



Trial Chairperson and Trial Secretary Handbook

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Becoming a NADAC Sanctioned Group

Only Clubs sanctioned by the North American Dog Agility Council (NADAC) will be permitted to host agility trials for the purpose of offering classes for NADAC certification. An agility club or group of individuals whose goals are to promote the sport of agility for all breeds, including mixed breeds, may apply to NADAC for approval as a sanctioned group.

Forms and Paperwork

To become a NADAC Club, a club or group must submit:

- A completed “Sanctioned Group Application” form (available on the NADAC website under the “Club Resources” tab at <https://www.nadac.com/club-resources/>)
- Proof of insurance. (minimum \$1 million in General Liability with “BG Agility LLC DBA NADAC” listed as an Additional Insured)
- A copy of the club/group’s by-laws or mission statement (in lieu of by-laws)
- A complete listing of the club/group’s agility equipment that meets NADAC’s specifications.

Fees

There is a \$100.00 fee to become a sanctioned group and an annual renewal fee.

- Annual renewal fee is \$25.00 if received by Dec. 31st of the preceding calendar year.
- Annual renewal fee is \$50.00 if received between Jan. 1st and Jan. 15th.
- Annual renewal fee is \$75.00 if received between Jan. 16th and Jan. 31st.
- Clubs will be required to submit a new “Sanctioned Group Application” form and a new club fee of \$100.00, if they have not renewed by Jan. 31st.

Club Liaison

Clubs/groups must appoint a member to act as a contact person. This person shall be the liaison between NADAC and the club/group. The Club Contact is required to maintain a valid email address with NADAC and to join the “Trial Officials” section on the **NADAC Community Forum** at <https://nadaccommunity.com>.

Hosting a NADAC Agility Trial

Securing a Trial Date

It is assumed that clubs will honor all NADAC trials within 300 miles (480 kms) of their trial site and not request dates that conflict with other NADAC clubs. A numbered week system is in place. Be sure to check the "Old Trials" listing located at http://www.nadac.com/trial_sec.

When applications to host a trial are received, the NADAC Office does not check for date conflicts with other clubs. It is the responsibility of host clubs to check dates to ensure there are no conflicts with other NADAC trials. Clubs may not host trials within 300 miles (480 kms) of each other on the same dates, unless both clubs agree to share the weekend. This agreement should be in writing (text or email is acceptable).

Clubs who have hosted trials the previous calendar year will be given priority for the corresponding numbered week, the following year. Once a club has given up a date for one year, it is open for another club unless prior arrangements have been made. It is advised that clubs/groups use the Trial Date Reservation Form on the NADAC website under the Club Resources tab at <https://www.nadac.com/club-resources/> to secure their week number as early as possible. This ensures that it is listed on the Calendar of Events and secures the date.

The number of trials a club may host each year is dependent upon the availability of dates. Please contact NADAC if any restrictions are encountered in your area.

A maximum of four exclusive week #'s will be guaranteed per club per year. If a club offers more than four trials per year, any other club putting on a trial within 300 miles (480 kms) may, upon contacting the NADAC Office, be allowed to share a week number with the club that held that date previously.

Once a trial is listed on the Calendar of Events, whether pending or confirmed, the club may then proceed to contact judges.

Clubs may host one day, two day, or three day (Fri-Sat-Sun) trials. On a major holiday weekend (New Years, Victoria Day (Canada), Memorial Day, Canada Day, 4th of July, Labor Day), clubs may include Monday for either a four day (Fri-Sat-Sun-Mon) trial or a three day (Sat-Sun-Mon) trial.

Trial Site

For a NATCH Class trial (defined below in Acceptable Class Formats), or a Mixed Format trial which includes classes with jumps, the recommended agility trial area is 10,000 square feet (100' x 100') or larger of unobstructed ring space per ring. A **minimum** area of 8,000 square feet of unobstructed ring space is **REQUIRED**. The minimum width of any ring shall be 80 feet. (A 70-foot wide ring may be allowed upon request. Contact the NADAC Office with dimensions and pictures of the arena.)

If you are hosting a Non-Jumping/Games Class trial, the recommended agility trial area is 10,000 square feet of unobstructed ring space per ring. A **minimum** area of 6,000 square feet of unobstructed ring space is **REQUIRED**. The minimum width of any ring shall be 70 feet.

The agility trial area should be of a non-slip surface that provides a safe footing for the dogs competing.

Ample space, close by, should be available for a crating area, an exercise/warm up area, and an area for spectators to view the agility ring. If possible, the spectator's viewing area should be separate from the crating and exercise/warm up areas.

At a minimum, rope/flagging tape should surround the agility ring to prevent spectators from interfering with the course area before or during the trial. Fencing with gates is recommended.

It is recommended that an area be set aside for a warm up area for the dogs prior to competing. It should be clear that the warm up area is provided for warm ups only and is not intended for schooling. The warm up equipment is never to be used by non-entered dogs. Only one (1) Jump or Hoop is allowed in the warm up area.

