

# **Trial Chairperson and Trial Secretary Guidelines**



**October 2017**

**North American Dog Agility Council, LLC**  
24605 Dodds Rd.  
Bend, OR 97701  
[www.NADAC.com](http://www.NADAC.com)

## **Becoming a NADAC Sanctioned Group**

Only NADAC sanctioned groups 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.

In addition to a completed application form, which can be obtained from our website at [www.nadac.com](http://www.nadac.com), a club or group seeking to become a NADAC group must submit proof of insurance, a copy of the club/group's by-laws or mission statement (in lieu of by-laws), a list of a minimum of ten people experienced in agility and knowledgeable of NADAC who are available to assist with trials, and a complete list of equipment that meets NADAC's specifications.

There is a \$100.00 fee to become a sanctioned group and an annual renewal fee of \$25.00 per year. **Due on or before January 1, each year.**

Club/groups that have never successfully hosted an agility trial may be required to host a fun match and have a NADAC representative approve the club/group's equipment.

Club/groups must appoint a member to act as a contact person. This person shall be the liaison between NADAC and the club/group, and is required to maintain a valid e-mail address and join the NADAC Forum Club section at: [www.nadac.com/forum](http://www.nadac.com/forum)

- \* Annual renewal fee is \$25.00 if received by Dec. 31st.
- \* 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 an Application to Become a Club form and a new club fee of \$100.00 if they have not renewed by Jan. 31st.

## **Hosting a NADAC Agility Trial**

### **Securing a Trial Date:**

It is assumed that clubs will honor all trials within 300 miles 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 "List of Past Trials" located in the General Trial Secretaries section on the NADAC Forum at: [www.nadac.com/forum](http://www.nadac.com/forum).

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 the host clubs to check dates to ensure there are no conflicts with other NADAC clubs within 300 miles.

Club/groups who have hosted trials the previous calendar year will be given priority for the corresponding numbered week the following year. Once a club/group has given up a date for one year, it is open for another club/group unless prior arrangements have been made. Be

sure to check the "Week # Calendar" located in the [General Trial Secretaries](#) section of the NADAC Forum at [www.nadac.com/forum](http://www.nadac.com/forum). Club/groups may not host trials within 300 miles of each other on the same dates, unless both clubs agree to share the weekend.

It is advised that clubs send an e-mail request to [nadacamanda@gmail.com](mailto:nadacamanda@gmail.com) or [support@nadac.com](mailto:support@nadac.com) to secure their week number as early as possible in order to secure the date and ensure that it is listed on the Calendar of Events. Once a trial is listed on the calendar, 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, Memorial Weekend, 4th of July, Labor Day) clubs may include Monday.

The number of trials a club may host each year is dependant upon the availability of dates. Please contact NADAC for any restrictions unique to 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 may, upon contacting the NADAC Office, be allowed to share a week number with the club that held that date previously.

### **Trial Site:**

If you are hosting a jumping class trial 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 width of any ring shall be 80, 90 or 100 feet.

If you are hosting a non-jumping class trial, the recommended 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 trial area should be of a non-slip surface that provides a safe footing for the dogs competing.

Ample area close by should be available for crating and an exercise area, a 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, exercise, and warm up areas.

Rope/flagging tape or other adequate fencing to prevent spectators from interfering with the course area before or during the trial should surround the agility ring.

It is recommended that an area be set aside for a warm up area for the dogs prior to their competing. This area should have adequate space for several obstacles for the dogs to use for warm up purposes. It should be clear that the warm up area is provided for warm ups and is not for schooling. The warm up equipment is never to be used by non-entered dogs.

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 or activity on the same weekend. Weekend is defined as Friday, Saturday, Sunday

Pre-approval by the NADAC Office is required for clubs to host agility fun runs/matches, show 'n go's, or run throughs on the same grounds (where the competitive rings are located) or same equipment on the Friday of a weekend trial. When approved, NADAC rules prevail. All dogs must be at least 18 months old and registered with NADAC. A club member needs to be in attendance and accept the responsibility of monitoring the event as well as any conflicts or aggressive incidences. A Fun Match application form is from the NADAC web site. <http://nadac.com/clubs.htm>

### **For Exhibition Only (FEO) Entries:**

Clubs have the option to offer 'For Exhibition Only' entries

- \* FEO must be published in the premium
- \* The run is judged, but no qualifying points are awarded
- \* No placement ribbons are awarded
- \* Dogs must be a minimum of 18 months old
- \* Dogs must be registered with NADAC
- \* Handlers must jump their dogs at least one jump height lower than their regular measured jump height requires

### **Containerized Trials:**

Clubs have the option to offer Containerized Trials. Exhibitors at any time can enter the ring with a closed/sealed container (a zip log bag works well) in the pocket of their pants. The container must not be visible to the dog or anyone else and may not be opened within ten feet of the ring boundary. The difference between a containerized trial and a non-containerized trial is that when a club hosts a containerized trial, no one may leave treats or toys around loose, either ringside or at their set up.

