

SCENT WORK TRIAL CHAIRMAN (DOI Trial Position)

Arranging the Trial(s)

- Determine dates for upcoming year and submit to Board for approval.
- Select judges(s) for all upcoming trials and submit to Board for approval.
- Arrange Trial Secretary and sign contract
- Arrange location and sign contract
- Complete AKC Event paperwork and submit with fees

Prior to the trial:

- Verify information on the AKC Online Event Management system, including judges and setting class assignments.
- At least 3 months prior to trial, work with Trial Secretary to create class order and create premium.
- Reserve accommodations for judge(s) if not staying onsite and determine if judge will pay and be reimbursed or if Club will pay.
- Verify that all “chief” trial positions are filled for all days of the trial and find volunteers for vacancies – ribbon coordinator, volunteer coordinator, hospitality coordinator.
- Work with Hospitality Coordinator to get judge’s travel details, food preferences, etc. and the Trial Secretary food preferences too.
- Purchase gift and thank you card for judge or assign someone else that task.
- Purchase any required items (Sand, boxes, etc) for the trial and deliver to trial site.
- Purchase supplies needed for trial (paper towels, blue tape, etc)
- Make sure that Hospitality Coordinator or other volunteer has judge’s food requests and will bring items to trial site daily including lunch, drinks and ice.
- Check with those responsible to bring items to the trial such as ribbons, water, coolers, etc. to make sure everything will arrive by the start of the trial. If not, be responsible to get the needed items to the site ASAP.
- Familiarize yourself with AKC Scent Work rules and regulations so you are able to share accurate info with competitors.
- If the location requires cleaning prior to the trial, be sure to arrange volunteers to come and help clean and prep boxes, buried containers, and any other items to be cleaned or prepped.

During the Trial:

- Ensure judges have everything they need, including a volunteer to help with set up of search area.
- Welcome exhibitors each morning and share pertinent information with competitors at the start of each day in the “Morning Briefing.”
- Each morning meet with Trial Committee and “Chiefs” to make sure everything is ready to go for the day.
- Be available to respond to questions or concerns all days of the trial – from the first run to the last.
- Address any issue that comes up at the show.
- Meet with Trial Committee regarding any disciplinary issue(s) that occur on the day of the occurrence and at the conclusion of the trial submit a report with USDAA if any action is taken using the form provided by USDAA.
- Together with Trial Secretary and committee members complete the Trial Report to be submitted with trial paperwork to AKC.
- Be sure to have volunteers on hand for clean up and storage of equipment/materials at the conclusion of the trial.

After the Trial:

- Complete and submit Trial Chair Report to AKC.
- Review trial and make plans or necessary changes for future trials.

Compensation:

- One dog/day free entry, minus fees paid to USDAA or AKC. The number of runs and cost per run may vary by trial.

Updated April 2025