

Key Worker Job Descriptions Per Venue

Odor Recognition Trial

No remuneration for workers at an Odor Recognition Trial

Timeline for ORT Planning for "Host":

12 weeks to 6 months prior to ORT date

- Find an ORT location
- Determine which odors will be offered at the test.
- Determine how many dogs per handler will be allowed for each odor. The location dimensions will need to be sufficient to allow for the number of dogs/handler/odor.
- Fill out the ORT Request Form on the NACSWTM website with your official ORT request a minimum of 10 weeks prior to the ORT. This request will involve finalizing ORT location details and other pertinent information.
- Answer questions from the NACSWTM regarding details on your ORT request
- Receive a formal approval from the NACSWTM on your ORT request. Verbal or informal email confirmation from a founder or CNWI does not replace the ORT request process.
- For repeat hosts with an already approved location, you must submit your ORT request no later than 8 weeks prior to the ORT date.
- Secure a CO and Judge from the ORT Officials List 4 to 12 weeks prior to ORT date
- Provide NACSWTM with additional insured form from your insurance agent. NACSW will request a certificate of insurance (COI) listing NACSW as "other insured." The COI must be provided at least 4 weeks before the ORT, or it will be cancelled.
- Work with your ORT Coordinator to identify/finalize ORT judge and certifying official.
- Confer with your NACSWTM certifying official about the ORT box layout for your location. The certifying official is responsible for determining the best setups for your location. You will need a unique "setup" for each dog/handler for each odor. So, if you are running 3 odors and allowing 2 dogs/handler, you will need 6 setups. Your certifying official may request dimensions and/or photos to help determine the best setups.
- Set your ORT entry price. We recommend cost be between \$20-\$35/dog/odor.
- Purchase ORT boxes as specified by the NACSWTM.
- 6 "odor" boxes per odor. 20 "clean" boxes. If running more than 30 ORTs, add an additional 1--2 "odor" box and 2 "clean" boxes for each additional grouping of 10. (For example, if running 40 birch ORTs you would need 7--8 "odor" boxes and 22 "clean" boxes).
- Warm Up Boxes also needed – these need not be "new", however should be fairly clean. It is required to have a warm up/recovery box area at each ORT. A minimum of 3 boxes should be supplied (with one of the boxes being the "odor" box).
- Open registration for your ORT and/or announce your ORT. Pre-registration is highly recommended, but not required. You may elect to take day of ORT entries as long as
- NACSWTM membership and dog registration requirements are met. It is up to the ORT host if payment is collected prior to the ORT or the day of the ORT.
- Download the ORT Premium from the How To Host folder on Google and complete all of the yellow highlighted areas with your ORT information.
- It is up to the ORT host as to how to handle ORT entries in a manner that works best for the particular host. They may do online, email, or any other form of entry. It is recommended that advance registration is required. Registration must be open to the public and the host available to answer questions in a timely manner. The ORT host will need to collect the following information:
 - Handler First and Last Name
 - Handler NACSWTM Member ID
 - Dog's Call Name
 - Dog's NACSWTM K9 ID

- Odors testing Premiums must be easily accessible to all interested handlers. Premiums and registration may be online. Online registration may be required; however, entrants must have an option other than online payment, i.e., PayPal to pay fees. Please provide an address for entrants to mail checks.
- Respond to ADA requests: ORT participants have the option to make a request for ADA- related accommodations. They should email ada@nacsww.net to make their request.
- NACSWTM will forward all accommodation requests relating to the site to the Host within 7 days of when the request is made so the Host can respond to the participant. There are some general guidelines for commonly asked questions related to modifications of the site or site conditions available in the How to Host Google folder in a document titled "ADA Information for ORT Hosts". All requests related to modifications of the ORT rules, actual searches, and functioning of the ORT will be handled by the NACSWTM and the Host will be copied so they are aware of the accommodation. Host may email ada@nacsww.net with questions or concerns or if a participant contacts the Host directly with an accommodation request that is related to the types of accommodations that are handled by NACSWTM
- Limit is one handler/two dogs per odor. A single dog may test in all three odors. The odors do not need to be tested by a team in any specific order.
- You must communicate with ORT participants that current NACSWTM membership and dog registration is required for participation in a NACSWTM ORT.
- Note: You will need to collect the NACSWTM Membership Id and NACSWTM K9 Registration ID to enter with the results at the ORT. It is HIGHLY recommended that you collect this information on the entry form. Member IDs are not listed in the scorebooks (as you do not need to own a dog to handle a dog). Members can access their membership #and K9 ID # by logging into their account. Many members don't realize this and will show up the day of the ORT without their member number. Collecting the number in advance also makes it clear that membership/registration is required to participate in the ORT.
- Another Note: Membership must be current; just because someone has a membership number does not automatically mean membership is "current." Check with NACSW to confirm current
- If an entrant provides notification in ample time that a dog has passed an ORT prior to your ORT and a request is made to switch dogs, that request may only be honored at the host's discretion and if there is no wait list for that odor. If there is a waitlist, the next person on the list is given priority. If the entrant would like to enter the dog in another odor, that is at the host's discretion as long as there is no wait list.
- If you plan to have vendors at your ORT, please notify your ORT Coordinator a minimum of 4 weeks prior to the ORT date.
- Enlist volunteers and figure out staffing.

1 Week to 1 Day Prior to ORT

- Walk through ORT site and identify key points:
- Determine location logistics – parking, etc.
- Determine staging areas and entry/exit paths from the parking/crating area to and from the ORT area.
- Check visibility of the ORT testing floor area from where entrants crate/park/stage as well as along the path to the ORT testing area. Plan supplies (i.e. tarps, paper to cover windows, etc.) accordingly.
- Verify human bathroom access – also check visibility of the ORT area from bathroom. Order Port-a-Potty for event day
- If offering reactive dog parking, determine logistics.
- Work with site location to determine appropriate places for participants to deposit dog waste
- Communicate ORT details including parking, directions, etc. to all ORT participants. Let participants know not to come to the site location early or prior to the event for any reason including practice, acclimatizing the dog, etc.
- Print all required forms, waivers (waivers are for volunteers and those who accompany entrants into the testing room), check in sheets, running orders, results form, etc.
- Print the results form out with participating teams listed in running order –
- At the end of each odor tested, the official hard copy results must be made available to the participants so they can verify their results. The Host will need to post
- and monitor the results during the re-set to the next odor. Official results may not be left unattended.
- Verify you have all necessary supplies (see "Supply List" below)

- Verify the ORT testing area is reasonably clean. Please note that the CO and Judge are not responsible for cleaning up or moving equipment before or after the ORT
- Determine your schedule – when officials and volunteers should arrive, when participants may arrive and check in, how long you expect to run.
- With a location that has good “flow” (entry and exit paths that do not overlap for minimal time between dogs), you can expect to run about 20 ORTs per hour (about 3 minutes per ORT).
- Resets for another odor, or a new location for an existing odor (for multiple dog handlers) take about 15 minutes. So, if you were running 20 ORTs for each odor (anise, clove and birch) with only one dog/handler/odor, you would run about 3 hours 30 minutes.

Within 7 days of the ORT:

- Submit payment to NACSW
- NOTE: The summary results form is a two-part process.
- Please scan a hard copy of this form with the judge's and CO's signature and email it to NACSW
- Email the Excel version of this Summary and Results form
- Pay the judge and certifying official directly on the day of the ORT
- Overall To Do for the Host
- Give key volunteers direction and instruction. Note: Ideally volunteers should not be working inside if they are also testing the day of the ORT. If the situation warrants it, and you are short on volunteers and need to assign volunteer roles to people who are testing, please inform your ORT Coordinator. Keep in mind that if a volunteer is testing that day and must work inside due to shortage of help, that person MAY NOT volunteer inside the testing room before running his/her ORT.
- Greet judge and certifying official
- Help with setup
- Get things started and keep them running. The ORT host (or designated volunteer) is responsible for keeping track of time, collecting participants and kicking off the briefings, and starting the ORTs.
- Build odor boxes at least one hour prior to start of the ORT so the Certifying Official can start the odor boxes “cooking” a minimum of 1 hour prior to the first ORT.
- Check where the spare odor boxes will be stored and ensure that the hot boxes will not be distracting to the dogs. Build the rest of the boxes
- Setup canopies and chairs as needed for search area and staging area
- Clean up search area (food, trash, etc.)
- Cover windows with paper/tarps as needed to ensure participants do not inadvertently see the search area.
- Locate measuring stick
- Setup boxes for first configuration (with Certifying Official's direction)
- Setup start line
- Verify with Judge and Certifying Official that the search area is as they want it.
- Set up Warm/up Recovery box area
- At briefing, make sure everyone knows where potty areas, human bathrooms, etc. are.

Volunteer Positions

1) **Check In** (1 or 2 people depending on number of participants): Handle participant check in.

- Check in participants on check in sheet
- Collect ORT fee if not collected prior to ORT
- Score books are not required to participate in an ORT. If handlers bring their books, you can collect them and put into a “scorebook box” or you may opt to have each participant keep their scorebook and take it in to their ORT with them. This will allow participants to leave as they complete their ORT instead of needing to wait until the end to receive their completed scorebook.
- Communicate: Potty area, canopy area, flow, and staging area
- Identify the posted running order
- Answer questions from participants as needed throughout the day

2) Timer (1): Need to be comfortable being responsible for keeping the official time for each team as they participate in the ORT.

3) Box Setters (2): Re-set the boxes and clean up spilled food as needed during the ORT. Must have 2 people, one to re-set the clean boxes and one to handle the odor container(s). If you are short on volunteers, your CO can be your hot box setter and your timer and or judge can do the cold boxes

4) Judge's Steward (1): Greets each participant as they enter the area for the ORT. Will ask each participant if they have any questions and then tell them when they are cleared to begin. Hands each participant's scorebook (if entrant has brought it) to the judge when it is that participant's turn and collects it back after completion to give to the participant.

5) Gate Stewards (1-3): Get participants lined up to enter the ORT and to direct them back to the participant staging area. The number needed really depends on the ORT location. There should be at least 1 steward staging the next participant and ensuring the following entrant knows they should get ready to stage. If returning to the participant parking/crating area after the ORT isn't a simple and direct path then additional stewards could be needed to keep participants from getting lost or wandering into off limits areas.

6) Cleanup Crew: Take down canopies, put away chairs and tables, clean up any garbage, tear down boxes, do a walkthrough of the entire ORT site checking for forgotten equipment/trash and poop.