### **Trial Application:**

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

The applicable fees are due at the time an application is submitted. Upon receipt of the trial application, the NADAC office will update the NADAC web site Calendar of Events with the new trial information for exhibitors to view.

Applications and sanctioning fees submitted up to 16 weeks prior to the date of the trial =	\$10.00 per round.
Applications and sanctioning fees submitted 12-16 weeks prior to the date of the trial =	\$15.00 per round.
Applications and sanctioning fees	

submitted 8-12 weeks prior to the date of the trial = \$20.00 per round.  
Applications and sanctioning fees submitted within  
8 weeks prior to the date of the trial = \$25.00 per round.

Club/groups who have hosted trials the previous calendar year will be given priority for the corresponding numbered week the following year. Once a club/group has given up a date for one year, it is open for another club/group unless prior arrangements have been made. Be sure to check the "Listing of Past Trials" located in the General Trial Secretaries section of the NADAC Forum at [www.nadac.com/forum](http://www.nadac.com/forum). Club/groups may not host trials within 300 miles of each other on the same dates, unless both clubs agree to share the weekend.

Before publishing any dates for a sanctioned trial, including in club/group newsletters, the trial date must be listed on the Calendar of Events on the NADAC web site, [www.nadac.com](http://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".

If a club needs to make changes to the trial application after it has been submitted and approved by NADAC, **please inform the NADAC Office immediately**. Do not wait until the premium is submitted! Changes can be accommodated (different classes, different location, etc.) but advance notification will make the premium approval process go much smoother.

In addition, please check the Calendar of Events on the NADAC website, [www.nadac.com](http://www.nadac.com) to make sure that the trial information and club's points of contact are listed correctly prior to submitting your premium.

### **Securing Judges:**

As soon as a club's trial date is listed on the NADAC Calendar of Events as "pending" or "confirmed", the club is cleared to contact judges. A current Judges List is available on NADAC's web site. [http://www.nadac.com/judges\\_list.htm](http://www.nadac.com/judges_list.htm)

Judges are not allowed to judge within two (2) months of any assignment that is within 200 miles of a previous assignment, nor are they allowed to take an assignment for the same club more than once during any 6 month period. Please be sure to double check with each judge you contact as to whether or not they may have accepted any assignments that would conflict with this policy.

The trial dates must be listed on the NADAC web site as either "pending" or "confirmed" before judges can be contacted. Once you have contacted and hired your judges, you are to confirm them with the NADAC office. E-mail [nadacamanda@gmail.com](mailto:nadacamanda@gmail.com) or [support@nadac.com](mailto:support@nadac.com) with you confirmations or questions.

Please note: If a club/group hires an Sp-1 or Sp-2 judge, they must also hire a supervising judge. If a club/group is hosting a two ring trial and hires an SP-2 judge, the supervising judge cannot supervise an Sp-2 judge and judge the second ring simultaneously on the same day.

If a supervising judge is supervising an Sp-1 judge, they may also judge the second ring as long as it is understood and agreed upon in advance that the supervising judge will need to

stop their ring in order to review course distances and times and possibly tweak the Sp-1 judge's course.

The supervising judge may not run a dog at a trial where they are hired to supervise an SP-2 judge.

At the present time, Judge's are paid \$1.00 per run listed in the catalog regardless of whether or not the dog actually runs. If an entry is such that there are fewer than 200 runs per day, a judge is to be paid a minimum of \$200.00 per day of judging.

Judges are paid \$1.00 per run listed in the catalog for "half day" Friday classes (less than 4 classes/starting after 3:00 pm) or weekday mini trials. If an entry is such that there are fewer than 100 runs, a judge is to be paid a minimum of \$100.00 (half day Friday and weekday mini trials ONLY).

SP-1 Judges are paid .75 cents per run and their Supervising Judge is paid .25 cents per run. SP-2 Judges are paid .50 cents per run and their Supervising Judge is paid .50 cents per run.

During any sanctioned NADAC trial, unless there are unforeseen, extenuating circumstances, no judge may substitute for another judge. Only the judge of record as approved by NADAC and printed in the premium may judge at that particular trial.

Extenuating circumstances may include unforeseen delays in the trial, a judge falling ill, and/or a judge with a flight schedule to meet. Club/groups 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.

