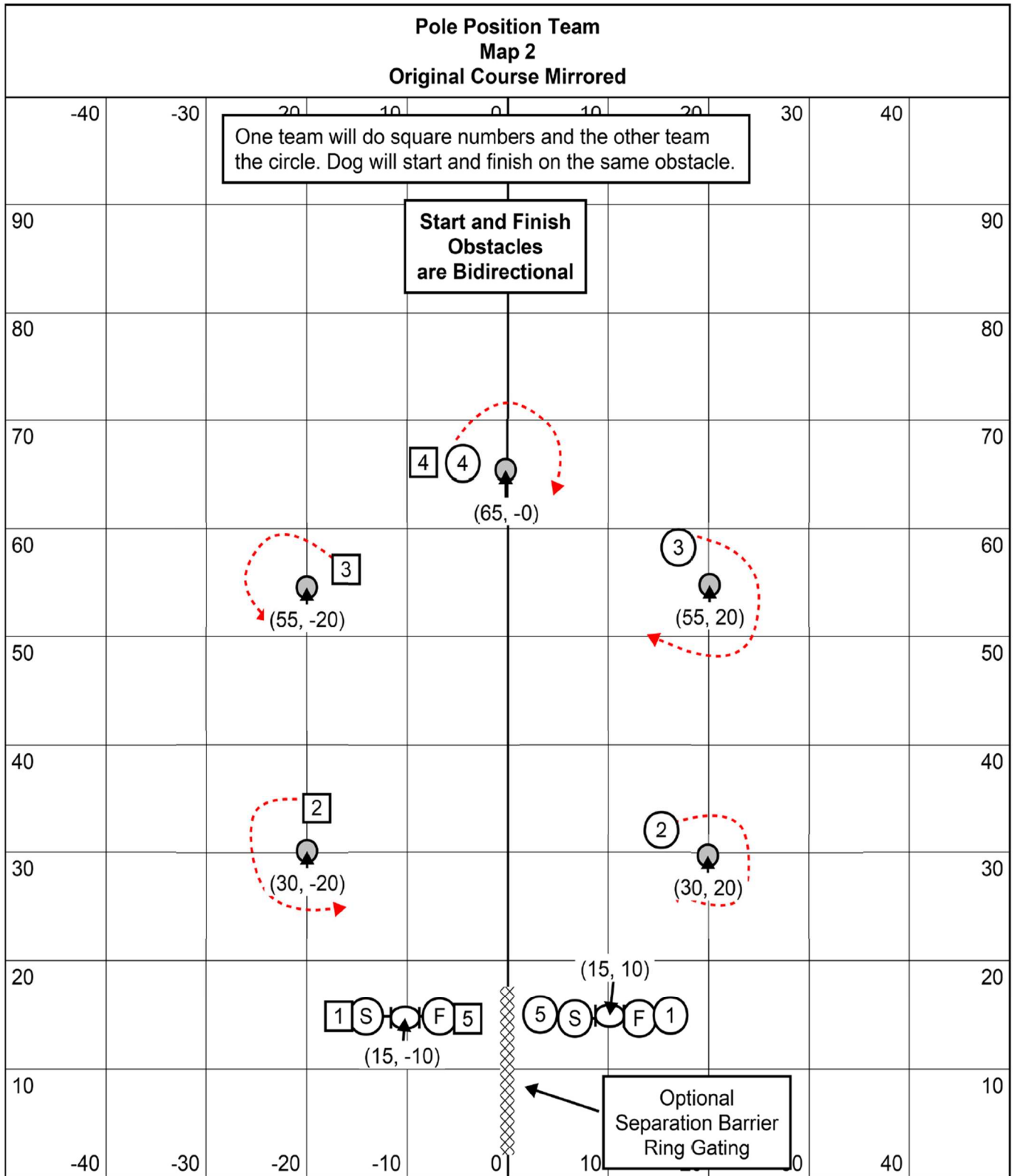


Figure C3-3: Pole Position Team Map 3 Original Course Mirrored/Reversed

