

## CPE Host Club Trial Guidelines & Checklist

Current date: January 1, 2008.

Please send questions/comments to CPE, [cpe@charter.net](mailto:cpe@charter.net)

Use this checklist to ensure all aspects are covered to apply and prepare for, hold the trial and submit proper paperwork for a CPE Agility Trial.

\_\_\_\_\_ Are you a current Host Club (current year dues are paid)? Yes, go on. No, fill out host club application or pay current dues and submit to CPE. (May be sent with Trial Application)

\_\_\_\_\_ Check all equipment. Have all that is needed to hold a trial? Does equipment fall into CPE specifications? If not, must be fixed prior to the trial. The judge is required to pull any unsafe or non conforming equipment, and will file a report with CPE.

\_\_\_\_\_ Find trial site (See Agility Trial Show Site in the rulebook for more information) and contract judges. Make hotel reservations for judges if necessary. Assign chairperson, secretary and committee. (See Show Committee and Officials for more information)

\_\_\_\_\_ Send completed Trial Application to CPE at least 16 weeks prior to the event, with the appropriate fees. Proof of insurance and a map of the site **MUST** accompany the trial application or it cannot be approved. Proof of insurance must available to be shown to the judge(s) at the trial prior to classes beginning on the first day of concurrent trials. (See The Agility Trial in the rulebook for more information) Closing date **MUST** be at least 10 days before the first day of the trial. Entries may not be accepted after this date. No trial will be approved if the trial application is received with less than 12 weeks before the show.

\_\_\_\_\_ Premium list **MUST** be approved by CPE prior to distribution. Premium list must be emailed at least 12 weeks prior to the event date. (See Premium List in the rulebook for more information) To have your premium list available to download from the CPE website, email an attachment to CPE in Word (version 95 or later) or pdf format (no large graphics). See the 2008 Premium Master for the 2008 required information.

\_\_\_\_\_ Entry Confirmation letters **MUST** be sent by mail or email to the participating exhibitors, postmarked at least 7 days prior to the event, regardless of the move up date. Letter must include check-in time. (See Confirmation in the rulebook for more information)

\_\_\_\_\_ A computer generated or hand printed catalog is required to submit class results to CPE.

\_\_\_\_\_ A catalog/running order sheet is required to be available to the exhibitors at the trial. (See The Show Catalog for more information) Do not send the running order to CPE.

\_\_\_\_\_ Emergency Veterinary Clinic and Medical information may be listed in the catalog. The information **MUST** be available from the show committee.

\_\_\_\_\_ Awards and Ribbons (see rulebook for information)

\_\_\_\_\_ Gate Sheets for gate steward.

\_\_\_\_\_ Scribe Sheets for recording. (Masters are available on the website)

\_\_\_\_\_ Submit host club report with listed fees and paperwork to CPE – **MUST** be postmarked no later than 5 days after the last day of the trial.

ALL FORMS ARE AVAILABLE ON THE CPE WEBSITE

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

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

**First week - \$10, Second week – add an additional \$20, Third week – add an additional \$30, etc.  
Paperwork MUST be postmarked within 5 days of the last day of the trial, or fines will be assessed.**

**CPE requires a paper results catalog to be mailed from the club, with the results either computer printed or legibly hand written in. This is NOT the running order – it is a catalog with the run results included. The efile sent for posting cannot be printed – it is a posting file only.**

The running order catalog is not to be sent to CPE. Course copies are not to be sent to CPE unless it was necessary for the judge to make major changes in the design to accommodate unforeseen circumstances.

**All trial paperwork must be submitted to CPE in the format listed on the host club report (see last page of this file) below – postmarked no later than five (5) days after the trial (Do not staple checks; use paperclips if you wish to affix them to the paperwork):**

### **FOR CLUBS USING THEIR OWN PROGRAM**

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

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

### **FOR CLUBS USING THE CPE SHOW SECRETARY PROGRAM**

Prior to keying in a new show, you **MUST** download the updated files to ensure correct information for your trial. The updated files are at [www.k9cpe.com/dbcpessp.htm](http://www.k9cpe.com/dbcpessp.htm). This page is not on the public menu on the website. Make sure to save it to your favorites. Updates may be downloaded at any time to add new members not in your current databases. At NO time is a member to be added by overriding the system!