### **Trial Officials:**

1. **Trial Chairperson.** The Trial Chairperson is to oversee and become 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 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 and 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. A Timekeeper may not change during a jump height and preferably not during a class. **It is strongly recommended that the Timer 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 to 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 the handlers have removed their collars and leads and that those collars and leads are moved to an area close to the finish line, where they are available for the handlers at the end of each run. The leash runner may hand the leash to the exhibitor or place it on the dog for the handler. Leashes may be placed on a hanger, in a receptacle, or on a chair. No one under the age of 12 years may fill the position of Leash Runner or Bar Setter.
9. **Table Stewards.** The table stewards shall be responsible for recording each dog's score into the official catalog. The table stewards shall also record the time faults, course faults, and total faults for each run in all classes. The table stewards shall calculate class placements for each jump height and record all qualifying rounds on the appropriate forms. The table stewards are 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 yrs. May fill these positions.
11. **Course Builders.** The chief job of the 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, without making personal interpretations or changes without explicit permission from the judge. SP-1 and SP-2 judges are required to set their own courses to be approved by the supervising judge of record.

NOTE: Judges are NOT to submit courses to the club/group in advance of the trial. The only exception is to e-mail the first course of the trial the preceding day so it can be set in advance.

NADAC is unique in its course design and philosophy. Judges are trained and instructed to adhere to the NADAC philosophy and not strictly the course map when setting courses. They are instructed to make it work, even if it necessitates having to deviate from the “picture on paper”. Judges are to strive to adhere to the original course diagram and challenges as designed, but the course maps do not always exactly match what is laid out.

NADAC discourages disseminating course copies to exhibitors. A copy of each course to be run on a given day may be posted at the trial site.

**Acceptable Class Formats:**

The maximum number of Jumpers, Chances, Hoopers, Touch N Go, Tunnelers, or Weavers is determined by the number of trial days that Regular Agility is offered.

Weekend is defined as Friday, Saturday, Sunday

A maximum of 6 runs per day may be offered, with no more than 4 classes with jumps. An additional 2 runs per day of Hoopers or Barrelers may be offered, totaling 8 runs.

Trial Format and Restrictions	Class maximum allowed per 2-day weekend
2-day Non-Jumping Class Trial:	Hoopers or Barrelers (4) Tunnelers (4) Touch N Go (4) Weavers (4)
2-day Mixed Trial:	Regular (4) Touch N Go (2) Jumpers (2) Tunnelers (2) Chances (2) Weavers (2) Hoopers (2) Barrelers (2)
<p>“Half day” Friday may be used to spread out classes for a 2-day trial over 2-1/2 days:            Start time: After 3:00 p.m.            Maximum of 1-3 runs = a ½ day extension of a 2-day trial.            Non-jumping classes only.            The classes offered must adhere to the maximum number allowed for a 2-day trial.            Friday is the only day allowed to be a “half day”</p>	
<p>Friday as a “full day”            At least 4 classes must be offered with Regular Agility as one of them OR at least 6 runs of non-jumping classes.            Maximum of 8 runs allowed only if Hoopers or Barrelers is offered. No more than 4 runs with jumps.</p>	

Full 3 day trials allow one (1) additional run of Chances, Jumpers, Touch N Go, Tunnelers, or Weavers, within the daily run limits. Two (2) additional runs of Regular Agility may be offered.

3 day non-jumping class trials allow two (2) additional runs of any non-jumping class.

Full 4 day trials shall have the same Class Maximum rules as two 2 day trials.

**Note:** Hoopers and Barrelers are required to be run as Double Run format no matter the format of the rest of the trial.



### Double Run Format:

A club/group may opt to run any trial in the Double Run Format. It must be declared on the Trial Application and be clearly stated on the Premium. This format cannot be run one day of the trial and not the other(s).

Any class that is offered more than one time during the weekend will be the same course, ran back to back, with no walk-through in between rounds.

All of the above Class Maximums and Daily Limits for 2, 3, and 4 day trials apply to Double Run trials.

### Swap Runs:

On three day double run trials ONLY, when the class format yields 2 Regular, 1 Jumpers, and 1 Chances on a single day of the trial, you may allow exhibitors to swap jumping classes on that day only. It is required that they swap a jumping class for another jumping class only. No Regular may be added, only Jumpers or Chances, and at least one Regular must be run. An exhibitor may not run more than 4 jumping classes in one day.

Club premiums must clearly state when offering "Swap". Please see the "Premium-Optional Info" section below for a brief description for your Premium.

### Mid-Week Mini Trial:

Clubs may offer mid-week mini trials on a Tues., Wed., or Thurs. Classes are restricted to non-jumping classes, Hoopers, Barrelers, Touch N Go, Tunnelers, and Weavers. A maximum of two of the same class may be offered.

Judges are paid a minimum of \$100.00. They are not required to adhere to the distance/time requirement. All other trial rules, requirements, policies and restrictions apply.

#### Other Restrictions

The class running order is ultimately the responsibility of the judge.