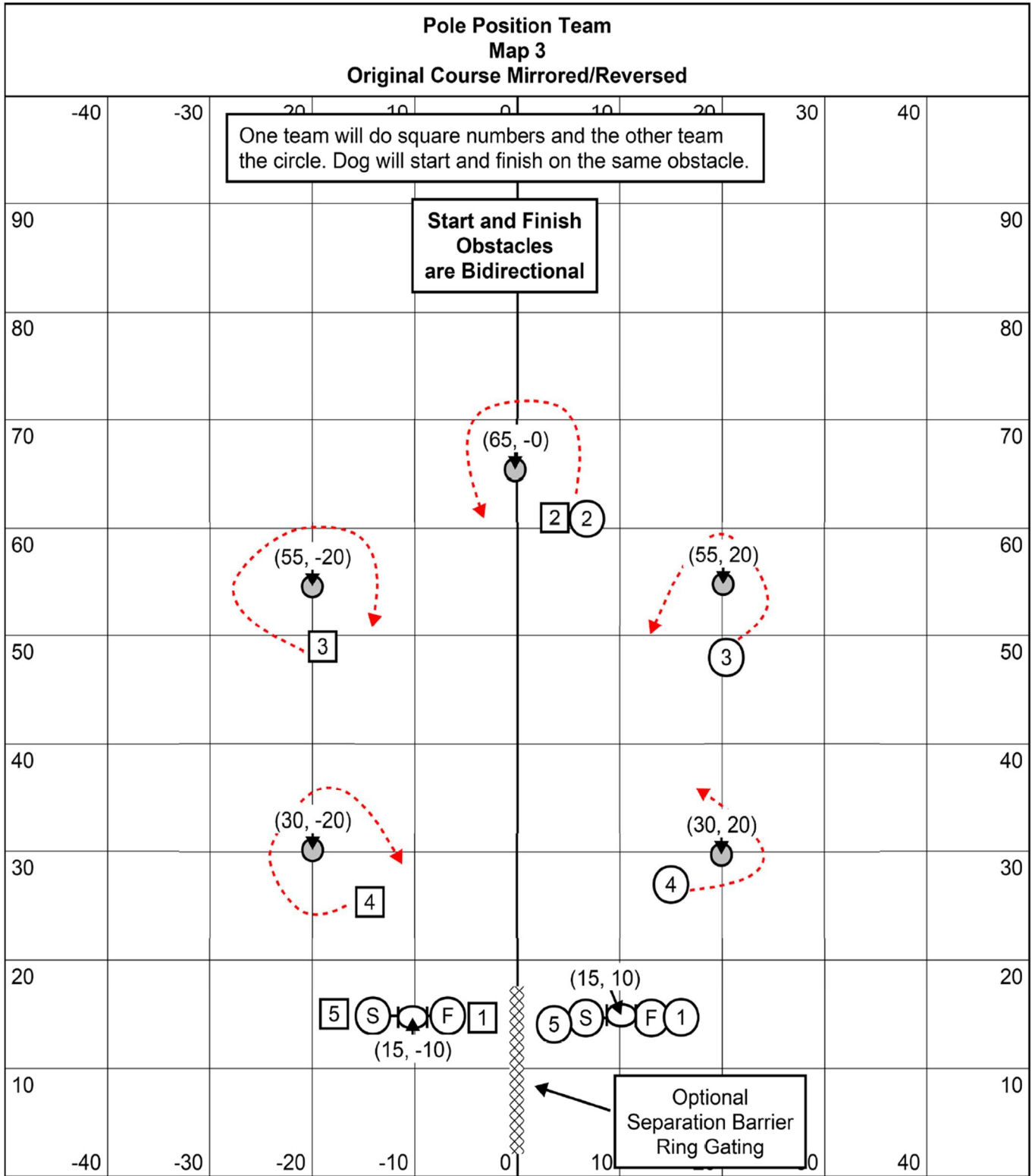


Figure C3-4: Pole Position Team Map 4 Original Course Reversed

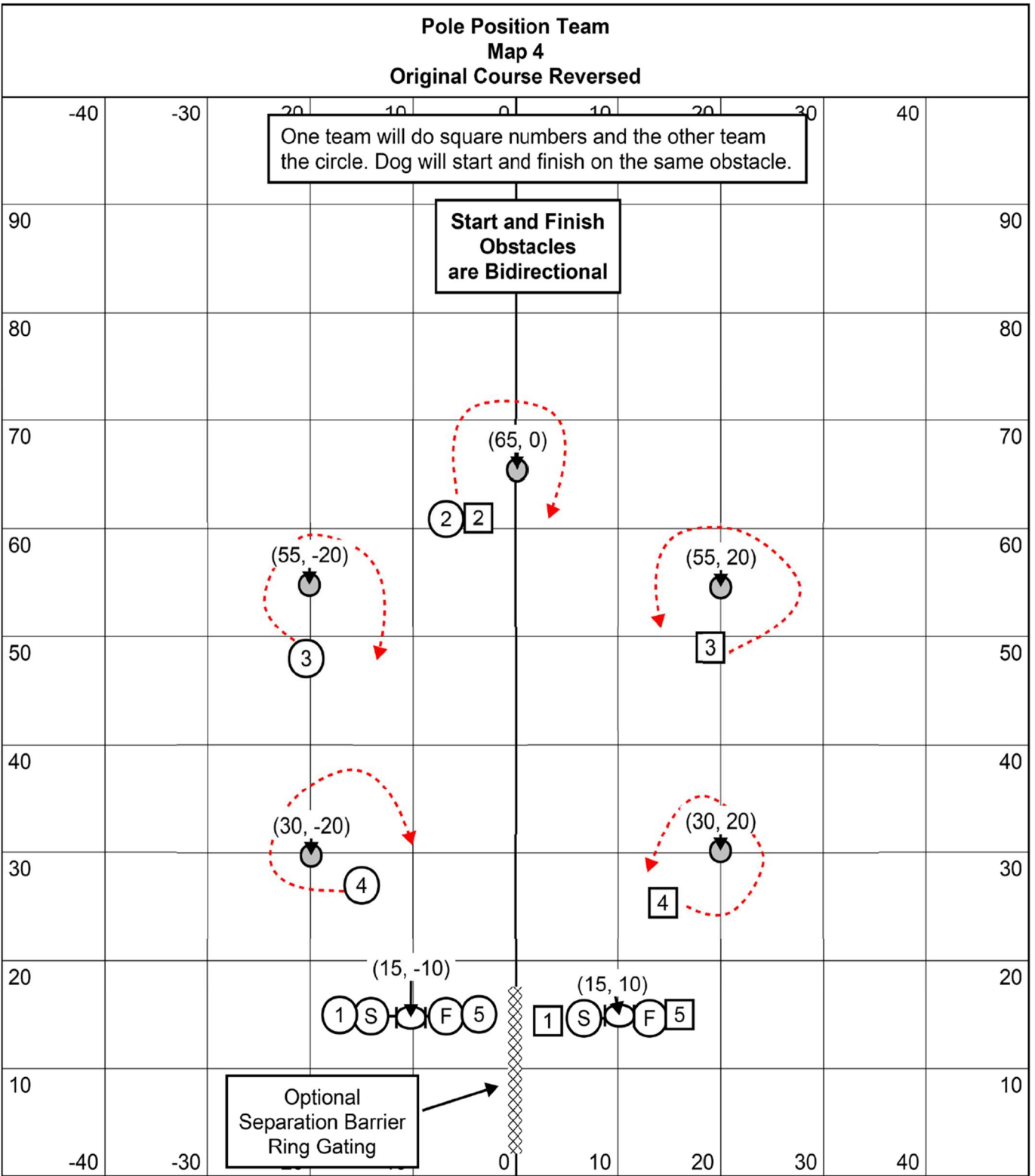


