

## **Key Worker Job Descriptions Per Venue**

### **NACSW / Nosework**

#### **Worker Buck Policy**

No worker buck policy

#### **Key Worker Policy**

No key worker policy. Key workers are not allowed to enter the trial in which they work

#### **Key Workers Job Descriptions:**

##### **Host job description**

#### **BEFORE YOUR TRIAL IS APPROVED (6-8 months prior to trial date):**

- Create a projected trial budget to determine what you can afford to pay for a trial site. Sample budgets and a template for creating your budget are available in the "Budget and Trial Costs" folder located in the How to Host google folder.
- Find a trial location that fits within your budget.
- Familiarize yourself with any breed specific legislation that may apply to the location where the trial will be held and review any specific steps needed to gain clearance for all trial participants. It will be your responsibility to ensure that all dogs are able to participate in your event. Notify your Trial Coordinator of any potential BSL requirements and let your Trial Coordinator know if you have any questions. Any pertinent information should be made available to trial participants on your trial premium.
- Take videos or pictures of the available search areas at your trial location and mark these areas on maps of the site. You will be asked to submit this information via Google drive to a Trial Site Adviser after your Trial Request Form is received.
- Fill out the Trial Request Form on the NACSW™ website expressing your interest in hosting a trial. This initial request will help the NACSW™ ensure that trials are being offered in various regions appropriately spaced geographically and time wise. Once your request is received, you will be emailed a link to access the How to Host folder in Google drive and you will be assigned a Trial Site Adviser to assist you through the site approval process.
- You may wish to identify one or more people that are willing and able to take on the role of Volunteer Coordinator for your trial early on (there is volunteer information located in the How to Host google folder in a folder titled "Volunteer Information").
- You may wish to review the SRL Assignments Protocol and Approved SRLs documents (located in the How to Host google folder in a folder titled "Score Room Information") and contact SRLs to ensure that someone is available for your anticipated trial date(s) and location.
- You may choose to contact NACSW™ approved Certifying Officials (for trials as of April 1, 2017) and Judges (for trials as of January 1, 2017) to ensure that there are people available for your anticipated trial date(s) and location. Please make it clear to the Certifying Official and Judges that the assignment is pending final approval from NACSW™.

#### **AFTER YOUR TRIAL IS APPROVED: 4-6 months prior to trial date:**

- **Receive approval:** You will receive a formal written approval via email from the NACSW™ Trial Approval Department for your trial request with official trial dates. You must reply to this email with confirmation that you are ready for your trial to be publicly announced.

- **Event announced and added to calendar:** Once you confirm that you are ready for your trial to be announced, the Trial Approval Department will add your trial to the calendar of events on the NACSW™ website and will announce your trial on the NACSW™ Membership Yahoo Group.
- **Trial Coordinator assigned:** Within 2 weeks of you confirming that you are ready for your trial to be announced, you will receive an email notifying you of who your Trial Coordinator will be for the trial. The Trial Coordinator will be your contact person going forward until your trial is completed.
- **Agreement and deposit received:** You will be sent a hosting agreement and a link to submit a \$100 trial deposit via email. You must pay the deposit and return the signed agreement within 2 weeks. Your Trial Coordinator will proceed with trial planning once these are received.
- **Opening date set:** You will be asked for your desired trial opening date early in the planning process. The exact date will be determined by the Trial Coordinator Lead based upon availability. Trials should open 8-12 weeks before the trial date. If there are ORTs and other trials in the area then the dates of these events should be taken into consideration when planning an opening date. If the host wants people that earn their ORT or title at a specific event to be included in the first draw of spaces for their trial then you the opening date must be at least 14 days after the date of that event.
- **Google folder created:** Your Trial Coordinator will create a folder in google drive where s/he will store the information for your trial. This folder will be shared with you so that you can follow the planning timeline and see what information is still needed, but you will not have edit privileges so all information will be added by the Trial Coordinator. Your Trial Coordinator will prompt you when it is time to submit each piece of information, but you are welcome to submit information earlier.
- **Shipping address provided:** NACSW™ will send the CO kit and ribbons/supplies (video cameras, flash drive for video download, stopwatches, ID badges) for your trial via FedEx a week or two before your trial. These supplies are ordered about 3 months in advance so you need to provide your Trial Coordinator with the address where you can receive FedEx packages as soon as your trial is approved.
- **Secure Score Room Lead(s):** Contact SRLs to ensure that someone is available for your trial date(s) and location. Once you have secured a SRL you will need to provide their name and email address to your Trial Coordinator. If you have someone that has been approved to act as Associate Score Room Lead (ASRL) at your trial you will also need to provide their name and email address to your Trial Coordinator.
- **Secure Volunteer Coordinator(s):** Determine who will act as the Volunteer Coordinator for your trial. This can be a different person each day. Ideally, at least the VC for the first day will be available for the walk through.
- **Secure Certifying Official and Judges:** Contact NACSW™ approved Certifying Officials (for trials after April 1, 2017) and Judges (for trials after January 1, 2017) to schedule people for your trial dates. Once the Certifying Official is secured, the host and CO must sign the "[CO Agreement](#)" and email a copy of the signed agreement to NACSW and cc your Trial Coordinator on the email. There is also a "[Judge Agreement](#)" available.
- **Secure photo/video service(s):** If you plan to hire a video and/or photo service for your trial you should make arrangements during this timeframe and notify your Trial Coordinator of their name and email address.
- **Review the Trial Approval Information (TAI) sheet in the Google folder for your trial.** Any special circumstances that were a part of the approval for your trial (i.e. needing to supply porta potties) are noted in this document. You need to ensure that the requirements in the TAI sheet are met and discuss the details with your Trial Coordinator at this time.

### 3-4 months prior to trial date:

- **Create premium and thank you page:** Once your opening date has been set, you will need to create a premium and thank you page to be posted to your website. The premium must be posted and the opening date announced at least 14 days before the trial opens for entries and your Trial Coordinator must approve the premium before it can be posted. Your premium needs to be sent to your Trial Coordinator at least 3 weeks before your opening date to ensure it can be reviewed and posted by this deadline. For the thank you page, it needs to be posted to your website but with no navigation buttons so that people cannot open the page from your website.
- **Send URLs for premium and thank you pages to your Trial Coordinator:** Once your premium and thank you pages are posted to your website, you need to send the URLs to your Trial Coordinator. If the premium is posted as a pdf then you need to send the URL for the web page that the link to the premium is posted on. These URLs will be used in the creation of your entry links. Once your Trial Coordinator receives the URLs, s/he will post to the NACSW™ Membership yahoo group that the premium is available for your trial and the information will be added to the trial calendar on the NACSW™ website.
- **Solicit volunteers:** Hosts generally add a request for volunteers to their trial premium/website. Some hosts choose to have people email them or their Volunteer Coordinator if they want to volunteer or post a link to an online form that people can fill out if they can volunteer.
- **Add entry links to your website:** The Trial Coordinator will provide you with links to the NACSW™ registration tool and you will add these to your premium (or to the web page that your premium link is posted on if you premium is posted as a pdf). Add the links as soon as you receive them, they will go live automatically when the trial entry time is reached, and until then will give people a message as to when the trial will open for entries. People look for the links prior to the opening date and get nervous if they cannot find them. Let your Trial Coordinator know as soon as you have added the links so that s/he can test them.
- This trial entry tool will be used to process entries. The tool confirms NACSW™ membership, NACSW™ dog registration, and appropriate ORT completion/ required previous title level earned. It then emails confirmations that the entry was received to the entrant and trial host.
- You will also be able to view a list of entries for your trial on the NACSW™ website using links that your Trial Coordinator will send to you in the same email as your trial entry links. You must be logged in to your account on the NACSW™ website in order for the links to the online entry lists to work.

### 8-12 weeks prior to trial date:

- **Draw results generated and sent to host:** If a trial has more entrants than spaces, the NACSW™ will perform a random draw of qualified entrants. You will be sent an email with your entry lists attached as excel spreadsheets.
- **Notify entrants of their position on the entry/wait list:** Email entrants to let them know that they have been accepted into the trial or what number they are on the wait list. If a wait list is going to be posted online, it cannot be visible to the general public (people must be provided with a link to view it) and only the count #, handler's name and dog's name can be included on the list as it raises privacy concerns to have people's other information posted.
- Those receiving a space in the trial must be given a deadline by which payment must be received (all entrants must be given the same deadline). If payment is not received by that date, you must

try contacting the person again before giving their space away in case they did not receive your first email. No one's space may be given away until you have heard from the person that they wish to be dropped OR until 48 hours after the deadline for receiving confirmations that was listed in the premium (this gives someone that didn't receive your email a chance to contact you to inquire after that deadline).