- Chances, Hoopers, Barrelers, 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.
- Regular, Jumpers, and Weavers must be set as Elite-Open-Novice-Intro. In the case of Regular, the order shall be EE-OO-NN-II. When Regular is last one day and first the next day, it is allowed to start with Intro on day 2, **BUT** the run order must be II-EE-OO-NN.
- No class order shall ever be set by a club that has a judge resetting any course. In other words, a class cannot run Elite-Open-Novice-Intro and then run the same course again for a second set of competitors as Elite-Open-Novice-Intro. Once a course is set, then all dogs that will be running that course must run.

Club/Groups may not offer more than 2 runs of the same class per day. For example, 3 runs of Jumpers cannot be offered on any one day.

If the judge of record for a weekend trial is unable to arrive in time for Friday classes, the club/group may hire a local judge to judge Friday (Maximum of 1-3 runs = a ½ day extension of a 2-day trial) classes only. Judges are paid a minimum of \$100.00. They are not required to adhere to the distance/time requirement. All other trial rules, requirements, policies and restrictions apply.

On a major holiday weekend, club/groups may offer classes on a Monday. Recognized holidays are: New Year's, Memorial Weekend, 4<sup>th</sup> of July, and Labor Day weekends.

Clubs should submit to NADAC, a completed application to host a trial form, a drawing of the show ring area, and a comprehensive list of equipment available for use in each ring. The ring size shall be given, along with a description of any surface changes within the ring, and any trees or other possible obstructions that the NADAC Office will need to know for the purposes of course design. Please be sure to indicate the dimensions of the actual, useable ring space.

Under no circumstances is any one judge approved to judge more than 350 runs with jump height changes per day. If an entry to a trial is unlimited, the host club/group should make prior arrangements for additional rings and judges should the need arise. The number of rings used and the number of runs determines the number of judges needed. The judges must have one judge per ring used and for each 350 runs of classes with jumps. (Regular, Chances, and Jumpers).

If the judge(s) agrees, clubs may offer 500 runs per day, with a maximum of 350 runs of jumping classes. A non-jumping classes only trial may offer up to 500 runs per judge per 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 over fill, please contact the NADAC Office.

### **Premium List:**

#### **PREMIUM AND ENTRY FORM - REQUIRED INFORMATION**

Club/groups 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 should be sent as an e-mail attachment to [nadacamanda@gmail.com](mailto:nadacamanda@gmail.com) or [support@nadac.com](mailto:support@nadac.com) for approval, and must be submitted at least six (6) weeks in advance of the trial date.

The subject line of your e-mail should include the club name and the month of your trial.

The location, judge, classes, etc. should match what the Club/group 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 at [www.nadac.com](http://www.nadac.com) 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

The PREMIUM shall include the following information:

1. The name of the host club/group, and NADAC as the sanctioning organization.
2. NADAC logo/Club/Group logo should appear on the cover page.
3. The date and location of the trial. It is recommended that the premium include the County in which the trial is to take place as well as GPS coordinates.
4. The names of the Judges, their town and state. Judges must be approved by NADAC prior to submission of the premium for review.
5. The names of the supervising judge (if applicable)
6. A description of the ring surface. (grass, grass/dirt, sand, matting over concrete, bark, etc.)
7. A list of all classes offered each day. The classes must match the classes requested on the application form submitted to NADAC.
8. If Double Run format is being used, It must be clear on the front page.
9. If "Swap" is being offered, It must clearly be stated near the class listing or run orders.
10. A listing of entry fees.
11. A statement either allowing weekend move-ups or not.
12. A description of awards as follows:

*AWARDS:*

*Placements ribbons will be awarded to at least fourth place in each jump height for each class, in each category, except Chances which is a pass/fail class. A purple qualifying ribbon shall be given for each qualifying round in each class.*

*Additional awards information specific to your club/area may be added at the bottom of this section.*

12. A Notice to Exhibitors as follows:

*NOTICE TO EXHIBITORS*

*Below is a brief summary of NADAC rules. Please refer to [www.nadac.com](http://www.nadac.com) for a full explanation of all NADAC rules and up to date information.*

*Please note that NADAC trials should provide a safe and fun environment for both exhibitors and their dogs.*

*Aggressive dogs will not be tolerated and will be excused from the trial.*

*The show committee has the right to refuse any entry. Anyone not currently in good standing with NADAC will not be allowed to enter this trial.*

*Exhibitors, through submission of entry, acknowledge that they are knowledgeable of NADAC rules and regulations, and agree to abide by all rules in effect at the time of this trial.*

*No entry fee will be refunded if the trial cannot open or be completed by reasons of riots, civil disturbances, fire, acts of God, public emergency, an act of a public enemy, or any other cause beyond the control of the organizing committee.*

*Checks not honored by the bank do not constitute a valid entry fee. There be a \$25.00 service charge for bank returned checks.*