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

Email your results.dbf and updates.dbf (will only have the updates file if email or address changes were done) files to CPE. **The emailed file(s) MUST be received by CPE within 5 days of the last day of the trial.** A disk does not need to be sent if the emailed file is readable.

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

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

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

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

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

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

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

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### Standard / Jr Handler / Colors / Jumpers Class

Timer – get maximum course time from the judge.

Scribe – mark faults with vertical lines.

### Wildcard Class

Timer – get maximum course time from the judge.

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

### Jackpot & FullHouse Class

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

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

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

### Snooker Class

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

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

## Handicapped / Differently Abled Handler

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

### Standard & Jumpers

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

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

### Colors

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

### Wildcard

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

### Jackpot

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

### Snooker

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

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

### FullHouse

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

<b>Trial Date(s):</b>		
<b>Host Club:</b>		
<b>Did the original Judge(s) actually judge the trial(s)?</b>	<b>Yes</b>	<b>No</b>
If no, state the reason and who judged:		
If any obstacles were substituted or removed, explain:		
List any dog(s) or handler(s) excused from the show and the reason (attach report):		
List any complaints against the following: Club, Judge, Dog, Handler:		
List any other incident(s) not already covered:		

**One show date per line:**

Show Date	# dogs entered	CPE Fee*	Total Runs	# of Q's
/ /				
/ /				
/ /				
/ /				

\*CPE fees: Effective July 1, 2008 - \$1 per run entered.

Total to remit to CPE: \$\_\_\_\_\_

If using the CPE Show Secretary Program - the emailed results and updates files **MUST** be received by CPE within 5 days of the last day of the trial.

**Send to CPE:**

All trial paperwork must be submitted to CPE in the format listed below – postmarked no later than five (5) days after the trial (Do not staple checks; use paperclips if you wish to affix them to the paperwork). If anything is incomplete or missing, late fees will apply.

1. Completed measuring sheet – all dogs must be accounted for or marked absent
2. Host club report – the form is within the guidelines on the website
3. Jr Handler Q report (if any Jr's qualified in Standard) – the Jr Handler Q form is on the forms page of the website. The Jr can either give the completed form to the trial secretary or elect to mail it to CPE directly. The trial secretary should have a few Jr Handler Q forms on hand.
4. Catalog Cover – signed by judge(s), must include club name, date(s), judge(s), class (do not need to list Regular/Veterans, Enthusiast, Specialist on the cover page), level and height order (of the club's own design, email CPE for an example if needed)
5. Judge's Timing Sheets – stapled for each day.
6. Catalog – printed hard copy with class results filled in (same as the at trial posting sheets for the exhibitors):
  - ◆ Each individual class is in order of Levels, 1 through 5, then C– regardless of how the levels were ran Group the levels in the following order: Regular/Veterans, Enthusiast, Specialist.
  - ◆ Each individual class **MUST** be stapled (Use paperclips or rubber bands for each class if there are too many pages to staple – the classes may be arranged in any order within each day's batch.
  - ◆ Class pages must arranged in order, separated by each day (day 1, day 2, etc)
7. Course Reviewer check made out to the course reviewer. Effective July 1, 2008 and after - \$10 per class ran (NOT level groupings – \$10 per each full class).
8. Check made out to CPE for the total recording fees

**Note:** The Host club must keep the scribe sheets and a copy of the results catalog for two years

If your club has a treasurer or accountant, request the CPE fees check and course reviewer check at closing. The amounts would be known at that time, as entries are not to be taken after that date. Clubs with DOS entries must have the checks available to send in no later than 5 days after the trial.