Figure C3-5: Pole Position Team Map 5 New Numbers

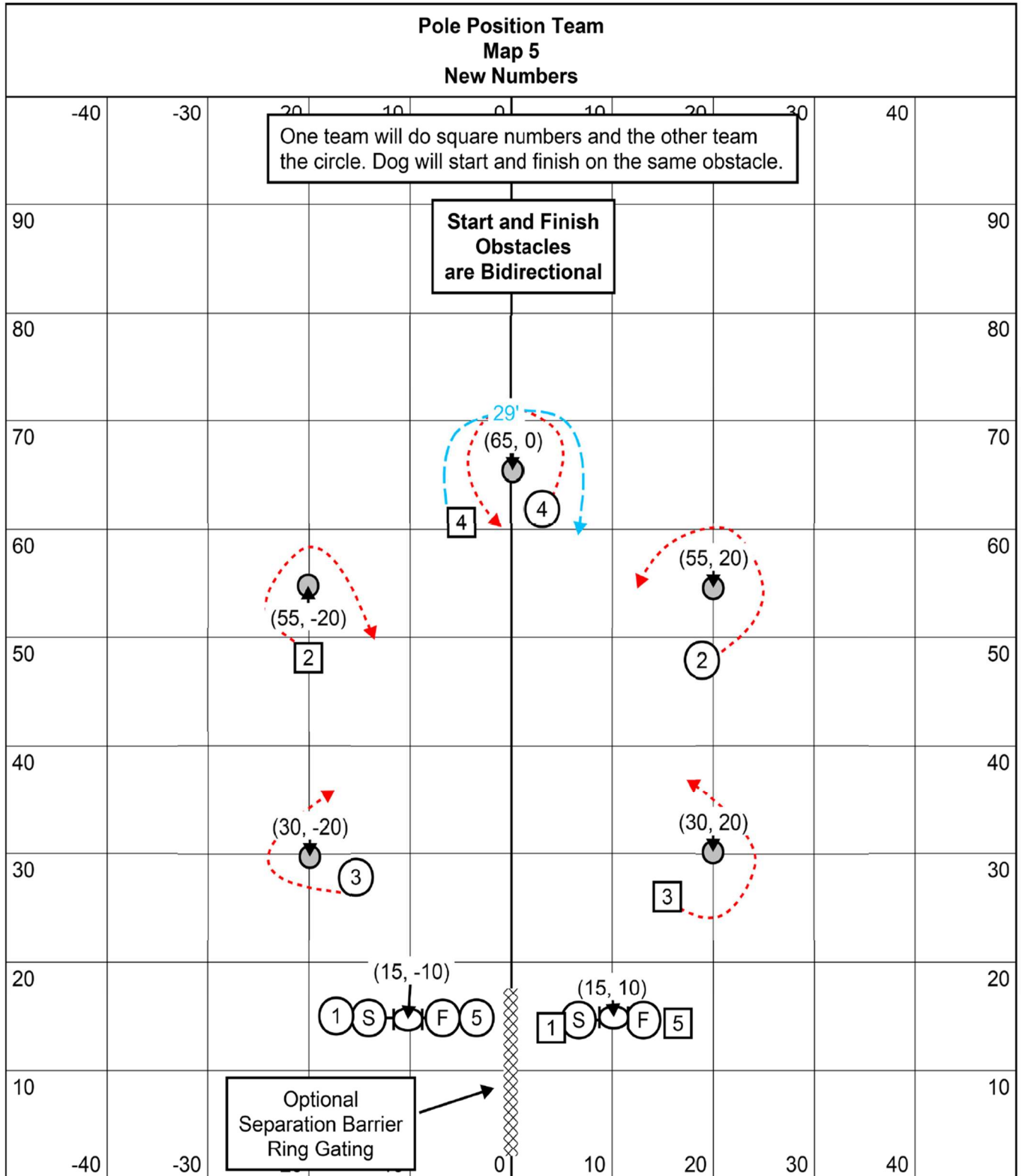