*\*\*Dog must be registered and have a valid registration number before entries will be accepted. <http://nadac.com/afm/dogregfrm.asp>*

*A copy of the current Exhibitors Handbook may be downloaded free from the NADAC web site: [www.nadac.com](http://www.nadac.com)*

15. An explanation of Non-Jumping Classes—Veteran or Disabled Handler as follows:

#### **NON-JUMPING CLASSES – VETERAN OR DISABLED HANDLER**

*Handlers who are 60 years or older, or who have a disability that restricts mobility, may choose to enter the non-jumping classes as a Veteran Handler and receive 10% more standard course time. This option is for Veteran/Disabled handlers in the non-jumping classes only.*

*The Veteran/Disabled Handler division is designed for handlers who, due to age or impairment, are mobility limited and need extra time to guide their canine partners through an agility course.*

*When entering as a Veteran/Disabled Handler, you must enter all dogs in all classes for the entire trial in this Division and must jump 4” lower than your Standard Division jump height requires. In the non-jumping classes, dogs will be scored and placed with their Standard Division jump height.*

16. Include the following information with respect to checking results:

17. **IMPORTANT.** Please check your dog's NADAC registration number on your trial confirmation as soon as you receive it; also, please check the copy of the results posted at the trial. You should report any errors to the Trial Secretary immediately.

18. NADAC records trial results as they are submitted by the host clubs/groups.

19. Please accept the responsibility to review those results, and check that your registration number and qualifying points, as reported by the club, are correct. If you find an error in the reporting of your dog's qualifying points or registration number, please contact the host club. The host club is responsible for correcting any errors and informing NADAC.
20. **Levels.** Points earned at a higher level of a class, prior to the completion of the lower level title, will not be recorded by NADAC for future use. If a dog earns points in a level of a class that they are not eligible to title in, those points will not be added to the dog's records.

**The Entry Form – REQUIRED INFORMATION:**

An official entry form shall be included that contains a disclaimer to be signed by the exhibitor. The entry form must be completed, dated and signed by the exhibitor. The entry will not be considered acceptable until all information has been completed and the entry form has been returned with the proper entry fees. (Exhibitors, through submission of entry, acknowledge that they are knowledgeable of NADAC rules and regulations, as explained in the current Exhibitors Handbook, and agree to abide by all rules in effect at the time of this trial.)

- CATEGORY: Choice of Proficient or Skilled for the weekend.

Note: When entering the Skilled Category, all dogs must jump 4" lower than their Proficient, Standard Division jump height requires.

- DIVISIONS:

For all classes: Standard, Veteran Dog, Veteran Handler, and Junior Handler

- JUMP HEIGHT TABLE:

Below is an example of a jump height table for an entry form. There are other ways to list the information that are equally acceptable.

Circle Category for the weekend: Skilled or Proficient

Please indicate the Jump Height you actually want your dog to jump:

Proficient Standard Division Jump Height:	8	12	16	20
Proficient Vet/JH/VH Jump Height:	4	8	12	16

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Skilled Standard Division Jump Height:	4	8	12	16
Skilled Vet/JH/VH Jump Height:	4	8	12	

Note: There is no 20" height group in the Skilled Category

## **Premium and Entry Form - OPTIONAL INFORMATION**

Each section of interest must be copied and pasted in its entirety.

### **Measuring:**

Measurement forms may be obtained at <http://nadac.com/Application-for-Permanent-Height-Card.htm>

### **Dogs which require measuring:**

Dogs in the Proficient Category, Novice, Open or Elite jumping 4", 8", 12" or 16"

### **Dogs which do not need to be measured:**

Dogs jumping 16" in the Veteran or Junior Handler Division

Dogs jumping 20"

Dogs in the Skilled Category

Dogs with a permanent height card

Dogs listed on the Height Exemption List

### **Jump Heights:**

There are four Standard Division-Proficient jump heights: 8", 12", 16", 20".

There are four Standard Division-Skilled jump heights: 4", 8", 12", and 16".

There are four jump heights for the Veterans and Junior Handler divisions: 4", 8", 12", and 16". Please see the NADAC Rulebook for the full jump height table.

### **Jump Height Exemptions:**

Dogs listed on the Jump Height Exemption list are not required to be measured

Dogs in the following list of breeds may jump 4" lower than they would normally jump as determined by their measurement. The "breed exemption" jump height becomes their accepted Standard division jump height. For example, if a Corgi were to measure into the 12" jump height group, they are allowed to enter the 8" Standard division jump height group. However, the breed exemption may NOT be used to enter a dog at the 4" height unless they are entered in the Veterans or JH divisions or the Skilled category.