- **PLEASE NOTE:** Entrant emails are only to be used to contact entrants with information regarding your trial. They cannot be made public, shared with third parties (including trial vendors/photographers/videographers), or used by you for other purposes.
- **Respond to ADA requests:** The trial entry system offers the option for competitors to make a request for ADA-related accommodations. NACSW™ will forward all accommodation requests relating to the site to the host within 7 days of when the draw results are sent to you (Note: this may sometimes happen before you receive the draw results) so you can respond to the competitor. There are some general guidelines for commonly asked questions related to modifications of the site. All requests related to modifications of the trial rules, actual searches, and functioning of the trial will be handled by the NACSW™ and the host will be copied so they are aware of the accommodation.
- **Submit recommendations for Dog in White teams:** The “dog in white” is used to run the competition hides prior to starting the competition to provide information to the certifying official. The host makes recommendations as to teams they feel will be a good choice for dog in white but does not ask the person they are recommending until that team is approved by NACSW™. There are many reasons why a candidate may not be approved as dog in white and we don't want anyone to feel hurt at not being selected. Once dog in white teams have been approved by your Trial Coordinator, you will send the team(s) the “[Dog in White Role](#)” document which gives the person information on what to expect when fulfilling this role.
- **Take volunteer sign-ups:** Ideally you will have assigned your volunteer coordinator to this role. Please note that the host cannot act as VC on the day of the trial as those positions are both labor intensive and require people to be in different locations during the trial day but the host can choose to handle volunteer sign-ups and communication prior to trial day.
- **Secure vehicles for vehicle search:** Ask volunteers (and/or the trial site if appropriate) if they have a vehicle available to use in the vehicle search. Vehicles that are going to be in the trial must not have had odor on them for at least 30 days before the trial. Be sure that people allowing their vehicles to be used understand that we cannot take responsibility for damage to vehicles and they are allowing the use at their own risk.
- **Secure extra canopies if weather is likely to require it:** Ask volunteers if they have easy-up type canopies and tarps available to loan if the weather will necessitate that you provide shade or rain protection at gating stations, registration, and search areas (for the workers).

#### **4-6 weeks prior to trial date:**

- **Provide NACSW™ with additional insured form from your insurance agent:** If there are co-hosts then each person/business listed on the premium must provide a separate certificate of insurance from their insurance policy. Hosts cannot be listed as additional insured on someone else's insurance unless they are acting as the agent for that business (i.e. the business owner has signed the host agreement stating the agent is solely responsible for trial decisions and is the only one acting as host for that business).
- **Organize hospitality:** Plan for and purchase/make morning snacks, lunch and beverages for officials and all-day trial volunteers. This job is often taken on by a volunteer with the host covering expenses. Please note: if you are planning on also feeding competitors this must be approved by your Trial Site Adviser (or your Trial Coordinator if your trial has already been approved) and you will need to provide an area for the competitors to get their food that does not

create line of sight or auditory issues since searches will not be stopped to accommodate competitor lunch.

### 3 weeks prior to trial date:

- **Submit trial day schedules for approval:** There are schedule templates for each trial level located in the How to Host google folder in a folder titled "[Trial Schedule Templates](#)". The total time allotted for each task on the schedule must stay the same as it is on the schedule template unless your trial is not full. If the trial is not full, ask your Trial Coordinator what adjustments you can make in the time allotments.
- **Verify flow plans and space availability:** If there have been changes in what areas are available for use at the trial site or your ideas on trial flow have changed since pictures and maps were submitted as part of the trial approval process then you will need to submit new flow maps/plans to your Trial Coordinator. Advanced planning of search areas and flow by the host can help minimize the time required for the walk through. We understand that knowledge and skills in this area differ from host to host but please do your best and the CO will make any needed changes during the walk through and explain the reasons for the changes to help you better understand flow and search area needs for future trials.
- **Final details to entrants:** Email trial entrants with location, check in times, etc. **Final details to volunteers:** Email volunteers with location, check in times, etc. **Final details to judges:** Email your judges with a reminder of the final trial details.
- **Final details to CO:** Email your CO with a reminder of the final trial details. **Submit final entry lists:** Your final entry lists need to be emailed to your Trial Coordinator (as excel attachments in the same format as the draw lists were sent to you) about 2 weeks before your trial. Let your Trial Coordinator know if your print shop needs single or double copies of each score sheet in order to create 2-part NCRs (carbonless copies). These lists will be used to create the score sheet files, check in sheets, and running orders for your trial. These files will be uploaded to the google drive folder for your trial. You will then need to download these files and arrange for printing. **It can take up to 4 business days for these files to be uploaded once your final entry lists are received so if your print shop requires more than 3 days to print NCRs (score sheets for NW1/2/3/Elite are printed as 2 part NCRs) or you need to have the forms ready sooner then you will need to turn in your final entry lists earlier.** Any changes in competitors that happen after final entry lists are submitted need to be done by you by hand.

### 1-2 weeks prior to trial date:

- **Print all required forms:** Harry Award, Judge Certificate, name badges, etc.
- **Gather trial supplies:** Verify you have all necessary supplies for your trial and have a way to transport them to the trial site.
- **Accept delivery of CO kit:** The CO kit will be delivered 1-2 weeks prior to your trial by FedEx to the address you provided to your Trial Coordinator. You will deliver this box (unopened) to the CO at the walk through. The CO will return the box to you sealed and with a pre-paid return shipping label attached at the end of the trial. Please be sure to keep the box separate from trial supplies that need to remain odor free when packing up after the trial as well. Containers, tape, etc. will not be able to be used at your future trials if they end up getting packed in the same place as the CO kit at the end of your trial. Please drop the box at FedEx for return shipping ASAP and no more than one week after your trial so that the supplies can be sent to the next trial.

- **Accept delivery of ribbon/supply box:** The ribbon/supply box (including ribbons, video cameras, stopwatches, lanyards w/volunteer job badges, flash drive for video download, etc.) will be delivered 1-2 weeks prior to your trial by FedEx to the address you provided to your Trial Coordinator. You should open this box and remove the included pre-paid return shipping label and put it in a safe place. Take note of how the ribbons are packed into the box (how the rows are created and how paper is placed between each ribbon and the ribbon layers), where the supplies are placed in relation to the ribbons, and how tightly the box is packed with packing materials). It is the host's responsibility to ensure that the supplies are packed properly and tightly for their return trip (extra packing material will be needed to fill the space of the ribbons that were given out) and that all supplies are returned. **If the supplies are not properly packed then cameras and ribbons may be ruined on the return trip which can result in increased host expenses.**
- **Handling last minute competitor adds/drops:** All people must be offered spaces based on their order on the wait list. You cannot skip people even at the last minute. We recommend that you send out an email a couple weeks before your trial to at least the top 20 people on your wait list asking them to let you know if they can be removed from the list, or if they want to remain on the list, to let you know the latest date that they could be notified of an opening and still attend your trial. If a space opens up and it is past the date that someone told you they could accept a space, you can delete them from the list and move to the first available person. This will increase your chances of being able to fill a last minute space. Last minute openings, including day-of, cannot be filled by anyone that isn't the next person on the wait list. Hosts are not obligated to fill last minute openings. If you are going to give people less than 24 hours to respond to an offer for a space then you must notify competitors of that via email at least a week in advance and let them know what method you are going to use for contacting them so that they are prepared to be available to receive the notification or to make alternate contact arrangements with you (for example, provide you with someone else you can contact to accept a last minute space on their behalf if they are not accessible by phone during their work day). For any adds/drops that happen after the final entry lists have been submitted to the Trial Coordinator, the host is responsible for creating/removing score cards and updating the check in and running order forms (added competitors can be added to the end of the run order or in the space of the person they are replacing). Hosts must also provide the Score Room Lead with the name and ID # of the handlers and dogs that have dropped/added first thing each trial morning so the SRL can update the scoring spreadsheet.
- **Handling last minute severe weather issues:** NACSW(™) has no strict guidelines on cancellations for severe weather conditions. It is ultimately the host's decision whether or not it is safe to hold their trial and each competitor's and volunteer's decision if they will be able to participate. NACSW(™) will do our best to support whatever decision a host makes. If it is prior to the day of the walk through please contact your Trial Coordinator if you have concerns about the weather forecast in your area so they can review options with you. Day before the trial:
- **Site walk through:** The certifying official, host and volunteer coordinator (if available) will walk through the trial site. This is expected to take 2 hours. **Note: It is mandatory that the certifying official and host do a walkthrough of the trial site the day before the trial. It is OK if you can only have access to the interior areas for a shorter period of time, but you need additional time to walk the outside areas to determine logistics.** Key points that will be discussed during the walk through (host and VC should be prepared to take notes so they can follow through on the CO's directions) are:
  - Determine location logistics – are any changes needed to the proposed flow, parking areas, etc?
  - Finalize each search area: CO will determine boundaries, start lines, and identify any windows that need to be covered, etc. Host/VC will be responsible for ensuring that these things are done.

- Host/VC will finalize the paths competitors will walk to and from each element and determine the location/ setup needs (canopies, etc) of any gating stations with input as needed from the CO.
- Check visibility and audibility of search areas from competitor parking and staging areas and along the path to each element. Plan supplies (i.e. tarps, paper to cover windows, etc.) as needed to address these issues.
- Verify human bathroom access – also check visibility /audibility of search areas from bathroom.
- Determine reactive dog parking/crating if feasible for the site.
- Work with site location to determine appropriate places for participants to potty their dogs and deposit dog waste.

#### Day of Trial:

The trial host is responsible for keeping track of the time schedule for the day and making sure everyone is completing their tasks on time. Some specific duties are listed below. Times below are based on the times in the schedule template. If your Trial Coordinator approved a schedule for your trial with alternate times then substitute the times in your schedule:

#### **7 am:**

- Check in with CO and see if they need anything from you.
- Show setup volunteers what needs to be done for setup (host and/or VC):
  - Search areas: boundaries, start lines, containers, taping windows, etc
  - Flow: set up staging areas
  - Signage: parking, potty area, search areas, etc.
  - Registration/check in area
  - Hospitality

#### **By 7:30 am:**

- Make sure vehicles for the vehicle search get moved to the designated area and are set up per CO's instructions.
- Give SRL any add/drop and running order changes.

#### **8 am:**

- Greet judges and dog in white handler when they arrive and let CO know they are on site.
- Make sure a volunteer is in place to oversee competitor parking, making sure competitors are not allowed in prior to arrival time and directing them to competitor parking once it is time for them to arrive.
- Make sure VC starts volunteer training and sends element crews to score room for training.
- If there is photo and/or video service greet them when they arrive and introduce to CO once dog in white run is done so CO can give them setup parameters for each search.
- Set up warm up boxes – 3 clean and give 1 to CO for odor (or 6 clean and 2 to CO if doing 2 sets of warmup boxes due to flow)

#### **8:30 am:**

- Ensure competitor registration begins.
- Ensure person assisting you with competitor walk through is familiar with search areas and the guidelines for conducting a walk through (not for EST).
  - Purpose is to allow competitors to familiarize themselves with search area/boundaries and determine appropriate leash/equipment for their dog.
  - The shortest path possible should be taken to view each search area. The walk through is not meant to show competitors the flow to and from searches as this may change. If they ask they can be assured that volunteers will be there to guide them.
  - Let your helper know whether or not competitors are allowed to take photos/videos of search areas during the walk through (at this time it is allowed unless the site does not allow it).
  - Competitors should be given an opportunity to see each area and may be allowed to walk through the area if needed to view the area adequately, but they should not linger in an area or the walk through will take too long.

#### **9:00 am:**

- Gather competitors and take them on walk through (not for EST).

#### **9:30 am:**

- Begin competitor briefing by explaining site logistics:
  - Thank site
  - Human and dog potty locations
  - Where to dispose of trash and dog waste
  - Photo/video services information
  - Introducing the judges
  - Introduce the CO then the CO will complete the rest of the briefing.
- Work with VC to ensure that volunteers get to their stations as soon as the briefing is done so the trial can get started on time.
- Make sure the first dog(s) are called to head to search areas once volunteers are in place and help VC ensure that flow is working well.

#### **Late Morning:**

- Work with CO and VC to determine the time for lunch break(s). Depending on the timing of the searches, volunteers may take lunch after an element is completed or may stop before an element is completed. All volunteers may break at the same time or the times may be staggered.
- Make sure the plan is conveyed to the volunteers.
- Make sure lunch gets set up.

#### **Lunch Time:**

- Make sure competitors are told if a break is being taken before an element is completed and what time runs will restart after lunch is completed.
- If dog in white needs to be run before pm searches, make sure the handler and judges are ready.
- Make sure judges, CO and key volunteers that may be completing duties during lunch get lunch.
- Work with VC to ensure that any volunteers that need training before pm runs start get trained by the VC or go to the score room for element crew training well before runs are set to restart.

## After Lunch:

- Work with VC to ensure volunteers get back to their stations for the pm restart time, dogs are called, and flow is working well.
- Set up for awards/debrief or delegate task (not ESTs):
  - There is a tablecloth in the ribbon box
  - Placement ribbons can be set up. Title ribbons will wait until SRL has final info.
  - Set up banner(s) if any are going to be set up for the awards ceremony.
  - Ensure any certificates that are going to be handed out (for judges, Harry Award if NW1) are ready.
  - Any break down/clean up that can get started on? Any setup for tomorrow that can be done?

## Awards Ceremony:

- Kick off ceremony with appropriate acknowledgments. This is also a good time to do raffle drawings, judge gifts, etc. Then call up CO to take over. CO will start the debrief portion, call up each judge to speak briefly, and then begin announcing placements/titles.
- Hand out ribbons as CO announces placements/titles.

## End of Day:

- Pay judges if it is the end of the trial weekend.
- Breakdown and clean up/ prep for next day's trial if needed.
- If doing a group dinner remind people of time, location, etc.

## **1 day to 1 week after trial:**

- **Send payment of the NACSW™ fees and ribbon fees to NACSW™:** NACSW will send you an invoice through PayPal for the amount due. Payment through PayPal is preferred, please let your Trial Coordinator know if you are sending a check instead. Fees are due within one month of the trial date.
- **Return the CO Kit:** The CO will seal the box and place the pre-paid return shipping label on the box. Please drop the kit off at FedEx for return shipment ASAP, but no more than one week after your trial so that the supplies can be sent to the next trial.
- **Return the unused ribbons and the trial supplies:** The ribbon box contains a checklist of what needs to be returned. Please be sure to repack the box in the same way the contents were sent to you and to add packing material as needed to ensure the box is tightly packed. Use the pre-paid return shipping label and drop the box off at FedEx ASAP, but no more than one week after your trial so that the supplies can be sent to the next trial.
- **Fill out the Host Feedback Form:** A link to the Host Feedback Form will be sent to you. We are constantly trying to improve the trial process for hosts, so please take the time to give us your feedback.

## **Descriptions of Volunteer Roles**

### **Element Leads:**

Your Element Leads (EL) will be responsible for making sure their search areas get set up per the specs of the C.O. (Certifying Official). They will do a walk-thru with the C.O. first thing in the morning to discuss

search areas, boundaries, start lines, and any canopies/tarps to block lines of sight. The ELs will then work with their set-up helpers to get the areas set up.

Element Leads will then be responsible for making sure all of their volunteers understand their job duties (VC will brief everyone as a group, but ELs will most likely end up answering last minute questions), and make sure that all of their volunteers are in position and ready to go before the first dog starts. The ELs will also make sure to relieve their gate stewards so they can watch a few dogs work. Spectators are not allowed in the Interior search areas, so those volunteers can go to one of the other elements to watch. We also cannot have the ELs in the Interior watching dogs. If they are relieving a volunteer, they may be in the Interior until that volunteer returns. ELs will also make sure their volunteers get restroom breaks and water. The element volunteers will answer to the ELs and the ELs will answer to the Volunteer Coordinator.

### **Parking:**

You will need at least 1 or 2 volunteers to help with parking, both the volunteer parking and the competitor parking. They will only need to be assigned in the morning to help get everyone situated in their respective parking spots.

### **Check-in:**

Check-in volunteers will be responsible for checking in both the volunteers and the competitors. Depending on where your volunteers will be parking in relation to your competitors, you may choose to have a volunteer check-in that is separate from your competitor check-in. At the time of check-in, all volunteers, spectators, and competitors will be required to sign a liability waiver as well as a photo/video release.

### **Main Gate Steward:**

The Main Gate Steward (MGS) will work with the competitors to get them to the initial staging area. The MGS will have a running order and will call the dog/handler teams from the parking lot. Unlike other dog sports, we do not want dogs and handlers out lined up waiting to go in. One team will be at the initial staging area and the team that is next in can be working the warm up boxes if they choose. Beyond that, all subsequent teams can be given a head's up but should not be staging. Depending on the flow of the elements, there may be 1 or 2 Main Gate Stewards.

### **Assistant Gate Steward:**

There should be one Assistant Gate Steward (AGS). This person will help the Main Gate Stewards locate competitors in the parking lot to let them know their turn is coming. This person will also assist with the warm-up boxes if needed (i.e. – calling the C.O. if a new odor box is needed). This person will also need to be trained in the check-in process so that they can check in spectators who arrive once the trial has started. (Putting one of your check-in volunteers into this role will eliminate the need to train another person.) The AGS can also relieve the Main Gate Steward if they need a restroom break, or they can get the Trial Host, C.O., or VC in case of a problem in the parking lot.

### **Gate Stewards:**

Gate Stewards will be positioned at the staging areas on the way to the elements. The Gate Steward will greet the competitor at the staging area and then help direct them to the next one when it's clear. The Gate Stewards should be reminded that while everyone needs a friendly face, not all competitors are going to want to chat. They may be nervous or focusing on their dog. Please also remind the Gate Stewards that they should respect the space of ALL dogs, not just those with red bandanas. The Element Lead will make sure the Gate Stewards get relieved for bathroom breaks and so they can watch some of the dogs work.

### **Box Setters:**

Two box setters will need to be assigned to the Container Search element.

One will be responsible for handling the “hot” box(es)/container(s) – the ones with odor in them. This person will not be able to touch anything else. They will need paper towels to wipe off the containers. Separately, they will need to wipe up spills – using a DIFFERENT paper towel from the one they used to touch the odor containers. If they were to use the same paper towel to wipe off the odor container and then to wipe up the floor, they would be spreading that odor all over the floor. They need to use their hands to handle the odor container(s) and not their feet or they will be spreading the odor with their feet. This person will also be responsible for taking a damaged odor box out of the search area and replacing it with a clean odor box. These will be in a pre-determined location.

The other box setter will be responsible for handling the non-odor (non-hot) container(s). They will need to use paper towels (should have a separate roll from the person who is handling the odor) to wipe up slobber, spills, etc. They cannot touch the odor containers at all – they will then contaminate all the clean containers. “Clean” box setter will be shown where clean boxes are in case one needs to be replaced.

### **Score Runner:**

The Score Runner will take the score sheets from the elements to the score room. Contrary to the name, this job does not require the person run the scores back to the score room, but they should be mobile and able and willing to walk. Depending on the flow, they may bring score sheets from several elements at once. You should plan to have at least 1 for a 2-judge trial and at least 2 for a 4-judge trial.

### **Judge’s Steward:**

The Judge’s Steward is responsible for getting the dog/handler team from the last staging area to the element. They will remind the handler of the time allowed, number of hides (NW1/NW2 only!), whether the search is on- or off-leash, and making sure the judge has the right score sheet. They will also check the score sheet to make sure the judge filled out all the necessary boxes, wrote down the time, and signed it. If the judge has any questions about how to score something, the Judge’s Steward should get the C.O. Depending on the amount of available space, the Judge’s Steward may need to stay outside of the Interior search area.

### **Timer:**

Using a stop watch, the timer will time of each dog/handler team and report that time to the judge. The timer should stand in the same place for each team so the start for each team will be as consistent as possible. Timer will also do their best to give the team a 30 second warning.

### **Videographer:**

The Videographer will video EVERY dog/handler team from the time they enter the element until they leave. They will stand where directed by the judge or C.O. and will not follow the dog/handler team around (they will need to be able to move about some for the Vehicle element).

### **Photographer:**

The Photographer(s) is retained by the Trial Host and should be able to shoot at least one element each day. We do not allow Photographers into the Interior search areas. If a handler requests the photographer not Photograph their dog, the Judge’s Steward will need to communicate this with the photographer. The Photographer will put their camera down at their side in a neutral position, but will not leave the area where they have been stationed.

### **Volunteer Coordinator:**

The Volunteer Coordinator (VC) is responsible for gathering all of the volunteer sign-ups and assigning people to work each day. The VC will oversee the Element Leads, set-up and tear-down, and deal with any unforeseen problems, reassigning of jobs, etc. throughout the day.

### **Hospitality:**

Someone assigned by the Trial Host or VC who will be responsible for getting breakfast items, coffee, lunch items, and water for the volunteers. The person in charge of hospitality will need to work with the Trial Host to determine if any of the judges or officials has any specific dietary requests. They will also need to make sure lunch gets set aside for the judges who may not be able to get in to eat right away. While we want to make sure everyone is fed, we particularly want to be sure the judges get food.

**Score Room:**

The Score Room Lead will be assigned by the NACSW. You will need to assign several volunteers to help in the Score Room – either all day or ½ day. Ideally, you'd like at least 2 volunteers in the score room with the Score Room Lead.