Figure C3-6: Pole Position Team Map 6 New Numbers Reversed

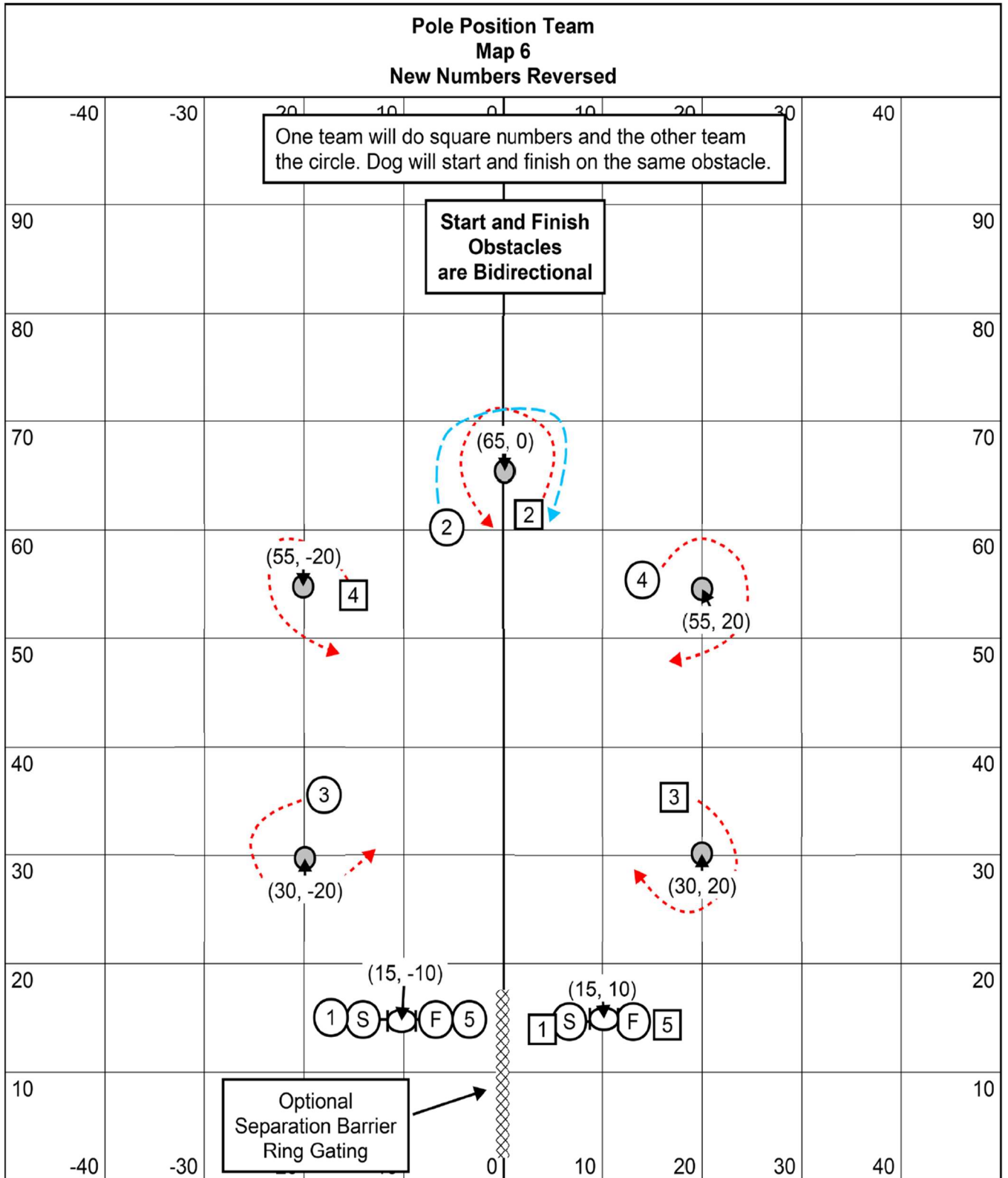


Figure C3-7: Pole Position Team