Other amenities such as convenience for parking, camping, motels, shade, restrooms, food options, etc. should be considered when selecting a site.

Note: Clubs may not share a site with another agility hosting venue on the same weekend. A weekend is defined as Friday, Saturday, Sunday (and, on a major holiday weekend, Monday).

Trial Application

Clubs are **required** to submit an online "Application to Host a Trial" form (available on the NADAC website under the "Club Resources" tab at <https://www.nadac.com/club-resources/>).

Note: Please indicate the dimensions of the actual, usable ring space. Any surface changes within the ring, possible obstructions such as trees, posts, or walls, or any other ring abnormalities (pictures preferable) should be emailed to NADAC and all future Judges for course design purposes.

An application to host a trial should be submitted at least eight (8) weeks in advance of the proposed trial date.

Note: Allow up to ten (10) days for Trial Applications to be processed before contacting the NADAC office. It is recommended to take this into consideration when submitting less than eight (8) weeks before a trial.

The applicable sanctioning fees are due at the time an application is submitted. Upon receipt of the Trial Application **and** the correct fees, the NADAC office will update the Calendar of Events on the NADAC website with the submitted trial information for exhibitors to view.

Applications and sanctioning fees submitted:	Cost per Round Offered
21+ weeks prior to the date of the trial	\$8.00 per round
17-20 weeks prior to the date of the trial	\$10.00 per round
13-16 weeks prior to the date of the trial	\$15.00 per round
9-12 weeks prior to the date of the trial	\$20.00 per round
Within 8 weeks of the date of the trial	\$25.00 per round

Before publishing any dates for a sanctioned trial, including in club/group newsletters, websites, posts, social media, etc., the trial date should be listed on the Calendar of Events on the NADAC web site, <https://www.nadac.com>. If a club/group publishes their trial dates prior to the date being listed on the Calendar of Events, please indicate “Pending approval from NADAC”.

Any changes to the trial application that are needed, after it has been submitted and approved by NADAC, should be done in a timely manner by contacting the NADAC Office **before** a premium is submitted.

Securing Judges

Clubs are **required** to wait until their trial is **listed** on the NADAC Calendar of Events as “pending” or “confirmed”, before hiring a judge(s). A current Judges List is available on the NADAC website at <https://www.nadac.com/judge-list/>.

Once you have contacted and hired your judges, you are to confirm them with the NADAC office. Email support@nadac.com with your confirmations and copy the Judge(s) in this correspondence.

A list of available Club equipment (including tunnel bags) meeting NADAC specifications and in good condition, should be sent to the Judge upon hiring. Said list must include numbers of each piece.

Judges are not allowed to accept an assignment that is within two (2) months and 200 miles (320 Kms) of a previously accepted assignment. Additionally, Judges are not allowed to take an assignment for the same club more than once during any 6-month period. It is advised to check with a Judge, when contacting them about your trial, about any assignments they may already have within the above mentioned limits.

If a club hires an SP-1 or SP-2 Judge (a judge under supervision), they must also hire a Supervising Judge.

Note: Please see the Reimbursement of Judge's Expenses section for information about the possibility of being reimbursed by NADAC for travel expenses incurred by an SP Judge.

Clubs hosting two ring trials with SP Judges:

- SP-2 judge, the Supervising Judge **cannot** supervise an SP-2 judge and simultaneously judge the second ring, on the same day.
- SP-1 judge, the Supervising Judge **can** supervise an SP-1 judge and simultaneously judge the second ring, if it is understood and agreed upon in advance that the Supervising Judge will need to stop their ring in order to review the SP-1's course builds, before the trial can continue.

A SP Judge **cannot** run a dog at a trial where they are the Judge of Record.

A Supervising Judge **cannot** run a dog at a trial where they are hired to supervise an SP-2 judge. They **can** run their dog at a trial where they are supervising an SP-1.

During any sanctioned NADAC trial, unless there are unforeseen, extenuating circumstances, no judge may substitute for another judge, without prior approval by the NADAC Office. Only the Judge of Record as approved by NADAC and printed in the premium may judge at that particular trial. One exception to this rule is, during the trial, the Judge of Record may ask another NADAC Judge to substitute for them in the event they would like to run their own dog(s). Only NADAC Judges, in good standing, are allowed to substitute.

Note: Extenuating circumstances may include unforeseen delays in the trial, a Judge falling ill, or a Judge with a flight schedule to meet. Clubs and Judges should try to avoid flight schedule problems when making reservations. When unavoidable, arrangements for substitute judges should be made in advance and cleared through the NADAC office prior to the date of the trial.

Containerized Trials

Clubs have the option to offer “Containerized Trials”. At a containerized trial, no one may leave treats or toys lying around loose; either ringside or at their set up/crating/benching area. This helps to reduce the potential for inappropriate interactions between dogs..

Note: During their runs, exhibitors can enter the agility ring with a sealed container (i.e. zip lock bag, pill bottle) containing treats or a small toy, regardless of whether or not the trial has been designated as a containerized trial. The container must be kept in a pocket or pouch that is large enough to securely hold the container. The container must not be visible to the dog or anyone else and may not be opened within ten feet of the ring boundary.

Course Posting Copies

A single copy of all course maps is **required** to be posted for exhibitors to view. By default, the printing of course maps is the responsibility of the judge, but may be done by the club if agreed upon in advance.

At a **minimum**, a single copy of each course map should be posted for exhibitors to view at the start of each trial morning. It is advised to have the entire weekend’s maps available to post on the morning of the first day. It is **required** that all course maps be available, upon exhibitor request.

A Judge’s courses may be sent to the club for exhibitor disbursement only the evening before the trial starts.

Secondary or “Overflow” Judges

This allowance is specific to “single ring” or “two ring, one judge” trials. Trials with multiple rings that will be run simultaneously, are required to hire a full time Judge for each ring.

A Secondary/Overflow Judge is intended to supplement the Judge of Record, and/or to judge any runs in excess of the 500 run limit per day. A Secondary or “Overflow” Judge is required if the 500 run limit is exceeded. If your trial has a history of exceeding that limit, or you suspect a certain trial may exceed that limit, it is strongly advised that you secure an Overflow Judge ahead of time.

Note: Having more than 500 runs per day is a great achievement, but you do not want to be running dogs for 12+ hours. Make sure, if you are nearing your run limit, that you are not sacrificing the comfort of your competitors. Often, it is recommended to limit entries rather than secure a Secondary/Overflow Judge.

Rules pertaining to Secondary/Overflow Judge option are as follows:

- 1) At least one Judge will be designated as the “main” Judge and be listed as such on the Premium. This Judge will be listed in our files and is the only judge subject to the above-mentioned mileage and time limits, in regard to proximity of other assignments.

Example: If Judge A and Judge B both judge a trial in Seattle with Judge A designated as the main Judge and Judge B serving as the Secondary/Overflow Judge:

- Judge A will not be able to accept assignments with the Seattle club for a 6-month period, and
 - Judge A cannot accept assignments for any other Clubs within 200 miles of Seattle within 2 months of the Seattle assignment.
 - Judge B will be able to accept assignments with that Club, and assignments with other Clubs in that area.
- 2) Travel expense reimbursement is **only required if** the Secondary/Overflow Judge is brought in specifically for the trial. If the Secondary/Overflow Judge is already entered/committed to attending the trial or traveling in with the Judge of Record, no travel reimbursement to the Secondary/Overflow Judge is required. It is highly recommended that you discuss this with the potential Secondary/Overflow Judge ahead of time.
 - 3) Judging fees of \$1.50 per run will be paid to the Secondary/Overflow Judge for each run that they judge. Minimum daily fees specified in the “Payment of Judges and Reimbursement of Judge's Expenses” section will not apply. The per run judging fees owed to the Secondary/Overflow Judge will be deducted from the Judge of Record’s per run judging fees.
 - 4) If either Judge chooses to run their own dogs at the trial, they must do so in such a way that it does not disrupt the trial in any way. They are allowed to manually adjust the run order to achieve a smooth transition.

The Secondary/Overflow Judge, when utilized for a trial under 500 runs per day, should be limited to judging no more than 50 runs per day as a way of giving the Judge of Record time for lunch and/or bathroom breaks.

The above should all be agreed upon with the potential Judges **before** the trial date, and both Judges’ names should be listed on the premium, so please plan accordingly.

Payment of Judges and Reimbursement of Judge's Expenses

Judges are paid \$1.50 per run entered in the trial software at the start of the trial, regardless of whether or not the dog actually runs. This total should be pulled from the trial software's NADAC Report, NOT the Judges Report. If a trial entry is such that there are fewer than 200 runs on a given day, a Judge is to be paid a minimum of \$300.00 for that day of judging.

For "half day" Friday classes or "week-day mini trials" (definitions can be found under the "Acceptable Class Formats" section below), Judges are paid \$1.50, per run entered in the trial software at the start of the trial, regardless of whether or not the dog actually runs. This total should be pulled from the trial software's NADAC Report, NOT the Judges Report. If a trial entry for these is such that there are fewer than 100 runs, a Judge is to be paid a minimum of \$150.00 (half day Friday and weekday mini trials ONLY).

SP-1 Judges are paid \$1.00 per run and their Supervising Judge is paid \$0.50 cents per run. Minimums, listed above, are split accordingly.

SP-2 Judges are paid \$0.75 cents per run and their Supervising Judge is paid \$0.75 cents per run. Minimums, listed above, are split accordingly.

Note: If a Club hires a Judge from a different country, the Club is to pay the Judge their per run trial fees in the Club's local currency. However, any expenses that a Judge paid themselves in a different currency should be reimbursed in that same currency. For example, if a Club in Canada hires a Judge from the US, and that Judge paid for their plane ticket and for parking at the airport in US funds, those expenses should be reimbursed in US dollars.

The Club will reimburse the Judge, or pay directly, for all airfare costs incurred, to bring the Judge to the show site. This includes, mileage to and from the airport, (based on the current year IRS Standard Mileage Rate, or in Canada the CRA standard kilometer rate) and any parking expenses. These expenses should be discussed between the Club and Judge, prior to hiring the Judge. It is suggested that a Club do research on air fares, prior to soliciting a Judge, to determine if the expenses are reasonable for the Club.

If the Club requests that the Judge rent a car for any transportation during the assignment, the Club will reimburse the judge for all reasonable rental car expenses. This includes all fuel expenses for the rental car. **Rental insurance should be discussed with the judge prior to booking a rental.**

If the Judge chooses to drive to the show site with a personal vehicle, the amount reimbursed should be either the current IRS Standard Mileage Rate/CRA Std Kilometer Rate or the cost of flying, (which includes airfare, mileage expenses to and from airport, and any parking fees) whichever is the lesser amount.

The Club will reimburse the judge, or pay directly, for any meal costs. Reimbursement of meals includes any meals after the Judge has arrived at your destination.

The Club will reimburse the judge, or pay directly, for any hotel room expenses. Any extra personal expenses (Pay per view movies, room service, personal incidentals, dog fees, etc.) will be the responsibility of the Judge.

Reimbursement of dog boarding or dog sitter expenses is at the club's discretion and **should be discussed prior to hiring.**

It is advised to request a list of judge-specific expenses (mileage to and from airport, dog boarding, etc.), from the Judge you are soliciting, before officially hiring them.

NADAC will subsidize a Club's cost to hire an SP Judge, up to two (2) times per year, to help the new, upcoming Judges gain assignments. A maximum of \$750 per assignment is available to go toward any SP judge's travel costs, incurred by the Club. Email a request and travel receipts to support@nadac.com after the trial. Reimbursement is available via trial recording fee reduction or electronic payment to the Club. Reimbursement is only available when hiring a non-local Supervisor with verifiable expenses. As a substitute for the above, NADAC Staff, pending schedule availability, can supervise for your trial at no cost to the Club. In either scenario, Judging fees, as listed above, are still paid by the Club.

Trial Officials

1. **Trial Chairperson** - The Trial Chairperson is to oversee and be involved in all aspects of the trial throughout the weekend.
2. **Trial Secretary** - The Trial Secretary shall develop the premium and mail it and/or have it available to download for potential exhibitors. He/she is also responsible for the preparation of the show catalog and verification of the final show reports, which are electronically sent to the NADAC office.
3. **Trial Committee** - The Trial Committee is comprised of club/group members and is the governing body for the trial. The Committee is responsible for the running of the trial including all matters other than those specifically set forth as responsibilities of the judge(s). The Trial Committee is responsible for the reporting of, and may be involved with the resolution of, any disciplinary issues that arise.
4. **NADAC approved Judge(s)** - The agility trial shall be officiated by one or more judges from the NADAC approved Judges List. The Judge or Supervising Judge shall be responsible for finalizing each course before judging begins for each class. The Judge or Supervising Judge shall be responsible for inspecting the equipment. This includes verifying that it meets NADAC specifications and that the equipment is in safe condition for the trial. The Judge or Supervising Judge is solely responsible for determining course yardages and for signaling faults. All decisions of the Judge or Supervising Judge shall be final.

5. **Timekeeper(s)** - There shall be an official timekeeper for each class offered at the trial. The Timekeeper is responsible for timing each dog's performance and keeping an accurate and consistent accounting of the timekeeping for the class. It is strongly recommended that the Timekeeper assist the Scribe by watching the judge for calls and relaying them to the Scribe. This way, the Scribe is free to take their eyes off the judge to locate the proper line in the catalog and record faults.
6. **Scribe(s)** - There shall be an official scribe for each class offered at the trial. The scribe's job shall be to closely observe the Judge, during each dog's run, and mark any faults, signaled by the Judge, during that dog's performance. Additionally, the scribe is to write down the dog's time.
7. **Gate Steward** - The gate steward's responsibility shall be to keep the dogs that are entered in each class in order and ready to run.
8. **Leash Runner** - The leash runner assists with the handler's collar and leads. He/she shall try to be sure that a handler has removed their dog's collar and lead before running. This equipment will be moved to an area (designated by the judge) close to the finish line making it readily available for the handler at the end of the run. The NADAC default is to meet the handler and hand the leash to them. Upon handler request, the leash may be left near the finish line, on a designated leash marker only. No one under the age of 12 years may fill the position of Leash Runner or Ring Steward.
9. **Trial Scorekeeper** - The trial scorekeeper (can also be trial secretary) shall be responsible for recording each dog's score (time and faults) into the official catalog/trial software. The scorekeeper is also responsible for ensuring that the course distances and standard course times are recorded for each class, and to ensure that scores are posted for exhibitors in a timely manner.
10. **Ring Stewards** - Ring stewards are responsible for helping to set new courses, set bars for jump height changes, straighten tunnels, and reset displaced poles. No one under the age of 12 years may fill these positions.
11. **Course Builders** - The chief job of course builders is to set the new course for each class. The course builders must set the course as closely as possible to the design submitted by the Judge. Making personal interpretations or changes, without explicit permission from the Judge, is not allowed. SP-1 and SP-2 Judges are required to set their own courses, to be approved by the Supervising Judge of record.

Acceptable Class Formats

General Rules for ALL formats:

No more than two (2) of any specific class per day is allowed. (Example - Two (2) rounds of Jumpers could be run in a day, but not three (3) rounds).

The format can change from day to day, but it is **required to be noted** in the premium, no matter what format is chosen. (Example - Saturday can be Double Run format and Sunday can be Single Run format).

Class Types

NATCH Classes:

Regular
Jumpers
Chances

Games Classes:

Touch n' Go
Tunnelers
Weavers
Grounders
Gamblers

Double Run Format

“Double Run” is defined as: Per day, any two (2) of the same class offered, must be run back to back, using the same course, with a single walk through at the beginning. Within that day, having a single run of any class is acceptable.

No more than eight (8) rounds per day are allowed.

Pick up to four (4) rounds of NATCH classes per day. The remaining rounds, per day, can be any mix of the Games Classes, with a limit of two (2) rounds per class, up to the eight (8) round limit.

Up to 3 trial days per year, a Club may offer all 3 NATCH Classes in a single day (double run format only). No other classes can be offered on that day. These “days” can be split between trials or used all in one trial.

Any trial may be Double Run Format. It is **required** to be declared on the Trial Application and on the front page of the Premium.

In your Premium, please list all single and double runs in the “Double Run column”, if you are offering a Double Run Format trial.

A Few Examples of Double Run Class Options

Double Run	Friday	Saturday	Sunday
Regular	2	2	
Chances	2		2
Jumpers		2	2
Tunnelers	2		
Touch N Go		2	
Weavers	2	1	2
Gamblers		1	
Grounders			2

Single Run Format

“Single Run” is defined as: Per day, any class offered, regardless of the amount, is to have its own course and its own walk through. If two (2) Regular Classes are offered, on that day, the second round will be a reversal of the first round. See “Mixed Format” for exceptions to this.

No more than seven (7) rounds per day are allowed.

Pick up to four (4) rounds of NATCH classes. The remaining rounds, per day, can be any mix of the Games Classes with a limit of two (2) rounds per class, up to the seven (7) round limit.

A Few Examples of Single Run Class Options

Single Run	Friday	Saturday	Sunday
Regular	2	2	1
Chances		1	1
Jumpers	2	1	2
Tunnelers	1		1
Touch N Go	1	1	1
Weavers	1		
Gamblers			1
Grounders		2	

Mixed Run Format

“Mixed Run” is defined as: Per day, a mix of Double Run classes and Single Run classes may be offered. Example: Per day, a Club could offer two (2) Chances, two (2) Weavers, and one (1) Grounders in Double Run and then two (2) Regular in Single Run.

Simply offering a single class, on any given day, does not automatically turn the trial into Mixed Run Format. To qualify as a Mixed Run Format, per day, at least one (1) class must have two (2) rounds offered as “Double Run Format”, and on the same day, at least one (1) class must have two (2) rounds offered as “Single Run Format”. On the Premium, the “double run format” runs will be listed in the Double Run column and the “single run format” runs will be listed in the Single Run column. This lets the judge know how many courses they must prepare for your trial.

No more than seven (7) rounds per day are allowed.

Pick up to four (4) rounds of NATCH Classes. The remaining rounds, per day, can be any mix of the Games Classes, with a limit of two (2) rounds per class, up to the seven (7) round limit.

Half Day Trials

“Half Day” is defined as: The first day of a trial weekend, starting **after** 3pm, only.

- No mixed format
- Double Run - up to four (4) rounds, two (2) classes
- Single Run - up to two (2) rounds, two (2) classes
- No NATCH classes can be offered

Mid-Week Mini Trials

“Mid-Week Mini Trial” is defined as: A small trial offered in the middle of the week. These are usually on an afternoon or evening after a training event or offered by Clubs with local Judges, as a small extra opportunity for exhibitors.

- No Mixed Format
- Double Run - Up to four (4) rounds, two (2) classes
- Single Run - Up to two (2) rounds, two (2) classes
- No NATCH Classes can be offered

A Mid-Week Mini Trial offered within five (5) days of a weekend trial closer than 300 miles (480 kms), **cannot** offer a class that is offered at the weekend trial.

It is **required** for there to be a 24 hr/1 day break between the Mini Trial and the weekend trial.

Judges are not required to adhere to the distance/time restrictions that are in place for weekend trials. Judge payments and all other trial rules, requirements, policies, and restrictions apply.

Other Trial Format Info/Restrictions

The Judge has the right to suggest changes to the trial's class running order, and can require a change for safety, efficiency, or weather/trial site restrictions.

Chances, Touch N Go, and Tunnelers are the **only** classes that can be set by the club to run in any order other than Elite-Open-Novice-Intro (E-O-N-I).

Regular, Jumpers, Gamblers (no Intro), Grounders and Weavers must be set as Elite-Open-Novice-Intro. In the case of Regular in the "single run format", the order shall be EE-OO-NN-II.

Note: When Regular is the last class one day and first the next day, it is allowed to start with Intro on day 2, but the run order is **required** be II-EE-OO-NN in this case.

No class order shall ever be set by a Club that has a Judge rebuilding any one course again, later in the day. Once a course is set, all dogs that will be running that course must run.

On a major holiday weekend, Clubs may offer classes on a Monday. Recognized holidays are: New Years, Victoria Day (Canada), Memorial Day, Canada Day, 4th of July, First August Monday (Canada) and Labor Day.

There is a \$5.00 per run fine for any runs taken by the club over and above the allowed entry limits. If it appears as though your trial will overflow, please contact the NADAC Office at support@nadac.com or secure an Overflow Judge.

Premium

All premiums are **required** to use the NADAC Trial Premium Template. The Trial Premium Template is a Word document, available for download. It can be found on the NADAC website under the Clubs Tab in the Club Resources section at <https://www.nadac.com/club-resources/>.

No categories on the template shall be left blank or deleted.

The trial must be listed on the Calendar of Events as “confirmed” and show an approved Judge, before sending in the Premium for approval.

Clubs are **required** to submit a draft copy of their premium, to the NADAC office, for approval **prior** to being posted or mailed to exhibitors.

The premium is **required** to be emailed as a PDF attachment to support@nadac.com and must be submitted at least six (6) weeks in advance of the trial date.

The location, Judge, classes, etc. are **required** to match what the Club submitted with their application form. If a change must be made, it should be done prior to submitting the premium.

Be sure to double check the “Calendar of Events” located on the NADAC web site under the Train and Play tab at <https://www.nadac.com/play/>, to ensure that the information on the Calendar matches your premium, prior to submitting the premium for review. If there is a discrepancy between the Premium and the Calendar, your premium will be returned and will need to be resubmitted when everything is complete and correct.

General Trial Info

Trial Software

NADAC **requires** Clubs to use an approved, current/updated software program. Current approved software programs are Agility Unscrambled and FAST.

When accepting entries, and inputting them into the software, it is imperative that the dog's registration number is valid and correct.

Note: A list of all NADAC dog registration numbers is available on our website in the Data Center under "Dog Registration Number & Info Lookup" at www.nadac.com/registration-number-lookup. The list shows the dog's registration number, call name, registered name, owner's name, and height card info. An 'NP' in place of the dog's registered name indicates that NADAC has not received the registration fee. If there is a question, please contact NADAC.

NADAC Obstacles and Equipment Requirements

NADAC obstacles include and are limited to: Dog Walk, A-Frame, Weave Poles, Jumps, Open Tunnels, Hoops, and Barrels.

All equipment used in a NADAC sanctioned trial must meet NADAC specifications. Equipment must be constructed to be safe and reliable when used by the smallest and the largest of dogs expected to train or compete on that equipment. Equipment builders should always have safety as the primary concern when constructing equipment.

A detailed NADAC Equipment Specifications and Recommendations document is available in the Club Resources section of the NADAC website and should be reviewed thoroughly before hosting a trial.

In order to offer **all** NADAC classes in standard form (no special course design needed), the following list of equipment is minimum.

- 7- 15ft tunnels, 1- 20ft tunnel, and 33 sets (matched pairs) of tunnel bags
- 2 sets of 12 weave poles
- 15 hoops
- 15 jumps
- 3 barrels
- 1 A-Frame
- 1 Dog Walk

Clubs that have less than any of the above listed minimums will need to contact the NADAC Office for approval on which classes they can offer.

Slatted Contacts

NADAC is currently allowing Clubs to use slatted contact equipment with the following stipulations:

1. The slats are **required** to be low profile, rounded and rubber coated.
2. The Club is **required** to state that slatted contacts are being used in their premium.
3. The Club will **not** be eligible to host national or regional type events.
4. The Club is **required** to post the following in their premium as an informational section:

“The trial you are entering is using slatted contact equipment. For many years slats have NOT been used in NADAC trials. The reasons for this are, with the lowered height of the NADAC A-frame and the advent of rubber coated equipment, NADAC found that slats became unnecessary in the sport, because the dogs had more than enough grip with the rubber coatings. NADAC was the first organization to use rubber contact equipment and we feel that the removal of slats was the correct, logical next move. The reason for this allowance is to encourage new clubs to try NADAC, without needing to purchase a specific set of equipment for NADAC. The current generation of slats, we feel, are no longer a safety concern, like many of the previous generations, so, while we believe they are not needed for dogs competing in NADAC, we also feel that it won’t hurt to have them either. It should be noted that, any and all national NADAC events (i.e. Championships) that you attend will be using non-slatted contact equipment, only.”

Note: Non-slatted contact equipment is NADAC’s default and is the recommended type of contact equipment for Clubs to use. Any national or regional type event will have non-slatted contacts.

Categories

All classes are split into two categories, Proficient and Skilled.

Proficient is a dog's “default” jump height and Skilled is an optional height break of 4”, offered for all dogs, at all levels.

A dog may only be entered in **one (1)** category, either Proficient or Skilled, for all classes entered on a particular weekend.

In the Proficient Category, dogs must jump their measured jump height per the jump height table. Standard Division-Proficient jump heights are 8", 12", 16", and 20".

Note: The jump height table can be found in the Exhibitor Handbook in the Rulebook section on the NADAC website at www.nadac.com.

In the Skilled Category, dogs must jump one jump height lower than their measured "proficient" jump height. Standard Division-Skilled jump heights are 4", 8", 12", and 16".

Example: A dog who measures to jump 20" in the Standard division, Proficient category, can jump 16" in the Standard division, Skilled category, and will receive the benefit of the additional time allotted to the 16" dogs. If this same dog is also a Veteran, or is handled by a Veteran/Disabled Handler or Junior Handler, they may enter the Vet Dog, VH Handler, or JH Division and jump an **additional** 4" lower, for a total reduction of 8". This dog would receive the time allotted to the 12" dogs.

All qualifying points earned in either the Proficient Category or the Skilled Category will be combined and credited toward titles and special awards.

Priority Entry

Clubs are allowed to offer priority entry to a limited number of exhibitors who volunteer to help at trials. However, it is expected that the clubs will, at all times, be as fair as they can to all exhibitors.

If a club wishes to give priority entry to paid workers, NADAC asks that they limit the number to what is reasonably needed to run a trial.

Trial Administration

Participation in a NADAC sanctioned trial is a privilege afforded by the Host Club and may be extended or withdrawn by the Host Club's trial committee. The organizing committee may refuse entry other than on the basis established by NADAC.

Exhibitors may withdraw from a trial and receive a refund prior to the published closing date of the trial. NADAC encourages Clubs to give refunds for injured dogs or bitches that come into heat after the closing date. It is acceptable to charge an administration fee for entries cancelled after the closing date.

Measuring/Permanent Height Cards

Clubs should verify height cards upon trial entry. It is recommended to track verified Permanent Height Cards via the trial software to ensure verification will not be needed, for that dog, in the future. A height card can be verified on the NADAC website in the Data Center under “Dog Registration Number & Info Lookup” at www.nadac.com/registration-number-lookup.

A time and location should be set aside during the trial to measure dogs. This time and location should be either emailed to participants ahead of the trial, or be listed in the Club Premium.

The Judge of Record is required to measure dogs, but any full Judge present and willing at the trial may measure a dog and sign the “Permanent Height Card Application”. Additionally, multiple Judges, at the same trial, can measure a dog. SP Judges can only sign an application if they are the Judge of Record for the trial and they are observed by their Supervisor. Both may sign the application.

Clubs are **required** to provide wickets for measuring dog height.

Wickets should be made of PVC, and one (1) of each height is required (11”, 14”, 18”, and 22”). The design should be an “upside down U” or “3 sided box” shape, and the width should be the same, or close to the same, as the height. Height should be measured from a solid surface to the bottom of the PVC top bar, and be equal from side to side. Wicket heights will be verified by the Judge before use.

Aggression Policy

NADAC takes aggressive dog incidents and poor sportsmanlike conduct very seriously. These reports are handled on an individual basis. When NADAC receives an incident report, the circumstances are evaluated and if deemed appropriate, witnesses will be contacted. Depending on the circumstances, NADAC will either issue a warning letter, place the dog/person on probation, or suspend the dog/person from entering future trials.

Awards for Exhibitors

With the exception of the Chances class, which is pass/fail only, host Clubs/Groups shall offer placement ribbons to, at least, third place, in each jump height, for each class. Clubs may offer more placements if they choose.

A qualifying ribbon shall be given for each qualifying round in each class.

Each ribbon awarded at the trial shall have the words ‘NADAC Sanctioned Trial’ and NADAC’s logo printed on it, in addition to the Host Club’s name, and the placement awarded.

Each ribbon shall have a place on the back for the exhibitors to record the trial date, judge's name, and class.

Recommended ribbon colors:

Q: Purple

1st: Blue

2nd: Red

3rd: Yellow

4th: White

5th: Pink

6th: Green

Additional awards may be offered. At no time are cash prizes allowed.

Canceling a Trial

In the event a trial needs to be canceled, please contact both NADAC and your judge as soon as possible. We will mark your Calendar of Events listing as "Cancelled" and remove your premium. If your premium states you will be accepting 'day of show' entries, please post to all available media (social media, the NADAC Community Forum, any club lists/emails, etc.) that the trial is cancelled.

The club is responsible for paying all expenses incurred by the Judge.

Stranded Judge

Should your judge be delayed or have a last minute emergency cancellation, please contact the NADAC Office immediately at support@nadac.com.

Loss of Income

NADAC will subsidize some of the trial income, if a negative amount is left after all expenses are accounted for, in the form of waived Recording Fees. There are certain financial requirements that are **required** to be met for this to take place.

The Club will **not** be eligible for subsidy if any of the following trial related costs are exceeded:

Facility: \$900 per day

Judges flight: \$600

Judges Hotel: \$125 per day

Judge Run fees: \$1.50 per run, or daily minimums

Discounted entries for workers: \$500

Ribbons and Awards: \$300

Food for workers: \$150 per day

Club Owner/Members (and family) entry fees waived: \$300

All additional expenses are considered to be extra and will negate the club from receiving subsidy. **Example:** Paying a “wage/salary” to Trial Secretaries is considered an additional expense that would negate the income subsidy. Almost all clubs have this job as a volunteer position, with discounted entries for doing it. The same can be said for Course Builders and other positions.

This NADAC subsidy, of waived recording fees, is limited to **2 trials per year, per club.**

There is a \$300 **maximum** for each recording fee waiver.

Clubs found to be abusing this program by submitting fraudulent costs will be permanently banned from the program.

Example: Facility costs must match the cost of the facility. Claiming \$900 per day for an outdoor field with no lights is extraordinarily high, and in most areas of the country is the cost of an indoor facility.

The program is intended to help small clubs who are struggling. **The program, as a whole, can and will be revoked at any time if it becomes overly abused by clubs.**

After Trial

All required forms are to be submitted within five (5) days after the last day of the trial. Failure to do so may result in a fine and/or the Host Club being placed on probation, which may affect future trials. If unforeseen circumstances arise that may cause a delay, please notify the NADAC office by emailing support@nadac.com immediately.

Scribe Sheets are **required** to be kept by the club for a period of **at least six (6) months**. NADAC may ask for them, to resolve any issues or address any complaints, at any time.

Recording Fees are **required** to be submitted to NADAC when submitting results. As of Jan 1st, 2020, the recording fees are \$1.50 per run. Recording fees shall be submitted for ALL runs listed in the catalog (AKA: the NADAC Report), including runs in which a dog was entered but “scratched” or did not compete. PayPal is the preferred method of payment. PayPal email is support@nadac.com.

Show Report Form is **required** to be electronically submitted to NADAC within the five (5) days. This form is to be filled out by the Trial Chairperson or Secretary via the online form located in the Club Resources section of the website.

The trial software’s Electronic Results File (.csv or .xsl format) is **required** to be submitted with all above forms/fees. The “ALL RUNS/All Completed Runs” version is **required to be submitted, not just the “Only Q’s” version. The qualifying results must be submitted via the Club Portal on the NADAC website. Submitting via email is no longer recognized, except under special circumstances. **There is a \$25.00 per day fee for late submissions.** If unable to comply with the 5 day requirement, please contact the NADAC Office at support@nadac.com to request an extension.**

Revision Notes

January 15, 2025: Entire Handbook updated, including formatting, verbiage, and removal of no-longer-valid or outdated policies, procedures, and/or rules. Key updates: FEO removed because no longer needed with toys/60 sec. training in the ring in all levels allowance. "Dual Judges" merged into "Overflow Judges" to become "Secondary/Overflow Judges" because of the post-covid allowance of Judge's running their dogs. Trial results submission section updated to list the Club Portal. Measuring/PHC section added. Course Posting section added. Trial Software section added.

January 1, 2022: Grounders class replaces Hoopers and Barrelers. Class format rules clarified and updated with Grounders. Awards documents updated.

March 18, 2021: Slatted contact equipment now allowed. Clubs must post a statement of such in premium. New URL links for Permanent Height Card form and Look-up dog number page.

January 1, 2020: Judges fees change to \$1.50 per run. Recording fees go to \$1.50 per run in catalog. Trial Premium Template mandatory.

November 21, 2019: Class listing rules updated. Dual Judge info added. Cheaper Trial application option added.

April 17, 2019: 350 jumping run limit removed.