Am. Staffordshire Terrier	Cav King Charles Spaniel	Petite Basset Griffon Vendeen
Australian Terrier	Clumber Spaniel	Pug
Basset Hound	Dachshund	Scottish Terrier
Bulldog	French Bulldog	Sealyham Terrier
Bull Terrier	Glen of Imaal Terrier	Staffordshire Bull Terrier
Cairn Terrier	Miniature Bull Terrier	Swedish Valhund
Cardigan Welsh Corgi	Pembroke Welsh Corgi	West Highland White Terrier

Mixed breed dogs displaying physical characteristics of any of the above listed dogs, and giant breed dogs may apply for a height exemption. Requests are considered on an individual basis. Two pictures of the dog standing, front and side, as well as a letter of

request with verification of height/weight are required when applying for a jump height exemption. It is believed that, at all times, handlers will enter their dogs at the appropriate heights, using sound ethics and good sportsmanship. This height exception is for the health and well-being of the dog, not to give one dog a competitive edge over another dog. NADAC assumes that any handler who enters a dog at a lower height has done so to maintain the longevity and good health of their canine companion.

#### Swap Runs (if offered):

We are offering the option of running an extra round of Chances or Jumpers, but you must give up a jumping round to do so. You can give up a round of either Regular or Jumpers to gain an extra round of Chances, or a round of either Regular or Chances to gain an extra round of Jumpers. You cannot gain an extra round of Regular, and you cannot run more than four rounds of jumping classes. If you wish to do this, you must notify the Trial Secretary **BEFORE** the first course of the trial is built!

#### NADAC Obstacles:

The following obstacles are allowed at NADAC agility trials:

Dog Walk, A-Frame, Weave Poles, Jumps, Open Tunnels, Hoops, and Barrels.

Please Note:

A minimum of 8 tunnels are required when offering Tunnelers, Touch N Go or Weavers (8-10 are recommended, ideally 8 @ 15' lengths, 1 @ 20' length and 1 @ 10' length). Tunnels must be of a 4" pitch.

A minimum of 2 sets of long weave poles, both of which can be divided into two sets of six poles

A minimum of 6 hoops are required when hosting a trial.

A minimum of 24 hoops are required when offering Hoopers

When hosting a two ring trial, clubs must have sufficient equipment for both rings

#### **Guidelines for Agility Equipment:**

All obstacles used in NADAC-sanctioned competitions must meet NADAC specifications. Obstacles must be constructed so as to be safe and reliable when used by the smallest or 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.

**Contact Obstacles:**

Contact obstacles should always provide a non-slip surface that provides good traction for the dogs without being so rough as to damage the dog's pads. Surfaces must be maintained on a regular basis so that dogs will not slip when performing these obstacles.

Most equipment builders have found that products such as Skid-Free, No-Skid, Skid-Tex, Deck-Tec or other such products will provide a better traction surface than using a large, coarse sand mixture. Most of these products, when mixed heavily with paint, will provide a non-slip surface that also works well when wet.

Rubber surfacing is highly recommended, but **MUST** be approved by NADAC.

All contact zones must have a clear line of demarcation 42" from the bottom of the ramp. This may be done by painting the lower 42" with yellow paint or applying a minimum of a 1" white line at the 42" point on the contact ramp. Slats are not allowed on the contact equipment.

The following table lists the heights of each of the contact obstacles, along with the widths and lengths of the ramps of each of those obstacles. Also listed is the length of the contact zone for each obstacle.

	Ramp Length	Ramp Width	Height	Contact Zone
A-frame	8' or 9'	3' to 4'	4'8" for 8' ramps 5' for 9' ramps	42 inches
Dog Walk	11'6" to 12'	11.25" to 12" (12" recommended)	46" to 50"	42 inches

**Weave Poles:**

Weave Poles shall be of rigid construction, 24" from center to center.

The base of the weave poles shall be no more than 1/2" in height and no more than 2" in width.

There shall be no rough or protruding edges along the base of the weave poles, nor any bolts or nuts in an area which a dog may step on while weaving. Consideration should be taken for the many sizes of dogs which will be using the weave poles. The base should have a non-slip surface.

The weave poles shall be 41"-48" in height. The width of the poles shall be 1" outside diameter.

The supports (feet) should be offset so that the dog's path never crosses over a support leg and are to be of sufficient length (16-18") to support the poles without staking.

Weave poles must be free standing. They are not allowed to be staked.

**Open Tunnel:**

The diameter (opening/exit) of the open tunnel shall be approximately 24". The length shall be no less than 10' and no more than 20'. Tunnels should be of a 4" pitch. Tunnels not in good repair, those with holes, loose threads, or do not stay open with tunnel holders (i.e. the openings collapse frequently and easily) should not be used because they pose a safety hazard to the dogs.



**Tunnel Holders:**

NADAC recommends saddle bag type tunnel holders be used for all NADAC classes. Twenty pounds of sand or three gallons of water in each bag has proven to be sufficient to hold tunnels in place. If sand is used, it is recommended that it be disbursed into individual zip lock baggies and then inserted into the tunnel bag. Tunnel snugglers, "Omega" holders, or holders with flat plates and straps are acceptable.

Bungee cords or chains are not allowed. Metal "cradle" type tunnel holders are not allowed.

**Non-Winged Jumps:**

All jumps are to be 4' to 5' wide with uprights a minimum of 32" high and adjustable for the jump heights: 4", 8", 12", 16", and 20".

Bars must be easily displaceable, and may be made of wood, plastic or PVC. There shall be a minimum diameter of 3/4" for jump bars. Jump supports may be constructed of any solid material.

**Winged Jumps:**

The same specifications as above apply, with the addition of side wings or other support standards. Wings should be free of sharp or hazardous edges and shall be a minimum of 6" to 12" higher than the highest jump height to be used.

One bar per jump is required for all winged and non-winged jumps. (Two bars are to be used if there is no cross bar/support between the uprights)

**Hoops:**

Please refer to the NADAC Forum at under General Discussion for pictures and descriptions of NADAC's hoop design.

The arch design is preferred. <http://www.nadac.com/forum/index.php?topic=6687.0>

**Barrels:**

Soft, pop-up or rigid barrels may be used.  
22-28" across and 24-42" high

**Categories:**

Each class will be split into two categories, Proficient and Skilled. A dog may only be entered in ONE category per weekend. The dog must be entered in all Proficient or all Skilled categories for all classes entered on a particular weekend.

In the Proficient Category, dogs must jump their measured jump height per the current jump height table. With the exception of Regular Agility, runs in Proficient must be clean, with no course faults or time faults, in order to qualify. In the Regular Agility class the run may receive a 5-point qualifier if the total number of faults (time or course faults) are 5 or fewer.

There are five Standard Division-Proficient jump heights: 8", 12", 16", 20".

In the Skilled Category, exhibitors MUST jump their dog one jump height lower than they are required to jump in the Standard Division in the Proficient Category. There are four Standard Division-Skilled jump heights: 4", 8", 12", and 16".

For example, a dog who measures to jump 20" in the Standard division, Proficient category, must 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, he may enter the Veteran or JH Division and jump another 4" lower. This dog would receive the time allotted to the 16" Vets jumping 12".

With the exception of Regular Agility, runs in Skilled must be clean, with no course faults or time faults, in order to qualify. In the Regular Agility class the run may receive a 5-point qualifier if the total number of faults (time- or course-faults) are 5 or fewer.

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 workers, NADAC asks that they limit the number to what is reasonably needed to run a trial, and then accept entries from others. For example, say you needed 25 volunteers for the weekend. On the first day you received 50 entries and reached the 25 volunteer limit. The remaining 25 exhibitors would be allowed to enter whether or not they volunteered to work.

If on day 2 you received another 10 entries from those wishing to volunteer, and 10 from those who cannot, you should treat them equally.

### **Trial Administration:**

Participation in a NADAC sanctioned trial is a privilege afforded by the host club/group and may be extended or withdrawn by the host club/group'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 club/groups 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. (10-25% is recommended).

### **Aggression Policy:**

NADAC handles aggressive dog incidences and poor sportsmanlike conduct reports 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 issue a warning letter, place the dog/person on probation, or suspend the dog/person from entering future trials.

### **Measuring:**

All dogs entered in the Proficient Category in Intro, Novice, Open or Elite jumping 4", 8", 12" or 16" are required to be measured (except Veteran or Junior Handler dogs jumping 16"). Dogs jumping 20" are not required to be measured. Dogs in the Skilled Category or dogs with

permanent height cards do not need to be measured, nor do dogs with breed exemptions. Measurement forms may be obtained at <http://nadac.com/Application-for-Permanent-Height-Card.htm>.

**Awards:**

With the exception of the Chances class, which is pass/fail only, host club/groups shall offer placements to at least fourth place in each jump height for each class in each category. Club/groups may offer more placements if they choose to.

A purple 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. The ribbons shall be printed with the host club/group's name and the placement awarded.

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

Ribbon colors shall be as follows:

1st	Blue	2nd	Red	3rd	Yellow	4th	White
5th	Pink	6th	Green	7th	Purple	8th	Brown
Qualifying Round:		Purple					

Additional awards may be offered; however, 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. If your premium states you will be accepting 'day of show' entries, please post to the Clubs section of the NADAC Forum at [www.nadac.com/forum](http://www.nadac.com/forum) and any local lists that your trial has been canceled.

The club is responsible to pay for all expenses incurred by the judge as well as offer some compensation, which can be negotiable between the club and the judge.

**Stranded Judge:**

Should your judge be delayed or have a last minute emergency cancellation, please contact the NADAC Office immediately. [Support@nadac.com](mailto:Support@nadac.com)

**After Trial Forms:**

All required forms are to be submitted within five (5) days after the date of the trial. Failure to do so may result in a fine and/or the host club/group being placed on probation, which may

affect future trials. If unforeseen circumstances arise that may cause a delay, please notify the NADAC office [support@nadac.com](mailto:support@nadac.com), immediately.

Marked Catalog - The catalog pages must be clearly identified by listing the Club/Group Name, Trial Date, Judge(s), Class, Level, Division, and Category on each page. Course distances and Standard course times must be clearly marked on each page. The dog's time, time faults, course faults, and total faults must be clearly indicated. The catalog must also include the dog's NADAC Registration number, dog's "Call Name", and Owner's last name for each entry for each class.

\*\*\*Clubs/groups are not required to submit copies of the fully marked Catalog. We ask that the completed Catalog be kept on file by the club/group for a minimum of 6 months.\*\*\*

1. Scribe Sheets/Marked Catalog - kept by club. Scribe sheets and copies of marked catalogs are to be kept by the club/group for a period of six months.

2. Exhibitor's List - send to NADAC. A complete list of exhibitors is due when submitting results of a trial. This list is to include the names and addresses of the registered owners of the dogs entered in the trial. E-mail addresses are encouraged, but not required.

3. Recording Fees - send to NADAC. The recording fees are \$1.00 per run and are due when submitting results. Fees shall be submitted for ALL runs listed in the catalog, including runs in which a dog was entered but scratched or did not compete. PayPal is the preferred method of payment. PayPal email: [support@nadac.com](mailto:support@nadac.com)

4. Show Report Form - send to NADAC. This form is to be filled out by the Trial Chairperson or Secretary and submitted electronically to [support@nadac.com](mailto:support@nadac.com) or mailed to NADAC with the Exhibitors List and recording fees.

5. Electronic submission of qualifiers is required. NADAC requires club/groups to use an approved, current/updated software program that allows the submission of results in an electronic format. The qualifying results must be submitted via an e-mail attachment within 5 days after the trial. E-mail qualifying results to [support@nadac.com](mailto:support@nadac.com). 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](mailto:support@nadac.com) to request an extension.

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

Examples of valid NADAC registration numbers:

1T356	01-23123	05-06223	09-01155	13-01234
1A293	02-02187	06-01352	10-08322	
3C982	03-10111	07-12213	11-07065	

NADAC maintains a list of dog registration numbers on our website at [www.nadac.com](http://www.nadac.com), <http://www.nadac.com/regnumlookup.htm> The file lists the dog's registration number, call name, registered name, and owner's first and last name. An 'NP' in place of the dog's registered name indicates that NADAC has not received the registration

fee. New registration numbers are added to this list monthly. Any corrections, changes, transfers in ownership are updated periodically. Please note that when verifying a registration number, the number and the dog's call name should match. If there is a question, please contact NADAC, [support@nadac.com](mailto:support@nadac.com) Please feel free to submit questions or share information via the Club Section of the NADAC Forum at [www.nadac.com/forum](http://www.nadac.com/forum).

## **Check-List**

### Pre-Trial:

Apply for your trial dates via e-mail to [nadacamanda@gmail.com](mailto:nadacamanda@gmail.com) or [support@nadac.com](mailto:support@nadac.com) for "pending" dates or submit Trial Application form and sanctioning fees for "confirmed". Trial applications may be submitted via an e-mail attachment and the sanctioning fees paid via Paypal ([support@nadac.com](mailto:support@nadac.com)). Be sure to check the "List of Past Trials in the General Trial Secretaries section of the [www.nadac.com/forum](http://www.nadac.com/forum) to ensure you are requesting the correct week # and that there are no conflicts with another club within 200 miles.

Contact Judges as to their interest and availability in judging your trial after your trial date has been listed on the NADAC Calendar of Events as either "pending" or "confirmed".

Contact a Supervisory Judge if applicable.

Contact NADAC to confirm the names of the judges you have hired.

Confirm that your premium information and the Calendar of Events at [www.nadac.com](http://www.nadac.com) match.

Submit premiums to [nadacamanda@gmail.com](mailto:nadacamanda@gmail.com) or [support@nadac.com](mailto:support@nadac.com) at least 6 weeks prior to the date of your trial.

### Post Trial:

Submit the electronic qualifying file via an e-mail attachment to [support@nadac.com](mailto:support@nadac.com) within five (5) days post trial.

Submit the Show Report form, Exhibitor's List and Recording Fees to [support@nadac.com](mailto:support@nadac.com) and the recording fees may be paid using PayPal to [support@nadac.com](mailto:support@nadac.com)