Map 7 New Numbers Reversed/Mirrored

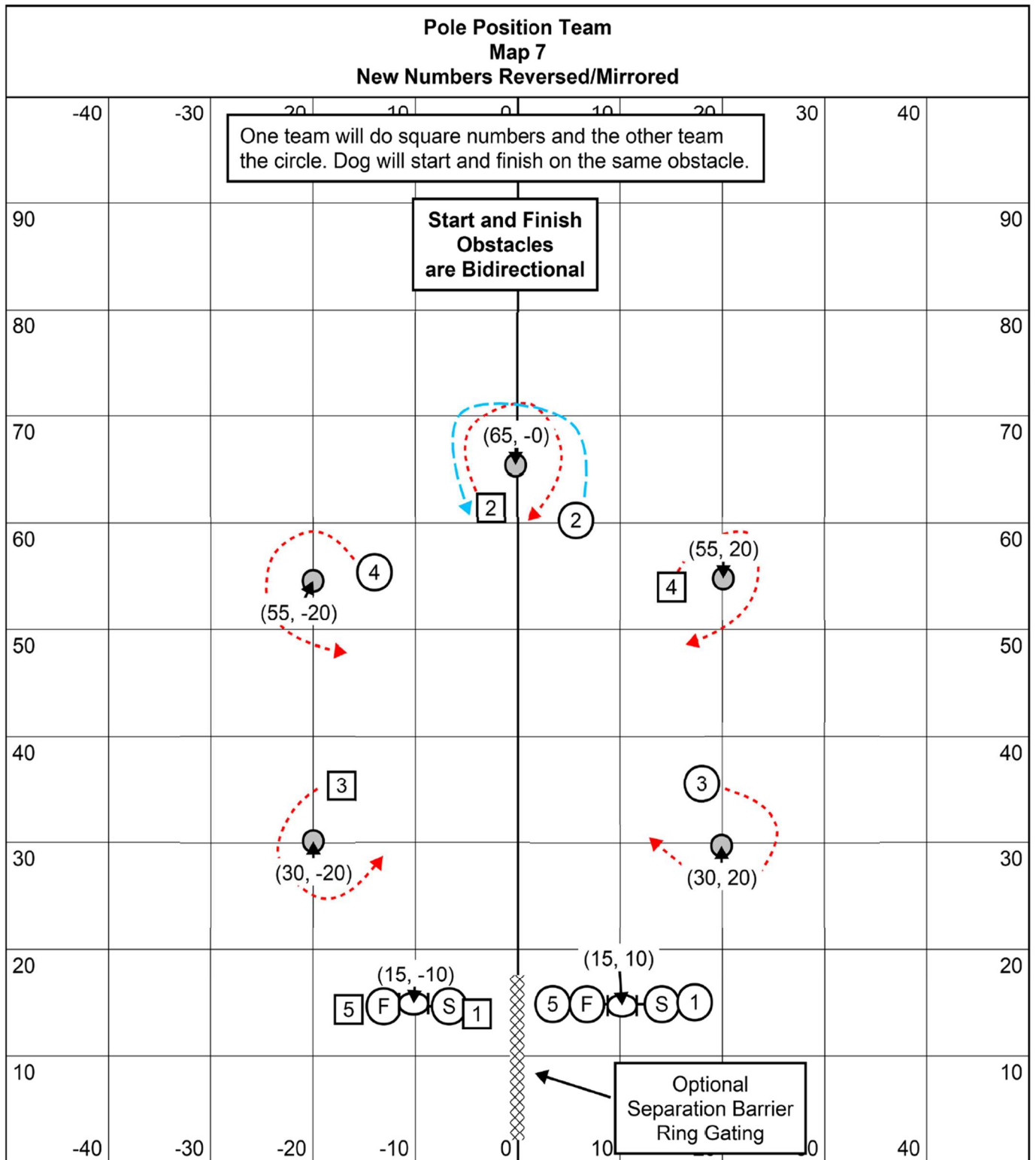
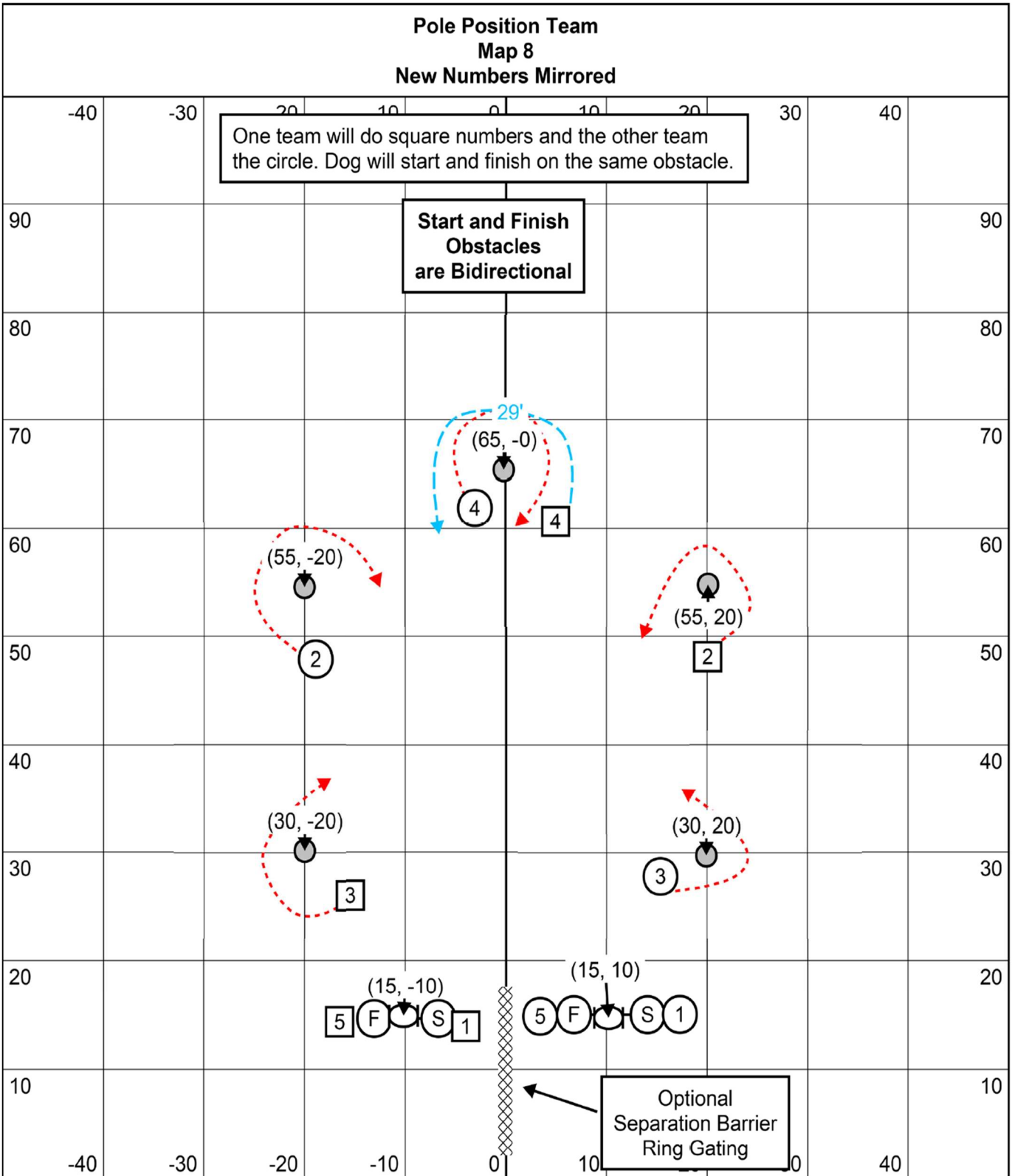


Figure C3-8: Pole Position Team Map 8 New Numbers Mirrored



C4 Hairpin Team Maps.

Figure C4-1: Hairpin Team Map 1 Teams at Option Number 4

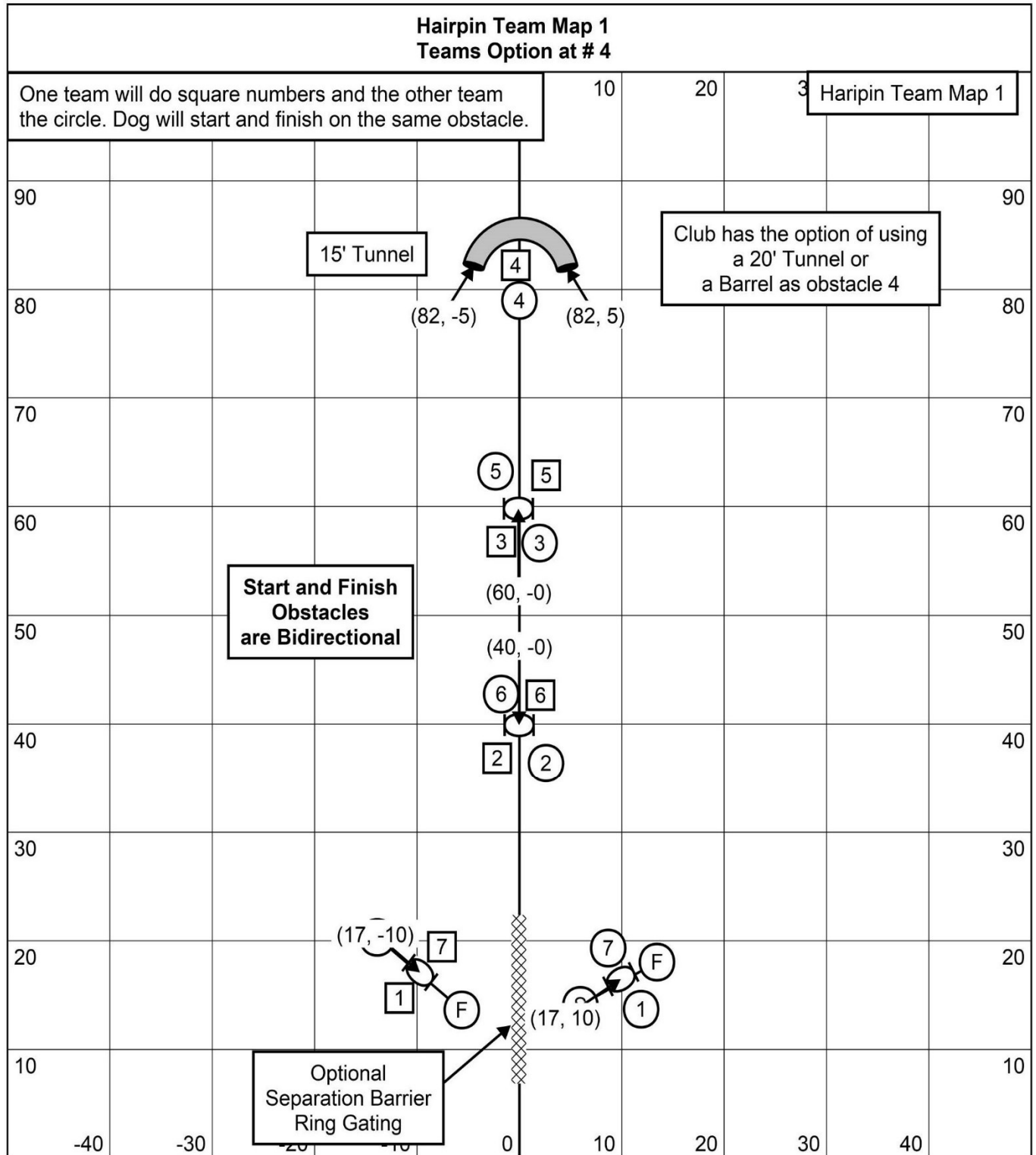


Figure C4-2: Hairpin Team Map 2 Rear Cross Challenge at Number 4

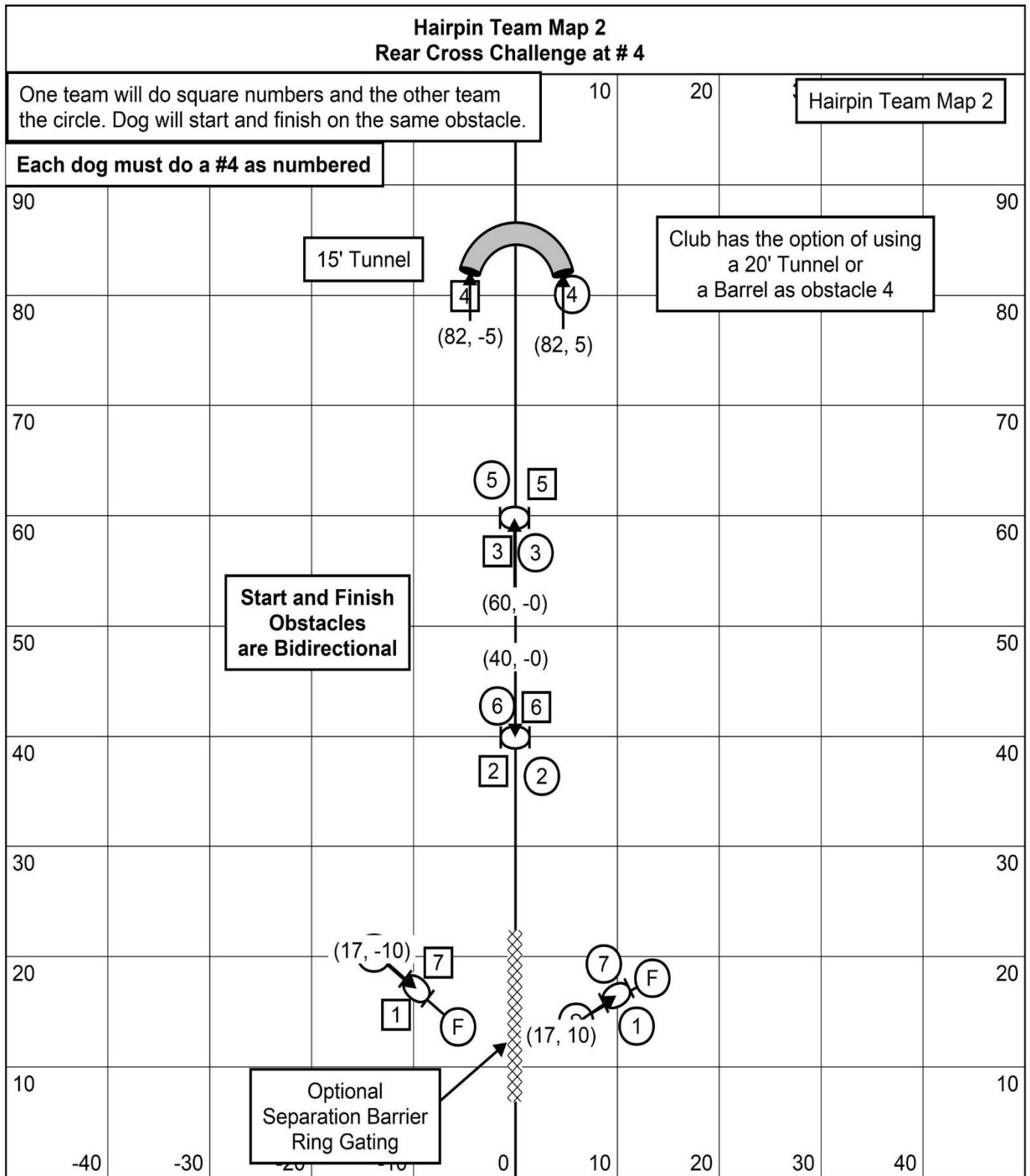


Figure C4-3: Hairpin Team Map 3 Push Challenge at Number 4

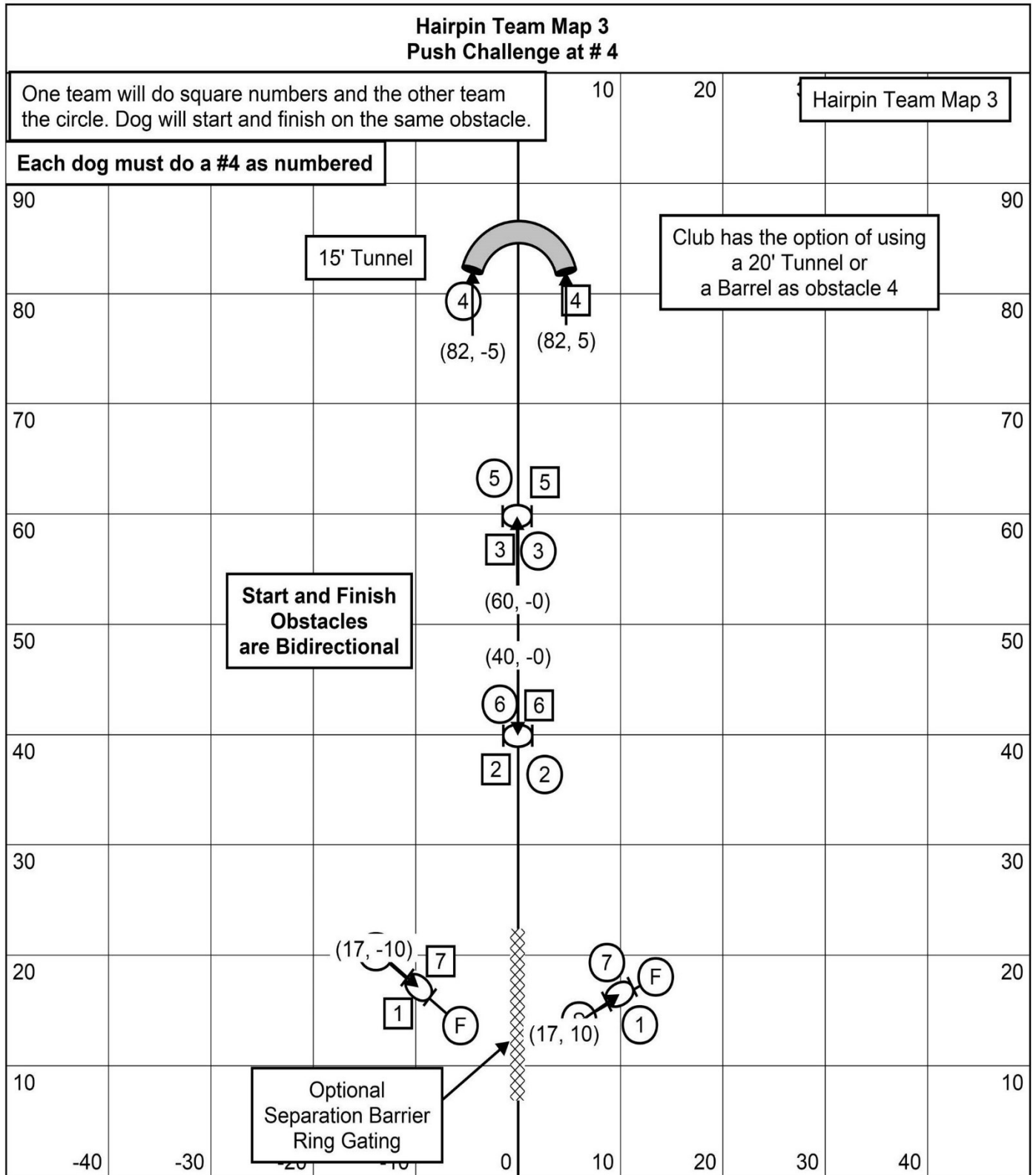


Figure C4-4: Hairpin Team Map 4 One Push and One Rear Challenge at Number 4

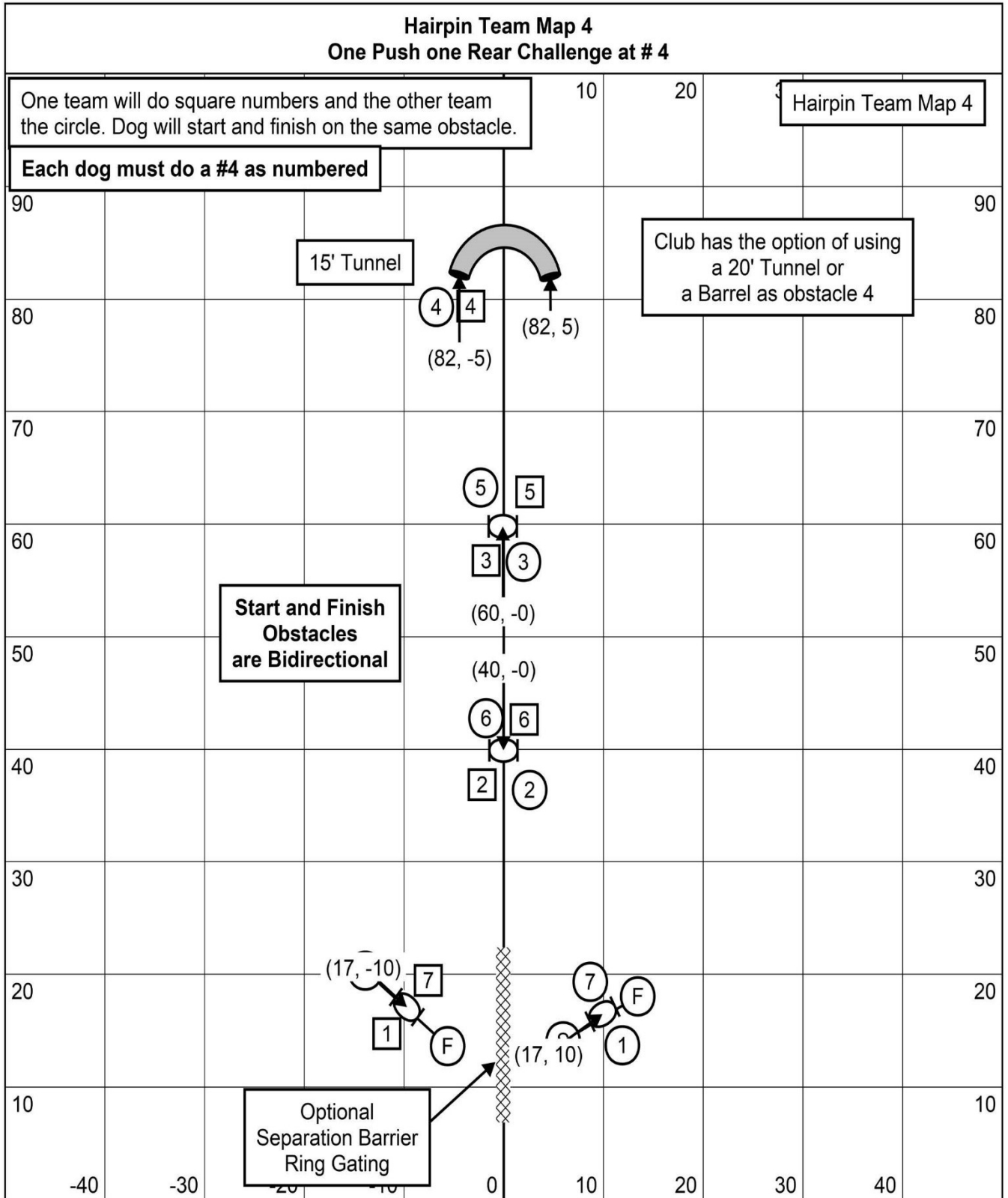
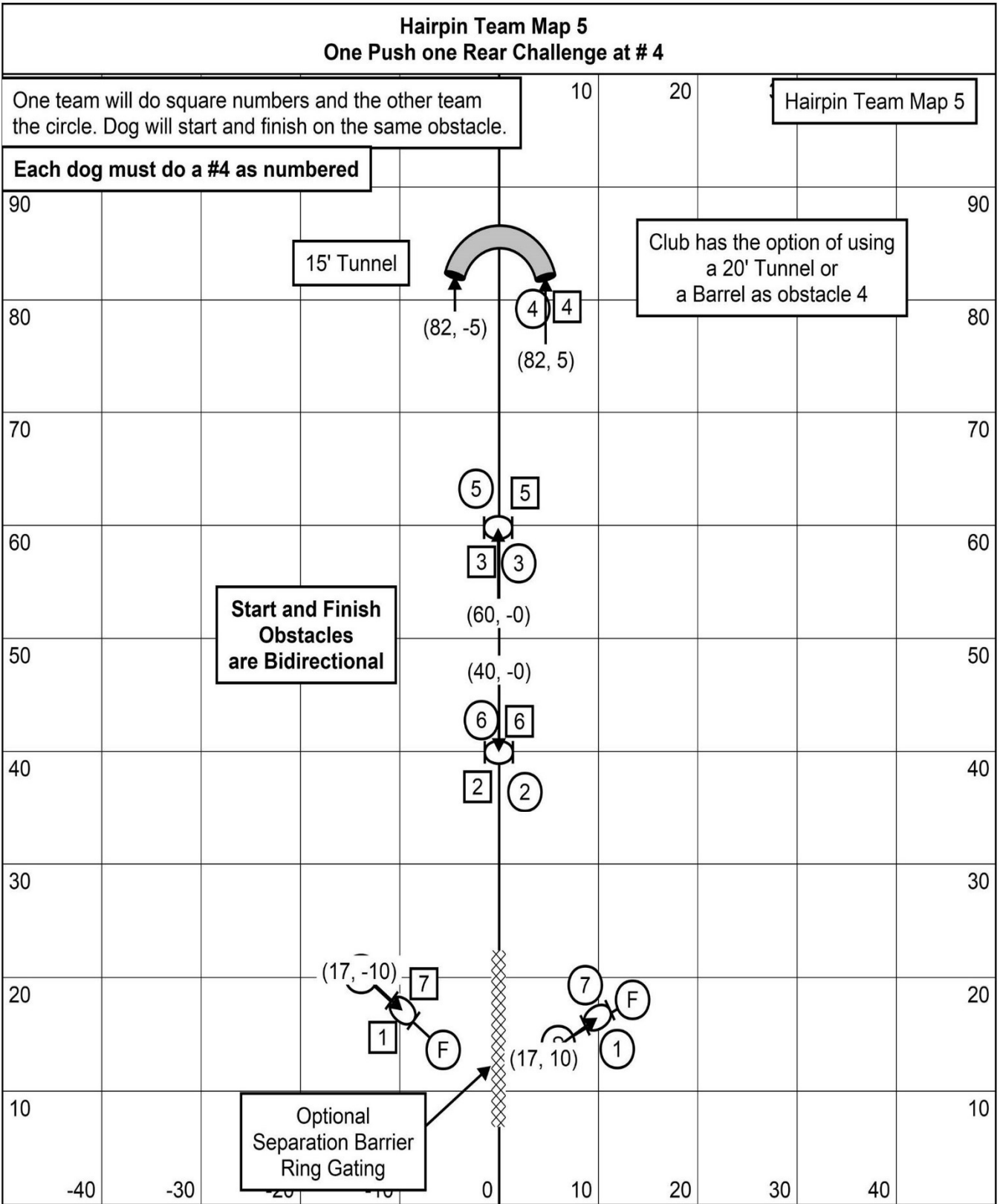


Figure C4-5: Hairpin Team Map 5 Push Challenge at Number 4



Appendix D: Form for Supervising Judge's Expenses

D1.1 Items to Send for Reimbursement.

Completed Supervising Judge's Reimbursement Form, see Form D1, copy of the supervising Judge's expense form, and the original receipts to: CPE, PO Box 641502, Beverly Hills, FL 34464.

Form D1: Supervising Judge's Reimbursement Form

Full Host Club Name:		First Trial Date:
Apprentice Judge:		
Supervising Judge:		
Expense Description	Allowed or Not Allowed for Reimbursement	Amount Claimed for Reimbursement
Judge's fees	Not allowed. Judging fees are a club's expense. The Apprentice and Supervising Judges split the Judge's fees	
Airfare or mileage	Allowed. Mileage shall not exceed the per current federal rate per mile. If the drive time exceeds 4 hours, then a comparable flight would need to be included and the lesser cost of the two (2) would be allowable. Include a copy of a comparable flight screen shot picture. Transport to/from airport, tolls, and non-valet parking are allowed	
Hotel	Allowed. The room and taxes only are reimbursable. Any other fees are the responsibility of the Host Club and/or Judge	
Meals	Allowed. No more than three (3) meals per day are allowed	
House/pet sitting	Not allowed	
Car Rentals	Not allowed	
Tips	Not allowed	
Alcoholic Beverages	Not allowed	
Total	Amount to be claimed - may not exceed \$500	

Indicate who to make the check payable to and the mailing address: