



Master Working Handbook

Canadian Association of Rally Obedience

Effective April 1st, 2023

Contents

Welcome CARO Working Enthusiasts!	4
1. General Information	5
2. Competitors Corner	6
2.1 Eligibility to participate	6
2.2 Course modifications	6
2.3 Dog equipment	7
2.4 Handler provided equipment for exercises	8
2.5 Trials.....	8
2.6 Trial procedure.....	9
2.7 For Exhibition Only (FEO).....	10
2.8 Trial etiquette	11
2.9 CARO Working titles	12
2.10 General rules.....	14
2.11 Navigating the ring.....	15
2.12 General exercise requirements.....	16
2.13 Drop on Recall (DOR)	18
2.14 Retrieve on Flat (ROF).....	19
2.15 Barrel Racing (BR)	20
2.16 Directed Jumping (DJ)	21
2.17 Designated Retrieve (DR).....	22
2.18 Back Away (BA)	23
2.19 Round the Clock (RTC)	24
2.20 Distance Signals (DS).....	25
2.21 Retrieve over Jump (ROJ).....	26
2.22 Scent Discrimination (SD)	27
2.23 Virtual trials.....	28
3. Judges Handbook	31
3.1 The role of the Judge	31
3.2 Judges Code of Conduct.....	31
3.3 Requirements to becoming a CARO Working Judge.....	31
3.4 Shadow judging.....	31
3.5 Maintaining judging status	33

3.6	Continuing education program.....	33
3.7	When considering an assignment.....	33
3.8	Judge’s briefing and walkthrough.....	33
3.9	Judging process.....	34
3.10	Judge’s trial entries in classes that they are judging	35
3.11	Recommended Judge’s kit	35
3.12	Course design.....	35
3.13	Course set up	35
3.14	Pass Requirements Summary Checklist.....	36
4.	Trial Host Guide	37
4.1	Eligibility.....	37
4.2	Trial approval requirements	37
4.3	Selecting classes.....	37
4.4	Engaging a Judge.....	37
4.5	Premium lists	38
4.6	Post trial requirements	38
4.7	Trial Roles and Responsibilities.....	38
4.8	Equipment.....	39
4.9	Ribbons	40
4.10	Setting up.....	41
4.11	Sample course maps	42
	Annex A: CARO trial requirements.....	44
	Annex B: Creating an effective Premium List & Entry Form	45
	Annex C: List of all forms for hosting a trial	46

Welcome CARO Working Enthusiasts!

Welcome to the 2023 edition of the CARO Master Working Handbook (MWH2023). We are glad that you are here!

CARO Working is an independent titling stream within CARO which features a series of exercises derived from a variety of dog sports including obedience, agility, and scent work.

This handbook has been written with everyone in mind. Whether you are a participant, a trial host, a judge or one of the incredibly valuable volunteers, every effort has been made to ensure that this updated MWH includes the information that you need in an easy-to-use format.

MWH2023 is effective as of April 1, 2023. It is a full revision containing all the new rules approved since the last edition.

If you notice something that is incorrect, please email boardofdirectors@canadianrallyo.ca

Thank you and Rally On!
The 2023 CARO Executive

Copyright

Please note! All signs, written handbooks, forms, and the logo of the Canadian Association of Rally Obedience are protected by copyright laws. Use of these materials for profit is expressly prohibited. Use of the logo may be permitted with the express written permission by the organization.

1. General Information

1.1 Introduction to CARO Working

CARO created the working classes in 2012. They allow dogs and handlers to execute exercises from a variety of dog sports, including obedience, scent detection, agility and more, in a fun and unique format. Working class exercises demonstrate the incredible versatility of dogs, relying on a range of natural canine instincts, precise training and the partnership between dog and handler.

The sport is intended to foster positive relationships between dogs and owners based on trust and respect. A positive attitude and enjoyment of the handler/dog connection is the priority. The working classes are a great venue for those who desire an activity that is fun and challenging at the same time.

1.2 The Canadian Association of Rally Obedience (CARO)

CARO strives to be an inclusive and welcoming organization that:

- Encourages the participation of all dogs.
- Qualifies and certifies Judges.
- Maintains a registry of dogs eligible for competition.
- Maintains a registry of trial results and titles awarded.
- Uses the guidelines of CARO to promote Rally to its fullest potential.
- Welcomes physically challenged dogs and handlers.
- Fosters good sportsmanship both in and out of the ring.
- Encourages all dog and handler teams.

1.3 CARO Code of Ethics

- Members of CARO will treat all dogs with respect.
- Members should make positive methods an integral part of their training methods.
- Members should always take into consideration the physical and psychological well-being of the dog.
- Members should practice good sportsmanship both in and out of the Rally ring.
- Members are encouraged to assist others.
- Professional Members should refrain from criticizing other professionals in their field.
- Professional Members should stay current with the CARO rules and regulations.
- No member shall represent themselves as an official CARO spokesperson without the prior written approval of the Board of Directors.
- The practice of choking, hanging, beating, kicking and any other cruel procedures causing physical or mental harm to the dog are inconsistent with humane dog training. These methods represent a serious violation of ethical conduct and will not be tolerated. Members found guilty of these practices will have their membership revoked and will be banned from participating in trials.

1.4 Important documents

- [Canadian Association of Rally Obedience Website](#)
- [Types of Membership](#)
- Constitution and Bylaws may be found on the website under [Forms](#)

2. Competitors Corner

2.1 Eligibility to participate

2.1.1 Dogs

- All dogs must have an individual **dog registration number** from CARO.
- Must be at least six months of age.
- May be of any breed or mix of breeds.
- Female dogs in estrus (heat) may not compete at in person trials.
- Dogs over 7 years of age may compete as a Veteran.
- Dogs that are physically challenged are welcome, providing they can participate comfortably.
 - ♦ Judges or trial hosts may request a vet letter to verify that the dog can participate without pain or discomfort.
 - ♦ For challenges which prohibit the dog from completing one or more exercises please refer to the modifications section for further guidance.
 - ♦ Any dog that, in the opinion of the Judge, appears to be in pain or discomfort on the day of the trial, will be excused.
 - ♦ In all cases, the Judge's decision is final.
- Please note: Dogs exhibiting signs of aggression that threaten the safety of other dogs or people shall be excused from competition at the discretion of either the Judge or the Trial Chairperson.
 - ♦ Handlers may be requested to either confine the dog or remove them from the venue.
 - ♦ Refusal to do so shall result in permanent removal of both that dog and that handler's eligibility for future events.
 - ♦ Trial hosts reserve the right to refuse entries for dogs that they feel are unsafe.

2.1.2 Handlers

- All handlers are welcome!
- Handlers who have a physical challenge are encouraged to compete.
 - ♦ Where needed, modifications shall be made to the exercises.
- Handlers do not have to be members of CARO to participate in trials.
- Trials Hosts have the right to refuse entries.

2.2 Course modifications

2.2.1 General

CARO welcomes and encourages the participation of all dogs and handlers. Should a dog or handler have a physical disability which prohibits the completion of one or more exercises, modifications can be made to the course to reduce or remove components that are impediments to the team's performance.

- Common modifications include:
 - ♦ Reducing the height of the obstacles (e.g., jumps may be reduced to a pole on the ground).
 - ♦ Allowing extra time.
 - ♦ Reducing the number of sits required.
- Where a handler is not able to throw an object the required distance:
 - ♦ The object may be placed in an appropriate position by the steward or Judge OR

- ♦ The handler may tell the dog to stay and then move forward to a position where the object may be thrown successfully. The handler will then return to the dog to continue the exercise.
- Judges shall make reasonable time modifications for owners or dogs with limited mobility or for larger, slow-moving breeds of dogs.

2.2.2 Process to obtain a modification

- Competitors must submit a request for a modification with their entry form.
- The request should include:
 - ♦ A description of the physical challenges involved.
 - ♦ A description of the modifications being requested.
 - ♦ Contact information to allow the judge to contact the competitor if needed to clarify information and discuss modification options.
 - ♦ Modifications requested for dogs: In cases where the challenge may cause the dog to appear unsound, such as having an uneven gait, the request should be accompanied by a letter from a veterinarian which states that the dog is able to compete without discomfort. A copy of the letter should be included with each trial entry where the modifications are being requested.
 - ♦ The judge is responsible for making the decision on the dog's ability to compete.
 - ♦ For cases where the judge has decided that the dog is unable to compete and the handler wishes to challenge the decision, the handler is required to present a letter from a veterinarian stating that the dog is fit to compete.
 - ♦ The final decision in these cases is made by the judge on the day of the trial, taking into consideration the condition of the dog on the day and the letter from the veterinarian.
 - ♦ Veteran dogs (7 years of age and older) do not require a modification request to reduce the height of jumps.
 - Competitors should ensure that the date of birth of the dog is included on the entry form.
 - The competitor can indicate the desired jump height on the entry form.
 - A request for modification is required if a veteran dog requires additional modifications.
- Final approvals for modifications are at the discretion of the judge.

2.3 Dog equipment

2.3.1 Collars, Leashes and Harnesses

- A flat buckle, snap collar or a fixed harness and a leash are approved equipment.
- Leashes should be long enough to provide adequate slack. Hands free leashes are acceptable.
- When a fixed harness is used, the leash must be attached to the back.
- Prohibited Equipment:
 - ♦ Muzzles, martingale collars, choke collars, prong collars, shock collars, martingale leads, head halters, moving harnesses or any harnesses that are designed to be correctional are not permitted in the ring.
 - ♦ Extendable leashes, slip leashes, prong, shock, and choke collars are not permitted on trial grounds.

2.3.2 Coats and Sweaters

- Coats and sweaters that do not interfere with the dog's movement or the Judge's ability to judge the team's performance are permitted.

2.3.3 Belly Bands

- Belly bands are allowed in the ring only for dogs with leakage issues due to incontinence. A vet letter is required for this circumstance.

2.4 Handler provided equipment for exercises

- The handler is responsible for providing the objects listed below for their chosen exercises. It is recommended that the handler bring a basket or carrier for each exercise where handler provided equipment is required.

2.4.1 Retrieve objects must be an inactive toy or item, sized appropriately for the dog, that does not easily roll or make any noise. If the object is not meant to roll (such as a dumbbell) but does, that is permitted.

- Retrieve on Flat and Retrieve over Jump - 1 retrieve object.
- Designated Retrieve - 2 to 4 different retrieve objects (depending on class)

2.4.2 Scent objects can be any identical objects of any material, provided they do not roll or make any noise. Objects must be of a size that is comfortable for the dog to carry (e.g., gloves, obedience objects or other similar objects.)

- Scent Discrimination - 3 to 5 identical objects. Each object should be identified with a unique number or other mark. It is recommended that handlers bring additional identical objects in case replacements are required.

2.5 Trials

2.5.1 Trial Classes

- CARO Working includes three classes of competition. All classes include the same exercises performed at increasing degrees of difficulty.
 - ♦ Rookie (R)
 - ♦ Elite (T)
 - ♦ Expert (X)

2.5.2 Trial Types

- CARO Trials may be conducted in-person or virtually.
- National virtual trials are hosted directly by CARO twice each year.
- In-person trials are hosted by individuals, schools, and clubs across the country. Please see the Trial Host Guide for details.

2.5.3 Trial Format

- Trial hosts are free to select which classes and how many rounds of each to offer at a trial.
- The classes selected are in the advertisement or 'premium list' for that trial.
- Hosts may offer one class (Rookie, Elite or Expert) per round or allow competitors to complete exercises of various classes in the same round.
- Hosts may offer either 3 or 5 exercises per round depending on available space.
- All CARO trials are listed on the CARO Trial Calendar.

2.5.4 Entries

- Competitors may enter between 1 and 5 of the exercises offered per round.
- The handler may mix classes in the same round if the trial host has set up the rounds for more than one class at a time and the dog has earned the required passes for the levels chosen.

2.6 Trial procedure

2.6.1 General Briefing

- A trial official may provide an initial briefing reviewing how the trial will be run on that day and/or logistical information about the location (e.g., where the washrooms are).

2.6.2 Judges briefing

- The judge will provide a short briefing before the walkthrough to highlight any key points, review their priorities in judging and provide some tips on how to negotiate the exercises.
- The judge will caution the spectators that outside interference or prompting will result in an 'Not Yet' on exercise in progress by the team in the ring.
- The judge will indicate the choices that were made for exercises which require the judge to make a selection.

2.6.3 Walking the course

- Following the Judges briefing, competitors shall be provided with a 2-minute period during which they may walk the course (without the dog) and ask the Judge questions.
- The number of competitors allowed to walk through at the same time is determined in advance by the trial host in collaboration with the Judge.

2.6.4 Exercise equipment drop off

- The handler will give all the objects required for their chosen exercise(s) to the ring steward or judge prior to entering the ring.
- Objects for each exercise should be in separate baskets.
- The ring steward or Judge will place the baskets in the designated location(s).

2.6.5 Checking the dog's equipment

- The Judge shall check the dog's collar when the team enters the ring.
- A dog wearing an improper or improperly fitted collar shall be excused.
- The handler shall be given the option of returning to compete at the end of the running order with a proper or properly fitted collar.

2.6.6 Measuring the dog's height

- Dogs are not required to be measured on the day of trial prior to the judging. However, Judges have the option of measuring any dog prior to their performance if the dog appears to be entered at an incorrect height.

2.6.7 Interactions with the Judge during the round

- The judge will invite teams into the ring following the running order provided by the trial host.
- Participants may interact with the Judges in between exercises. Once an exercise has begun the Judge will remain silent until they indicate either 'Pass', direct the participant to initiate the next attempt (when applicable), or a 'Not Yet' for that exercise.

2.6.8 Completing a round

- The handler chooses the order in which they will complete the exercises that they have selected.
- The handler may choose not to complete an exercise and move on to the next one.
 - ♦ The handler will indicate the decision not to complete an exercise to the Judge.
 - ♦ Timing will continue (unless this is the last exercise).
 - ♦ This will result in a 'Not Yet' for the exercise not completed.

2.6.9 Timing

- Timing will be started at the beginning of the first exercise and will end when the judge indicates that the last exercise has been completed or when the maximum time has been reached.
- The time allotted is as follows:
 - ♦ 5 exercises – 7 minutes
 - ♦ 4 exercises – 6 minutes
 - ♦ 3 exercises – 5 minutes
 - ♦ 2 exercises – 4 minutes
 - ♦ 1 exercise – 3 minutes
- The handler must leave the ring when time is called.

2.6.10 Scoring

- Scoring in the Working level will be based upon 'Pass'/'Not Yet'.
- 'Pass'/'Not Yet' decisions are at the discretion of the trial judge.
- To pass an exercise a dog must successfully complete all the principal features of the exercise.
- Once score sheets have been handed to exhibitors the score should not be changed except if a mistake has been made in a 'Pass'/'Not Yet' decision, then the change may be made.
- Competitors may not request that a judge watch a video to reassess a score given.

2.6.11 Presentation of awards

- Following each round, the judge will present score sheets and ribbons.

2.6.12 Progression through the classes

- Working exercises are judged and passes earned on an individual exercise basis.
- Once a team has earned the required 3 passes under a minimum of two different judges for an exercise, they are qualified to move up to the next class for that exercise.
- If the prerequisite is obtained at the same trial as the more advanced exercises, then the successes at the more advanced class will be credited.

2.7 For Exhibition Only (FEO)

2.7.1 Teams may enter trials without competing for practice purposes. This is referred to as For Exhibition Only (FEO).

2.7.2 FEO rounds shall be allowed at the discretion of the trial host.

2.7.3 Clubs may determine the rules for their FEO rounds, with the exceptions that:

- FEO rounds are not eligible for passes and do not contribute to titles.
- Time limits on exercises are identical to those for competitive rounds.
- Handlers may not mix competitive exercises and FEO exercises in the same round.

2.7.4 Teams may enter any class FEO including those classes for which a title has not yet been earned.

2.7.5 A score sheet may be filled out for an FEO round at the Judge's discretion to provide feedback to the handler.

2.7.6 Fees for FEO rounds are at the discretion of the trial host.

- CARO does not collect fees for these rounds.

2.8 Trial etiquette

2.8.1 Like every other sport, CARO Working comes with its own etiquette practices which facilitate a friendly and respectful trial atmosphere. Below are some recommendations that will help new competitors prepare for attending in-person trials. In addition to the items listed below, be sure to read through all information from the trial host for anything that is specific to their event.

- Remember that trials cannot happen without volunteers. Please consider taking a turn to help.
- Be kind and courteous to all.
- Be sure to check in when you arrive so that the ring stewards know that you are there.

2.8.2 On trial grounds

- Always keep a distance between dogs.
- Ask before touching another person's dog.
- Pick up after your dog and leave your crating area tidy at the end of the trial.

2.8.3 Near the Ring

- Keep an eye on the running order and be nearby when it is your turn to be called.
- Avoid distracting behaviour such as playing with squeaky toys or using clickers close to the rings.
- Keep the areas near the entrance, exit and running order lists clear unless you need to use them.
- Don't distract teams who are about to head into the ring.
- Do not communicate with teams in the ring. It will result in the disqualification of the team competing.
- Share warm up space and prioritize use by those next in the ring.
- Be mindful of what you say. Keep all comments positive.
- Remember, many participants will have someone recording them and those recording devices will pick up your comments.

2.8.4 Walking the course

- Address all questions to the presiding judge.
- Let those who are at the top of the running order start first. They may need to leave the ring early to warm up their dogs.

2.8.5 Before you leave

- Be sure to thank your trial host, judges, and volunteers!

2.8.6 Recordings

- Be sure that permission is obtained before recording anyone.

2.9 CARO Working titles

2.9.1 General

- All CARO Working titles begin with the letters "CW" for CARO Working.
- Titles in bold are those for which CARO provides a title ribbon.

2.9.2 CARO Working Rookie Titles (CWR)

- CWRI - 3 Rookie passes in each of any 5 exercises
- CWRII - 3 Rookie passes in each of all 10 exercises

2.9.3 CARO Working Elite Titles (CWT)

- CWTI - 3 Elite passes in each of any 5 exercises
- CWTII - 3 Elite passes in each of all 10 exercises

2.9.4 CARO Working Individual Titles (CWI)

- CWI1 – 3 Expert passes of any 1 exercise
- CWI2 – 3 Expert passes each of any 2 exercises
- CWI3 - 3 Expert passes each of any 3 exercises
- CWI4 – 3 Expert passes each of any 4 exercises
- CWI5 – 3 Expert passes each of any 5 exercises
- CWI6 – 3 Expert passes each of any 6 exercises
- CWI7 – 3 Expert passes each of any 7 exercises
- CWI8 – 3 Expert passes each of any 8 exercises
- CWI9 – 3 Expert passes each of any 9 exercises

CARO Working Champion (CWCh)

The CWCh is awarded to a dog earning 3 Expert passes in all 10 exercises.

2.9.5 CARO Working Bronze Titles (CWB) (includes the passes earned at the Individual level)

- CWB1 - 6 passes of any 1 exercise
- CWB2 - 6 passes each of any 2 exercises
- CWB3 - 6 passes each of any 3 exercises
- CWB4 – 6 passes each of any 4 exercises
- CWB5 – 6 Passes each of any 5 exercises
- CWB6 – 6 passes each of any 6 exercises
- CWB7 – 6 passes each of any 7 exercises
- CWB8 – 6 passes each of any 8 exercises
- CWB9 – 6 passes each of any 9 exercises

CARO Working Bronze Honours (CWBH)

The CWBH is awarded to a dog earning 6 Expert passes in all 10 exercises.

2.9.6 CARO Working Silver Titles (CWS) (includes the passes earned at the Individual level)

- CWS1 – 9 passes of any 1 exercise
- CWS2 – 9 passes each of any 2 exercises
- CWS3 – 9 passes each of any 3 exercises
- CWS4 – 9 passes each of any 4 exercises
- CWS5 – 9 passes each of any 5 exercises
- CWS6 – 9 passes each of any 6 exercises
- CWS7 – 9 passes each of any 7 exercises
- CWS8 – 9 passes each of any 8 exercises
- CWS9 – 9 passes each of any 9 exercises

CARO Working Silver Honours (CWSH)

The CWBH is awarded to a dog earning 9 Expert passes in all 10 exercises.

2.9.7 CARO Working Gold Titles (CWG) (includes the passes earned at the Individual level)

- CWG1 – 12 passes of any 1 exercise
- CWG2 – 12 passes each of any 2 exercises
- CWG3 – 12 passes each of any 3 exercises
- CWG4 – 12 passes each of any 4 exercises
- CWG5 – 12 passes each of any 5 exercises
- CWG6 – 12 passes each of any 6 exercises
- CWG7 – 12 passes each of any 7 exercises
- CWG8 – 12 passes each of any 8 exercises
- CWG9 – 12 passes each of any 9 exercises

**CARO Working Honours Champion
(CWHCh)**

**The CWHCh is awarded to a dog earning
12 Expert passes in all ten exercises.**

2.9.8 CARO Lifetime Achievement Award - CLAA

- **Presented by CARO upon completion of both the CARO Rally Masters Champion and the CARO Working Champion titles.**

2.10 General rules

- This section outlines the general rules and requirements which apply to the trialing process in general and/or to most or all the ten exercises included in the working classes.

2.10.1 Outside interference

- If, in the judge's interpretation, outside interference has assisted the team, the team will receive a 'Not Yet' for the exercise they were working on.

2.10.2 Health & Safety

- For any of the following situations, the round will be ended, and the team will receive a 'Not Yet' for all exercises.
 - ♦ Handlers who allow their dogs to enter or exit without a leash.
 - ♦ If the dog leaves the ring during the exercises.
 - ♦ If a dog eliminates in the ring.

2.10.3 Cues and Encouragement

- Unless otherwise stated in the individual exercise instructions repeated cues and encouragement are allowed.
- A cue may be verbal, a physical signal or both.
- If the dog begins a behaviour before it has been cued to do so the team will receive a 'Not Yet' for the exercise.
- If a dog is not responding to the cues of the handler, it is at the judge's discretion to call 'Not Yet'.

2.10.4 Food, Toys, and Physical Praise

- In all classes, upon completion of the final attempt of any exercise and after stepping out of the handler box, the handler may choose to give the dog food, briefly play with a toy, or pet the dog as a reward.
 - ♦ If a mid-exercise touch occurs the team will receive a 'Not Yet' and the handler will be instructed to proceed with either a repeat attempt or to move on to the next station as applicable.
 - ♦ If the handler puts their hand into the pocket where the food or toy is located before the dog has completed the exercise and the handler has stepped out of the box, the team will receive a 'Not Yet' and the handler will be instructed to proceed with either a repeat attempt or move on to the next station as applicable.
 - ♦ Food or toys must be kept fully concealed in the handler's pocket until after the dog has completed the exercise.
 - ♦ The toy or any unused food must be returned to the pocket before the team moves to the next exercise station.
- For exercises which include a retrieve, the handler may choose to briefly play with the retrieved item once the exercise is completed and they have stepped outside the handler box. The item must be returned to the basket before leaving the exercise station.
- Food must be delivered directly to the dog.
 - ♦ There is no penalty for food that is dropped on the floor, however, the handler must not toss food on the floor intentionally. If food is dropped, the handler must pick it up immediately.

2.10.5 Corrections

- A correction is any action on the part of the handler which negatively affects the attitude of the dog or offends the sensibilities of the judge.
- Verbal and/or physical corrections are not allowed anywhere within the boundaries of the trial.

- If, in the opinion of the judge, a correction is given in the ring is governed by the following process:
 - ♦ A correction is given by the handler, a warning is given. The team may continue but no passes may be earned in that round.
 - ♦ If a second correction is given in the same round the round will be ended and the team will be excused from any remaining rounds in that trial.
 - ♦ If a handler is excused from two trials, that handler will be prohibited from participating in CARO trials for a period of two years.
- If a correction is given on trial grounds outside of the ring is governed by the following process:
 - ♦ The handler will be given a warning.
 - ♦ A second infraction will result in the handler being excused from the trial.

2.10.6 Training in the ring

- If, in the opinion of the judge, the handler is training in the ring, the team will be required to move on from that station with a 'Not Yet'. No repeat attempt will be allowed.
- Exercises must be attempted as described in the exercise instruction.
- Once the attempts are completed, the team must move on.
- Familiarization with the dog box is allowed by walking with them to the box but, the handler may not practice sending them to it.
- Touching the dog to put it into a position (Sit, Down, Stand), will result in a 'Not Yet' for the exercise.

2.10.7 The Dog

- The dog should be responsive to their handler and working in a happy manner.
- The team will receive a 'Not Yet' for the current exercise if:
 - ♦ While performing an exercise the dog engages with the equipment (jump/pylons) of an exercise other than the one being worked on or,
 - ♦ They displace equipment such as a pylon or jump.

2.11 Navigating the ring

2.11.1 Repeating an Exercise

- A team may repeat an exercise once in the Rookie and Elite classes if they do so before moving to the next exercise.
- For exercises where the judge has selected an obstacle, order or object, the same selection will apply to the repeat.
- The judge will indicate to the handler if the first attempt of the exercise does not meet the pass criteria.
 - ♦ The instruction to repeat will be given at the point at which the 'Not Yet' has been incurred. If the handler chooses to use the repeat, they must then begin the second attempt immediately or move on.
- To initiate the repeat of the exercise both the dog and the handler must move away from the exercise station and re-approach it as if they were starting for the first time. Failure to re-approach the exercises will result in a 'Not Yet' for the exercise.

2.11.2 Moving between Stations

- When moving between stations the dog must remain under the control of the handler through one of the two following options:
 - ♦ The dog moves with the handler between stations, remaining engaged and ideally within arm's length, or,

- ♦ The handler may leave the dog in a stay, move to the next station, and then call their dog to them.
- Incidental interaction with equipment when moving between exercises will not be penalized.
- Physical praise is allowed as the team moves between exercises.
- If, in the opinion of the judge, the dog is out of the control of the handler the team will incur a 'Not Yet' for the subsequent exercises and the round will be ended.

2.11.3 Movement in the handler box or at the handler line

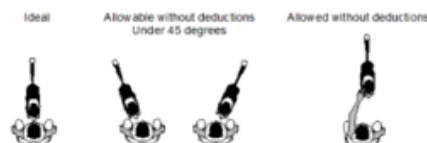
- Handlers are allowed to move within the handler box during exercises.
 - ♦ Should the handler step out of the handler box while performing the exercise, it will result in a 'Not Yet' for that exercise.
- When the line is used, movement should be minimal, and the handler must stay within the same area that would be allowed if a handler box was present.
 - ♦ If, in the judge's opinion, the handler has moved in such a way that would place them outside of a handler box if a box were present, it will result in a 'Not Yet' for that exercise.

2.12 General exercise requirements

- The following sections contain rules which apply to the performance of the exercises.
- They are in addition to the specific requirements described in the individual exercise descriptions.

2.12.1 Starting and Finishing Exercises

- Most of the exercises begin with the dog in heel position and end with the dog either in front position or by returning to heel position with a finish. The following definitions and relevant requirements apply to all references to heel position, front position, and the finish in the exercise descriptions.
- Heel Position - When the dog begins an exercise in heel position:
 - ♦ The dog may be on either the left or the right side.
 - ♦ The shoulder of the dog is in line with the handler's side.
 - ♦ The dog should be in a straight-line, parallel with the direction in which the team is working.
 - ♦ When sitting in heel position the dog must be within 45 degrees of the handler.
 - ♦ If a handler box is utilized, it is not necessary for the dog to be in the handler box, but the front paws of the dog must be behind the front of the handler box.
 - ♦ If a handler line is used, the dog must be behind the line.
- Front Position - The team's ideal front position is defined as follows:
 - ♦ The dog is sitting facing the handler, close enough that the handler could easily reach down and touch the dog.
 - ♦ When sitting in front position the dog must be within 45 degrees of a straight position in front of the handler.
- Finish
 - ♦ The dog moves from front position to heel position by either going around the handler or directly to heel position.
 - ♦ When sitting in heel position the dog must be within 45 degrees of the handler.



2.12.2 Jumps

- Jump heights are as follows:

Dog shoulder height	Jump Height
under 12 inches	4 inches
12 inches to under 16 inches	8 inches
16 inches to under 20 inches	12 inches
20 inches and over	14 inches

2.12.3 Retrieves

- The dog is expected to bring the object to the handler and release it to their hands.
- If the dog drops the object but picks it up on their own without a cue from the handler that is allowed.
- If the handler cues the dog to pick the object back up, the team will receive a 'Not Yet' for that attempt at the exercise.
- If the handler's throw doesn't meet distance requirement, or becomes inaccessible, the judge or steward will get it and return it to the handler. The dog must hold the stay while the item is being brought to the handler. This does not constitute a repeat of the exercise.

2.12.4 The path of the dog

- Dogs are expected to follow the path of travel designated by the exercise instructions.
 - Dogs are not expected to move in a straight line but if, in the opinion of the judge, the dog has travelled significantly off the designated path of travel they will receive a 'Not Yet' for the attempt.
- In exercises where the dog is being sent away from the handler toward the dog box, the dog may pause on their way, but must not move back toward the handler. A dog who starts to move back toward the handler will receive a 'Not Yet' for that attempt.

Note on exercise illustrations –

- For the purposes of exercise graphics, handler boxes have been used throughout except for the 15ft line in the Directed Jumping. Trial hosts may choose to use either boxes or line as indicated in 4.10.3.
- Illustrations are approximate and may not be to scale.

2.13 Drop on Recall (DOR)

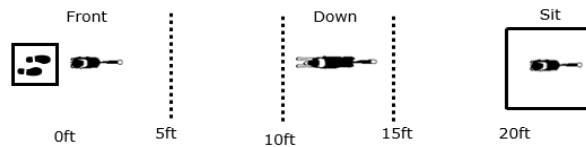
DOR / W1



- The exercise begins when the handler steps into the dog box.

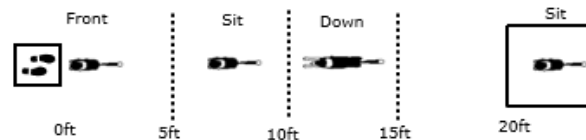
Rookie

- The handler cues the dog to sit in heel position,
- Cues the dog to stay, proceeds to the handler box and turns to face the dog,
- Calls the dog and then cues the following sequence:
 - Down between the 10-foot and 15-foot lines,
 - Call to sit in front position.



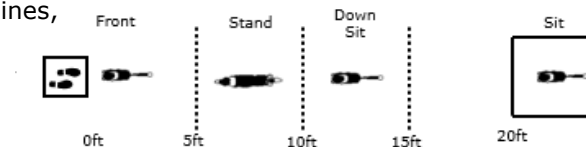
Elite

- The handler cues the dog to sit in heel position,
- Cues the dog to stay, proceeds to the handler box and turns to face the dog,
- Calls the dog and then cues the following sequence:
 - Down between the 10-foot and 15-foot lines,
 - Come forward,
 - Sit between the 5-foot and 10 ft lines,
 - Call to sit in front position.



Expert

- The handler cues the dog to sit in heel position,
- Cues the dog to stay, proceeds to the handler box and turns to face the dog,
- Calls the dog and then cues the following sequence:
 - Down between the 10-foot and 15-foot lines,
 - Sit from the down position,
 - Come forward,
 - Stand between the 5-foot and 10-foot lines,
 - Call to sit in front position,
 - Finish and sit in heel position.



- The exercise ends when the dog sits in front position for Rookie & Elite and in heel position for Expert.

Pass requirements

- ✓ The dog starts in heel position,
- ✓ Stays in position(s) until cued to move,
- ✓ Moves directly towards the handler until cued to perform another behaviour,
- ✓ Has front paws within the designated zone when assuming a position,
- ✓ Comes to sit in front position.
- ✓ Expert only – Finishes on cue.



2.14 Retrieve on Flat (ROF)

- The exercise begins when the handler steps into the handler box.

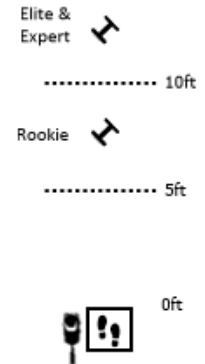
Rookie & Elite

- The handler cues the dog to sit in heel position,
- Throws the object the required minimum distance,
- Cues the dog to retrieve the object after it has stopped moving,
- Cues the dog to sit in front position holding the object,
- The dog remains sitting in front position while the handler takes the object directly from the dog.

Expert

- The handler cues the dog to sit in heel position,
- Throws the object the required minimum distance,
- After the object has stopped moving, cues the dog to down in heel position,
- Cues the dog to retrieve the object,
- Cues the dog to sit in front position holding the object.
- The dog remains sitting in front position while the handler takes the object directly from the dog.
- The handler cues the dog to finish and sit in heel position.

- The exercise ends for Rookie & Elite when the handler has taken the object from the dog.
- The exercise ends for Expert when the dog has finished and is sitting in heel position.

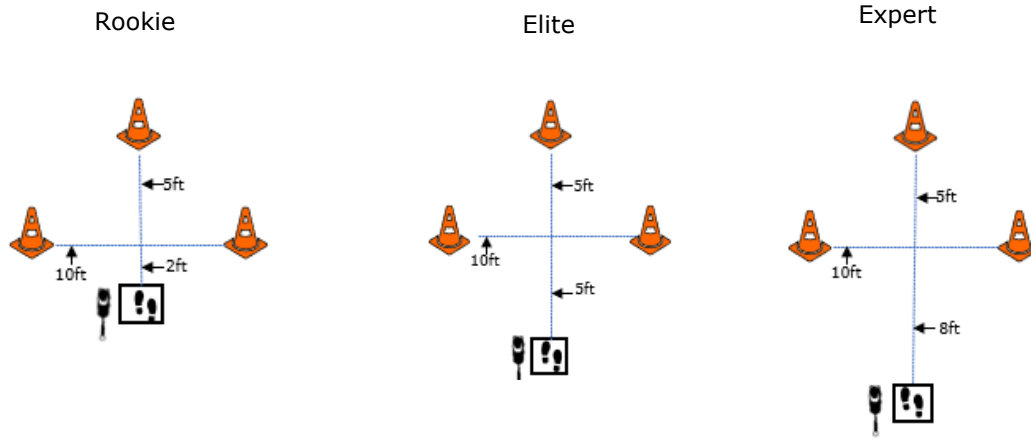


Pass requirements

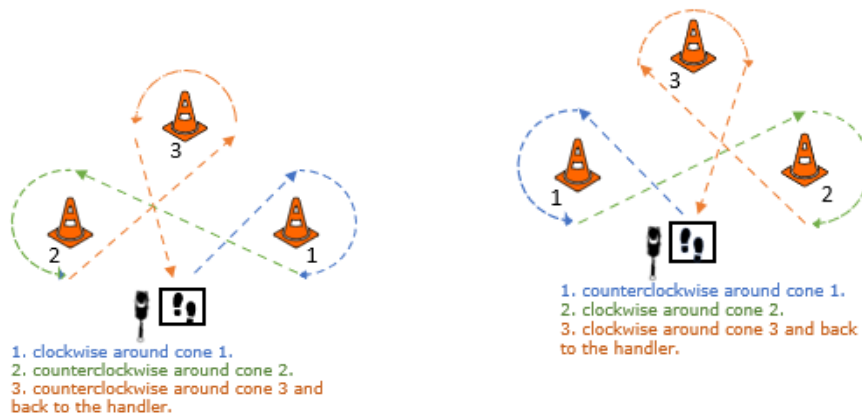
- ✓ The dog sits in heel position until cued,
- ✓ Maintains sitting in heel position while the handler throws the object and it has stopped moving,
- ✓ Expert only – downs in heel position on cue,
- ✓ Retrieves the object on cue,
- ✓ Returns to the handler to sit in front position,
- ✓ Remains sitting in front position while the handler takes the object directly from the dog,
- ✓ Expert only – finishes on cue.



2.15 Barrel Racing (BR)



- The exercise begins when the handler steps into the handler box.
- The handler cues the dog to sit in heel position,
- Sends the dog through one of the two possible patterns as depicted below,
 - ♦ Effective September 1, 2023 - The dog may not be directed to go behind the handler box,
- Calls the dog to sit in front position.
- Expert Only – Cues the dog to finish.
- The exercise ends when the dog sits in front position for Rookie & Elite and has finished and is sitting in heel position for Expert.

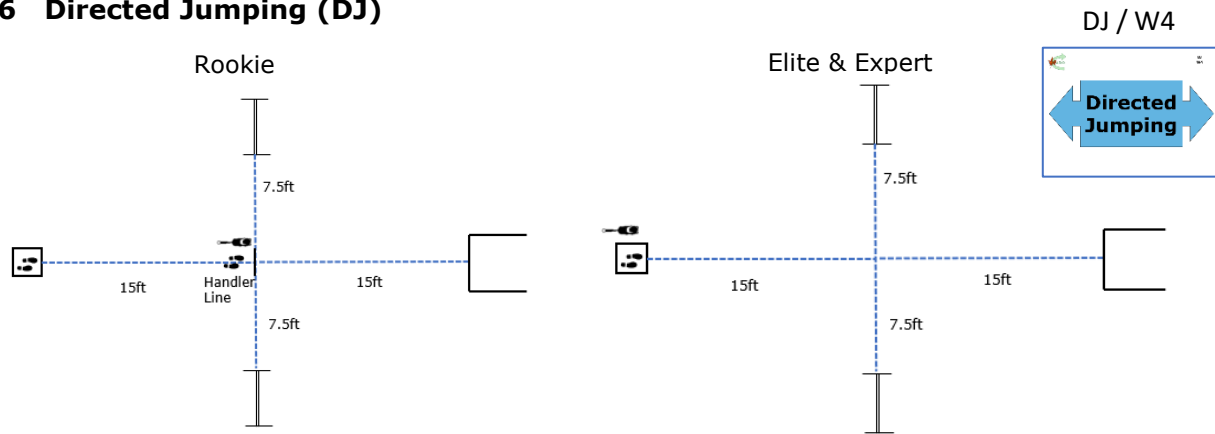


Pass requirements

- ✓ The dog sits in heel position until cued,
- ✓ Circles the cones in the correct order and direction as illustrated above,
- ✓ Returns to the handler to sit in front position.
- ✓ Expert only – finishes on cue.



2.16 Directed Jumping (DJ)



- The exercise begins when the handler engages with the exercise station either to start the exercise or to familiarize their dog with the dog box.

Rookie

- The team starts the exercise at the handler line between the two jumps,
- The dog sits in heel position until cued,
- The handler sends the dog to the dog box,
- The dog enters the box and stays within the box as the handler moves to the handler box (the dog is not required to hold a position only to remain in the box).
- The handler cues the dog to take the designated jump,
- The dog comes to sit in front position.

Elite

- The team starts the exercise at the handler box,
- The dog sits in heel position until cued,
- The handler sends the dog to the dog box,
- Cues the dog to hold a sit, stand, or down,
- Cues the dog to take the designated jump,
- The dog comes to sit in front position.

Expert

- The team starts the exercise at the handler box,
- The dog sits in heel position until cued,
- The handler sends the dog to the dog box,
- Cues the dog to hold a sit, stand, or down,
- Cues the dog to take the designated jump,
- The dog comes to sit in front position,
- The handler cues the dog to finish,
- Repeats the exercise with the second designated jump,
- The dog comes to sit in front position.
- The handler cues the dog to finish.

- The exercise ends when the dog sits in front position for Rookie & Elite and when the dog has finished and is sitting in heel position for Expert.

Pass requirements

- ✓ The dog sits in heel position until cued,
- ✓ Moves to the dog box on cue without taking any steps back toward the handler and enters the box headfirst.
- ✓ Remains in the dog box (Rookie) or, maintains the position requested by the handler (Elite & Expert) in the dog box until cued to jump,
- ✓ Jumps the correct jump(s) as designated by the judge,
- ✓ Returns to the handler to sit in front position.
- ✓ Expert only – finishes on cue.

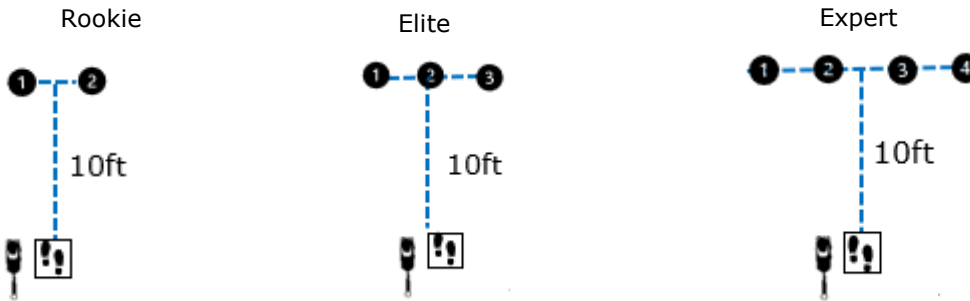


2.17 Designated Retrieve (DR)

DR / W5



- All objects are placed as indicated on a line 10ft from the handler and 3ft apart from each other.
- The object to retrieve will have been designated by the Judge



- The exercise begins when the handler steps into the handler box.
- The handler cues the dog to sit in heel position.
- The Steward or Judge will place the objects as required.
- The handler cues the dog to retrieve the designated object.
 - The handler may give cues and encouragement until the dog reaches the line of the objects.
 - The handler may not give cues or encouragement of any kind while the dog is at the objects.
 - Cues and encouragement may be given after the dog has picked up an object and is returning to the handler.
- The handler cues the dog to sit in front position holding the object.
- The dog remains sitting in front position while the handler takes the object directly from the dog.
- Expert Only – the handler cues the dog to finish.
- The exercise ends for Rookie & Elite when the handler takes the object from the dog and when the dog has finished and is sitting in heel position for Expert.



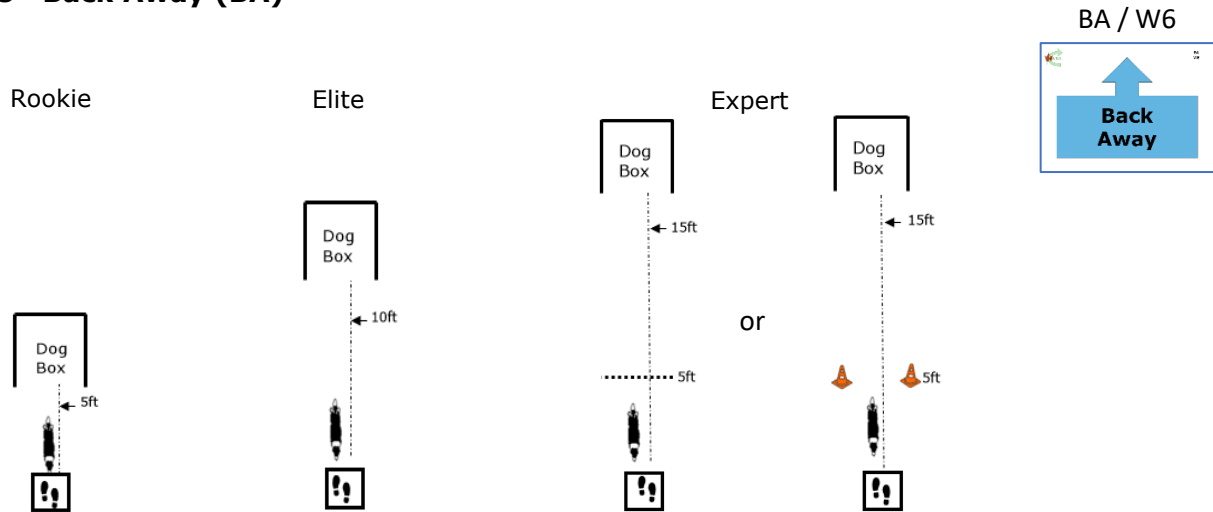
Cues and encouragement are limited.

Pass requirements:

- ✓ The dog sits in heel position until cued,
- ✓ Retrieves the correct object,
- ✓ Sits in front position,
- ✓ Remains sitting in front position while the handler takes the object directly from the dog
- ✓ Expert only – finishes on cue.



2.18 Back Away (BA)



- The exercise begins when the handler steps into the handler box.
- The handler may choose to walk to the dog box to familiarize the dog with it.

Rookie & Elite

- ♦ The handler stands in the handler box with the dog facing them, either sitting or standing, in front position.
- ♦ The handler cues the dog to back up to the dog box until the front paws of the dog are behind the front plane of the box.

Expert

- ♦ The dog starts facing the handler, sitting, or standing, in front position,
- ♦ The handler cues the dog to back up until their front paws have passed the 5ft line,
- ♦ The handler cues the dog to perform either a sit, down, spin left or spin right,
- ♦ The handler cues the dog to continue to back up to the dog box until the front paws of the dog are behind the front plane of the box.

- The exercise ends when the front paws of the dog are behind the front line of the dog box.

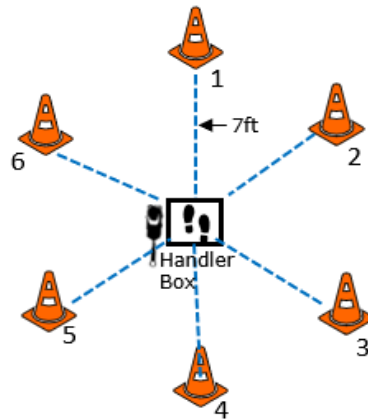
Pass requirements:

- ✓ The dog sits or stands in front of the handler box facing the handler,
- ✓ When cued by the handler, moves backwards to the dog box without taking any steps back toward the handler,
- ✓ Expert only – performs the requested behaviour after the 5ft line,
- ✓ Fully enters the dog box with front paws behind the front plane of the dog box.



2.19 Round the Clock (RTC)

RTC / W7



- The exercise begins when the handler steps into the handler box.
- The handler cues the dog to sit in heel position,
- The handler cues the dog to circle the cones designated by the judge.
 - ♦ Dogs may circle a cone in either a clockwise or counter-clockwise direction,
 - ♦ No cone should be circled more than once.
- After circling each required cone, the dog returns to within an arm's length of the handler.

Rookie

- ♦ Dog circles 3 designated cones in any order,
- ♦ The dog comes to sit in front position.

Elite

- ♦ Dog circles 4 designated cones in any order,
- ♦ The dog comes to sit in front position.

Expert

- ♦ Dog circles all 6 cones in numerical order starting with cone #1,
- ♦ The dog comes to sit in front position.
- ♦ The handler cues the dog to finish.

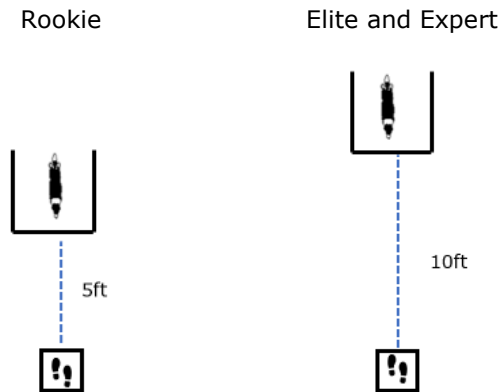
- The exercise ends when the dog sits in front position for Rookie & Elite and when the dog has finished and is sitting in heel position for Expert.

Pass requirements:

- ✓ The dog sits in heel position until cued,
- ✓ Circles the required cones as directed by the handler,
- ✓ Circles each required cone only once,
- ✓ Returns to within an arm's length of the handler after circling each cone,
- ✓ Sits in front position,
- ✓ Expert only – finishes on cue.



2.20 Distance Signals (DS)



- The sequence of behaviours will be designated by the Judge from the lists below.
- The exercise begins when the handler and dog step into the dog box.
 - Once the dog enters the dog box, the handler may only use silent cues.
- The handler cues the dog to sit in heel position,
- Cues the dog to stay, walks to the handler box and turns to face the dog,
- Cues the dog to perform the designated sequence of position changes.



Physical cues only.
Cues must be silent.

Rookie

1. Stand - Down - Sit
2. Stand - Sit - Down
3. Down - Stand - Sit
4. Down - Sit - Stand

Elite

1. Stand - Down - Sit - Stand
2. Stand - Down - Stand - Spin
3. Down - Stand - Sit - Stand
4. Down - Sit - Stand - Spin

Expert

1. Stand - Down - Stand - Sit - Spin
2. Stand - Sit - Down - Stand - Spin
3. Down - Sit - Down - Stand - Spin
4. Down - Sit - Stand - Down - Spin

- The exercise ends when the dog has completed the sequence and is in the box.

Pass requirements:

- ✓ The dog stays in position(s) until cued to move,
- ✓ Correctly performs the designated sequence,
- ✓ Responds to physical cues only,
- ✓ Remains in the box while performing the sequence.
- ✓ For sequences that end in a spin the dog finishes the sequence fully in the box.



Note for spins – Should the dog step out of the box while completing the spin it will be allowed if either, the dog puts itself back into the box or, responds to a physical cue from the handler to return to the box. The dog must remain in the box when performing all other behaviours.

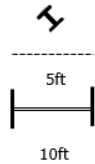
Note for position changes – The handler may cue the dog to back up in the position they are holding before cueing the next change in order to keep them in the box.

2.21 Retrieve over Jump (ROJ)

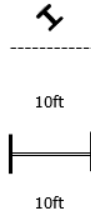
ROJ / W9



Rookie



Elite & Expert



- The exercise begins when the handler steps into the handler box.
- The handler cues the dog to sit in heel position,
- Throws the object the required minimum distance,
- Cues the dog to retrieve the object after it has stopped moving.
- The dog takes the jump, retrieves the object, and returns over the jump to the handler,
- The handler cues the dog to sit in front position holding the object,
- The dog remains sitting in front position while the handler takes the object directly from the dog.
- Expert only - The handler cues the dog to finish.
- The exercise ends for Rookie & Elite when the handler has taken the object from the dog.
- The exercise ends for Expert when the dog has finished and is sitting in heel position.

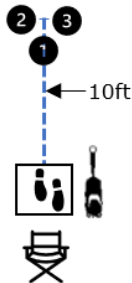
Pass requirements:

- ✓ The dog sits in heel position until cued,
- ✓ The handler waits to cue the retrieve until the object has stopped moving.
- ✓ When cued, the dog takes the jump and picks up the object,
- ✓ Returns over the jump carrying the object,
- ✓ Returns to the handler to sit in front position,
- ✓ Releases the object directly to the handler.
- ✓ Expert only - finishes on cue.

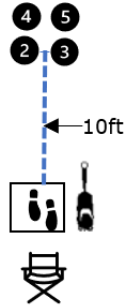


2.22 Scent Discrimination (SD)

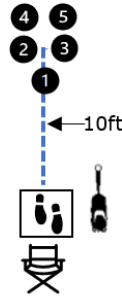
Rookie
(3 objects)



Elite
(4 objects)



Expert
(5 objects)



- Objects are approximately 1ft apart from each other.
- The 10ft distance runs from the edge of the handler box or line to the midline between objects locations 2 and 3.



This exercise includes some direction from the Judge.

Limited cues allowed

- The exercise begins when the handler steps into the handler box.
- The handler stands in the handler box facing the holding location with the dog sitting in heel position.
- While the handler scents 1 object, the remaining objects are placed as illustrated above.
- The scented object is then placed by the Judge.
- The judge signals the handler to begin.
- The handler cues the dog to retrieve the object.
 - ♦ The send may be completed in one of two ways:
 1. The dog turns with the handler to face the objects, sits at heel and is then cued to retrieve, or,
 2. The dog turns with the handler and the handler cues the retrieve without the dog sitting.
 - ♦ The handler may give cues until the dog reaches the objects.
 - ♦ The handler may not give cues of any kind while the dog is at the objects.
 - ♦ Cues and encouragement may be given after the dog has picked up an object and is returning to the handler.
- The handler cues the dog to front position holding the object,
- The dog remains sitting in front position while the handler takes the object directly from the dog.
- Expert only - The handler cues the dog to finish.
- The exercise ends for Rookie & Elite when the handler has taken the object from the dog.
- The exercise ends for Expert when the dog has returned to heel position.

Pass requirements:

- ✓ The dog sits in heel position until cued,
- ✓ Retrieves the correct object,
- ✓ Comes to sit in front position,
- ✓ Remains sitting while the handler takes the object.
- ✓ Expert only – finishes on cue.



2.23 Virtual trials

- Virtual trials are offered nationally by CARO.
- Virtual trials follow the same rules and regulations as regular trials except for the items listed here.
- A link to briefings, course maps and working-class requirements will be provided with the confirmation of entry.

2.23.1 Exceptions to general rules for the purposes of virtual trials only.

- Ring size is 30 feet x 30 feet.
- Bitches in season are permitted.
- Title ribbons normally presented at in-person trials will not be provided.
 - ♦ Participants may procure their own ribbons.
 - ♦ CARO grants permission for the logo to be used in this case.

2.23.2 Exercise specific exceptions

- Retrieve over Jump (ROJ/W2)
 - ♦ If Directed Jumping and Retrieve over Jump are selected, one of the Directed Jumping jumps may be used for the Retrieve over Jump.
 - ♦ If the object rolls out of the ring area during the throw, the handler may step out of the ring to retrieve it for a re-throw.
 - The dog must hold the original sit while the handler collects the item. If the dog does not remain in the sit the team must either initiate their next attempt if they are eligible to complete a repeat or move on to the next exercise where no repeat is available.
- Barrel Racing (BR/W3)
 - ♦ Cones can be set to the side and moved into or out of pre-marked and measured designated areas if needed.
 - ♦ Participants must be able to reach them without stepping out of the ring.
- Directed Jumping (DJ/W4)
 - ♦ Exercise must be placed diagonally in the ring (see sample layout #1).
 - ♦ If Directed Jumping and Retrieve over Jump are selected, one of the Directed Jumping jumps may be used for the Retrieve over Jump.
- Designated Retrieve (DR/W5)
 - ♦ Objects used must be the ones that were identified on the entry form.
 - ♦ Handlers may place the items themselves while the dog holds a stay.
- Round the Clock (RTC/W7)
 - ♦ Cones can be set to the side and moved into or out of pre-marked and measured designated areas if needed. Participants must be able to reach them without stepping out of the ring.
- Retrieve over Jump (ROJ/W9)
 - ♦ If the object rolls out of the ring area during the throw, the handler may step out of the ring to retrieve it for a re-throw.
 - The dog must hold the original sit while the handler collects the item.
 - If the dog does not remain in the sit, the team must initiate their next attempt if applicable.
- Scent Discrimination (SD/W10)
 - ♦ Handlers may place the items themselves while the dog holds a stay.
 - ♦ When the handler has taken the object from the dog, they are to show the identifying mark to the camera so that the judge can see it.

2.23.3 Repeats

- Handlers may determine at any time that they wish to retry an exercise, if a repeat is permitted at the participant's level.
- The repeat must be initiated before commencing the next exercise.

2.23.4 Equipment

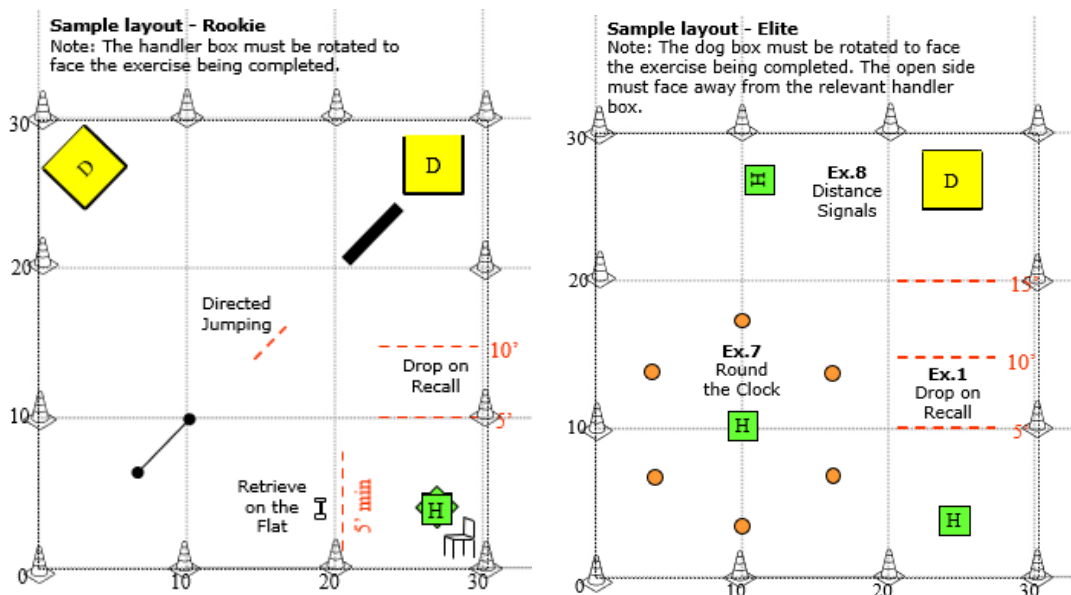
- Exercise signs are not required, except for the Distance Signals exercise.

2.23.5 Managing equipment during a round

- For any modifications to the ring during a round, such as adjusting a dog box, moving cones, acquiring retrieve items, the dog may either be placed in a sit-stay or a down-stay or, they may heel with the handler.
 - ♦ No additional time is allotted.
 - ♦ A helper can also be used.
- The same handler box and dog box can be re-used for multiple exercises; however, the open side of the dog box must face the correct direction for each exercise. It can be adjusted as needed between exercises.
- Retrieve items can be placed to the side of the ring, including on a chair, or slightly outside of the ring, provided the handler remains in the ring.

2.23.6 Ring Set Up

- Exercises must be set up as per the exercise instructions.
- The following examples are provided to assist participants with ring set up. They are examples only. Actual layout is at the discretion of the participant, provided all necessary requirements are met.



2.23.7 Recording videos

- Videos may not be shared or posted on social media prior to trial closing date.
- Videos must be recorded during the period of the trial.
- All municipal bylaws regarding leash laws and responsible pet ownership must be followed.
- Videos must be clear, stable, and recorded from one stationary position.
- Audio must be turned on and the camera must be placed so the judge can hear the competitor.
- The full ring and all lines and markers must be clearly visible on video.
 - ◆ The video may zoom in to show a specific exercise if needed for the judge to be able to evaluate the performance.
 - ◆ The dog and handler must both be always clearly visible on the video.
- Before starting handler should state:
 - ◆ The type of collar or harness the dog is wearing.
 - ◆ The name of the judge.
- The video must include the team entering and exiting the ring on leash.
- Any editing of the video other than to trim them to the appropriate length will result in a 'Not Yet' for all exercises.

2.23.8 Submitting videos

- Upload videos to YouTube (as "Unlisted") or Vimeo (as "Private") and supply the link to the Judge for judging.
- In the submission email, identify the round number, dog name, CARO Dog ID, handler name and identify if any of the exercises are a move-up.
- Video submissions are final. Participants are responsible for submitting the correct video link to the judge.

2.23.9 Judging

- Videos will be judged within a few days. The judge will email the competitor a copy of their scoresheet.

2.23.10 Entry of results and new titles

- Results are entered into the database effective the last day of the trial.
- A Title Achieved sheet is provided for each virtual trial. The link to the sheet will be made available on the premium list.

3. Judges Handbook

3.1 The role of the Judge

- CARO prioritizes being an inclusive, supportive, and welcoming organization that seeks to combine excellence in performance with a positive attitude and enjoyment of the sport at both ends of the leash.
- Judges have an important role to play as ambassadors for that vision, both inside and outside of the ring and on social media, by fostering the CARO spirit through their comportment and the promotion of CARO and its values.

3.2 Judges Code of Conduct

- CARO is in the process of creating a code of conduct for Judges which will apply both in person and on social media.

3.3 Requirements to becoming a CARO Working Judge

- Be a professional member of CARO in good standing.
- Support the CARO perspective on the Working classes as a means of encouraging a positive relationship of mutual trust and respect between dogs and their handlers.
- Submit the CARO Judge's Application Form and the application fee.
- Attend a judge's clinic.
- Attain an Elite I title.
 - ♦ Judges who earned their CARO Working Judges certification on or before March 31st, 2023, are exempt from this requirement.
- Shadow Judge the following:
 - ♦ A minimum of 10 different dogs.
 - ♦ A minimum of 2 examples each of all ten exercises.
 - The exercises may be completed in any class or combination of classes (Rookie, Elite or Expert).
- Be thoroughly familiar with all CARO Working rules and regulations in this handbook.
- Pass a written exam. The exam will include:
 - ♦ Questions which evaluate the candidate's knowledge of CARO rules and judging guidelines related to the Working classes.
 - ♦ Submission of course maps.
- If an applicant is unsuccessful in the required tests, they must wait three months before reapplying.
- CARO retains the right to refuse or revoke a judging certification at any time.

3.4 Shadow judging

- Shadow judging is a process by which an Candidate is assessed by an accredited CARO Judge or, Cooperating Judge, to assess the Candidate's knowledge of and ability to apply the Judging rules.
 - ♦ During this process, the Candidate will score the same rounds as the Cooperating Judge. The scores will be compared, discrepancies discussed and evaluated and, any questions on the part of the Applicant can be answered.
 - ♦ The Cooperating Judge will sign the Candidate's trial form and write a brief letter with an evaluation of the Applicants ability to judge to CARO standards. These documents are submitted to the Judge Approver.

3.4.1 Formats for shadow judging

- There are 4 formats under which shadow judging requirements can be met.
 1. Cooperating Judge is judging a trial.
 - ◆ The Applicant will score each round from outside of the ring and discuss them with the Cooperating Judge at the end of the round.
 2. Cooperating Judge and Applicant are outside the ring at a trial.
 - ◆ The Cooperating Judge and the Applicant are not a part of the trial.
 - ◆ They sit together outside of the ring.
 - ◆ Each will score the round separately and then compare and discuss scores at the end of each round.
 - ◆ The Judge in the ring is not involved in the shadow judging process.
 3. Applicant judges one or more fun matches while the Cooperating Judge observes from outside the ring.
 - ◆ The Applicant takes the role of the judge, evaluating each round from inside the ring.
 - ◆ The Cooperating Judge scores each round from outside of the ring.
 - ◆ The Applicant and the Cooperating Judge compare and discuss results after each round.
 4. Videos - maximum 50% of the required rounds may be evaluated using videos provided by CARO.
 - ◆ Exceptions may be made for those who do not have access to in-person working trials.

3.4.2 Judge candidate

- Judge candidates should be thoroughly familiar with this handbook prior to shadow judging.
- The judge candidate must locate a Judge or Judges to act as the Cooperating Judge. The Cooperating Judge must be approved by the Judge Approver prior to starting the shadow judging process.
- It is recommended that the judge candidate meet with the Cooperating Judge to review the process and expectations of both parties.
- A letter confirming that the shadow judging the Candidate has met the judging requirements for CARO is required before the exam for that level is written.

3.4.3 Cooperating Judge(s)

- The Cooperating Judge is responsible for evaluating the Applicant's judging skills.
- Considerations
 - ◆ It is recommended that a potential Cooperating Judge meet with the Applicant before making any commitment (if possible).
 - ◆ In making their decision, the Cooperating Judge should consider the format to be used.
 - Option 1 will result in time being added to the trial day. The Cooperating Judge should discuss the implications with the Trial Chairperson.
 - The Cooperating Judge is free to limit how many rounds or classes will be involved in the shadow judging process.
- Cooperating Judges should be prepared to not sign off for an Applicant if they don't meet the required judging standards.

3.4.4 Remuneration

- CARO is prepared to offer a small remuneration to Cooperating Judges. Please contact the Board of Directors at boardofdirectors@canadianrallyo.ca for additional information.

3.5 Maintaining judging status

- Judges must renew their membership on or before December 31st of each year to maintain their judging credentials.
- Judges whose membership has lapsed may regain their Judging credentials as follows:
 - ♦ For memberships which are overdue a fee is applied. Please refer to the website for the fee schedule.
 - ♦ For memberships which have lapsed by more than a year, the Judge will be required to re-write the judges exams.
- Judges who have not judged a trial in more than two years will be required to complete a re-certification process to be determined by the Board of Directors on a case-by-case basis.

3.6 Continuing education program

- Judges must attend the annual Judges Conference at least once out of each two years.
- A comprehensive Judges Continuing Education Program is under development.

3.7 When considering an assignment

- Some items for consideration when accepting an assignment:
 - ♦ Travel and time commitments,
 - ♦ Potential weather,
 - ♦ The number of classes and rounds at each level that the candidate feels comfortable judging,
 - ♦ Equipment - If the judge prefers to bring their own exercise signs, confirm that this works for the trial host.
 - ♦ Remuneration for judging and per diems.

3.8 Judge's briefing and walkthrough

3.8.1 Judges' Briefing

- At the beginning of each class the Judge will provide a briefing to all competitors.
- The briefing should be short, welcoming, and positive in tone. It may include:
 - ♦ Reminder to participants of what course they are doing e.g., "Welcome to Rookie 1".
 - ♦ How the timing works.
 - ♦ Requirements regarding reinforcement.
 - ♦ The importance of being well engaged with their dogs.
 - ♦ Ring entry and exit strategies.
 - ♦ What to do with the leash.
 - ♦ Review what they can expect from the judge to indicate a repeat or to move on to the next exercise.
 - ♦ Consequences for corrections (physical or verbal).
 - ♦ Remind participants to breathe and have fun!

3.8.2 During the walkthrough

- The Judges Briefing may be followed by a brief walk through of the ring with participants.
 - ♦ The number of competitors allowed to walk through at the same time is determined by the trial host in collaboration with the Judge in advance.
 - ♦ Indicate which selections have been made for applicable exercises and how they are marked.

- ♦ Briefly review the exercises with the handlers and explain what you will look for as you go along.
- ♦ Indicate the placement locations of handler supplied equipment required for specific exercises (ROF/W2, ROJ/W4, DR/W5, SD/W10).
- ♦ This should take no more than five minutes.
- ♦ Be available to answer any questions.

3.9 Judging process

3.9.1 Overview

- Greet each handler.
- Check the equipment of the dog by either visual inspection or asking for it to be shown for long coated dogs.
 - ♦ A dog wearing an improper or improperly fitted equipment shall be excused.
- The handler shall be given the option of returning to compete at the end of the class order with a proper or properly fitted equipment.
- Check that toys or treats are fully concealed in pockets.
- Be sure the timer is ready.
- Tell the handler when they can start.
- Advise the timer when the last exercise is completed if the time has not yet expired.
- Between each round, check that the jump height is correct, and all equipment is correctly placed for the next participant.

3.9.2 Interactions during the round

- Judges may respond to questions during the round if it does not include guidance on how to complete the exercise.
- Participants may ask questions such as confirming the selection of a choice by the judge or confirming that a dumbbell did or didn't go far enough are allowed.

3.9.3 At the end of each round

- When the team has finished, check with the timer, and enter the time on the score sheet.
- Judges should feel free to use smiley faces or other positive comments such as 'wow' to note a great performance of an exercise.
- All comments should be legible.
- Complete the incident report and reporting for excusals after the end of the relevant round.

3.9.4 At the end of each class

- Check results and ensure that the Trial Record agrees with the Score Sheets.
- Sign the Trial Record. As a Judge you are responsible for correct results. When you sign the documents, you are indicating that you have checked all of this and that it is correct to the best of your knowledge.
- Hand out scoresheets and any applicable ribbons.

3.9.5 Changing of Scores

- Once score sheets have been handed to exhibitors the score should not be changed except if a mistake has been made in a 'Pass'/'Not Yet' decision, then the change may be made.
- Competitors may not request that a judge watch a video to reassess a score given.

3.9.6 At the End of the Trial

- A copy of the Trial Record Sheet and Course should be collected.
- Trial records must be kept for a minimum period of one year.

3.10 Judge's trial entries in classes that they are judging

- A judge may enter the class that they are judging.
 - ◆ Judges will enter their dogs for these rounds in the same manner as other competitors.
 - ◆ Judge's rounds will be scored by a second judge. Any CARO Working judge may score the rounds.
 - ◆ Judge's rounds will not be eligible for special awards in their class.
 - ◆ Passes will count toward titles and are eligible for title ribbons when a title is earned.
 - ◆ Their placement in the running order will be agreed upon between the judges.

3.11 Recommended Judge's kit

- Measuring tape
- Pens/pencils
- Clip board(s)
- Paper clips and/or stapler
- Some judges prefer to bring their own stations signs
- Stopwatch
- Rulebook and amendments

3.12 Course design

- It is the responsibility of the judge to design the courses for trials.
- Courses do not need to be submitted to CARO for approval.
- The judge must allow for adequate space for an effective performance of each exercise.
- There should be no cones, exercise signs or other objects placed in a way that will interfere with the path of the dog.
- The placement of obstacles should be a minimum of 3 feet laterally from any ring boundary or any barrier in the ring.
- Course designs should avoid situations such as a dog working toward an object holding zone.

3.13 Course set up

- Handler Boxes and Lines
 - ◆ Handler boxes are mandatory for Barrel Racing and Round the Clock.
 - ◆ A handler line is mandatory in Directed Jumping at Rookie for the 15ft mark between the jumps.
 - ◆ For all other exercises the trial host may choose between a box or a line.
- Indicating judge selections
 - ◆ Directed Jumping – Jumps should be numbered 1 and 2 with large, easy to read numbers.
 - ◆ Round the Clock – Cones to be circled are to be placed with the number facing the handler box. Cones not being circled are to be faced away from the handler box.
- Distance lines
 - ◆ All distance lines should be 48 inches long.

3.14 Pass Requirements Summary Checklist

<p><u>Drop on Recall (DOR/W1)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog starts in heel position, <input type="checkbox"/> Stays in position(s) until cued to move, <input type="checkbox"/> Moves directly towards the handler until cued to perform another behaviour, <input type="checkbox"/> Has front paws within the designated zone when assuming a position, <input type="checkbox"/> Comes to sit in front position. <input type="checkbox"/> Expert only – Finishes on cue. 	<p><u>Retrieve on the Flat (ROF/W2)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits in heel position until cued, <input type="checkbox"/> Maintains sitting in heel position while the handler throws the object and it has stopped moving, <input type="checkbox"/> Expert only – downs in heel position on cue, <input type="checkbox"/> Retrieves the object on cue, <input type="checkbox"/> Returns to the handler to sit in front position, <input type="checkbox"/> Remains sitting in front position while the handler takes the object directly from the dog, <input type="checkbox"/> Expert only – finishes on cue.
<p><u>Barrel Racing (BR/W3)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits in heel position until cued, <input type="checkbox"/> Circles the cones in the correct order and direction as illustrated, <input type="checkbox"/> Returns to the handler to sit in front position. <input type="checkbox"/> Expert only – finishes on cue. 	<p><u>Directed Jumping (DJ/W4)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits in heel position until cued, <input type="checkbox"/> Moves to the dog box on cue without taking any steps back toward the handler, <input type="checkbox"/> Remains in the dog box (Rookie) or, maintains the position requested by the handler (Elite & Expert) in the dog box until cued to jump, <input type="checkbox"/> Jumps the correct jump(s) as designated by the judge, <input type="checkbox"/> Returns to the handler to sit in front position. <input type="checkbox"/> Expert only – finishes on cue.
<p><u>Designated Retrieve (DR/W5)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits in heel position until cued, <input type="checkbox"/> Retrieves the correct object, <input type="checkbox"/> Sits in front position, <input type="checkbox"/> Remains sitting in front position while the handler takes the object directly from the dog. <input type="checkbox"/> Expert only – finishes on cue. 	<p><u>Back Away (BA/W6)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits or stands in front of the handler box facing the handler, <input type="checkbox"/> When cued by the handler, moves backwards to the dog box without taking any steps back toward the handler. <input type="checkbox"/> Expert only – performs the requested behaviour after the 5ft line, <input type="checkbox"/> Fully enters the dog box with front paws behind the front plane of the dog box.
<p><u>Round the Clock (RTC/W7)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits in heel position until cued, <input type="checkbox"/> Circles the required cones as directed by the handler, <input type="checkbox"/> Circles each required cone only once, <input type="checkbox"/> Returns to within an arm's length of the handler after circling each cone, <input type="checkbox"/> Sits in front position, <input type="checkbox"/> Expert only – finishes on cue. 	<p><u>Distance Signals (DS/W8)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog stays in position(s) until cued to move, <input type="checkbox"/> Correctly performs the designated sequence, <input type="checkbox"/> Responds to physical cues only, <input type="checkbox"/> Remains in the box while performing the sequence. <input type="checkbox"/> For sequences that end in a spin the dog finishes the sequence fully in the box.
<p><u>Retrieve over Jump (ROJ/W9)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits in heel position until cued, <input type="checkbox"/> The handler waits to cue the retrieve until the object has stopped moving. <input type="checkbox"/> When cued, the dog takes the jump and picks up the object, <input type="checkbox"/> Returns over the jump carrying the object, <input type="checkbox"/> Returns to the handler to sit in front position, <input type="checkbox"/> Releases the object directly to the handler. <input type="checkbox"/> Expert only – finishes on cue. 	<p><u>Scent Discrimination (SD/W10)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The dog sits in heel position until cued, <input type="checkbox"/> Retrieves the correct object, <input type="checkbox"/> Comes to sit in front position, <input type="checkbox"/> Remains sitting while the handler takes the object. <input type="checkbox"/> Expert only – finishes on cue.

4. Trial Host Guide

4.1 Eligibility

- A CARO Working Trial may be hosted by an individual or a club.
- If the trial host is a club, the club, the Trial Chairperson or Trial Secretary is required to be a professional member in good standing.
- If the trial host is an individual, that individual must be either the Trial Chairperson or the Trial Secretary and must be a professional member in good standing.

4.2 Trial approval requirements

- Hosts must complete and submit the [Trial Application form](#) and fee.
- Trials must be approved by CARO within the timeframes indicated on the trial application form.
- Trials must be located over 250km from any other trials taking place on the same day.
 - ♦ To obtain an exception, permission must first be given from the organization that has an approved date.
 - ♦ No trials may be hosted during the period of the CARO National Virtual Trials.

4.3 Selecting classes

- A maximum of 16 classes or rounds may be offered per trial.
 - ♦ Classes or rounds are referred to as 'events' in the trial application.
- Events may be any combination of General Rally and Working classes.
 - ♦ Please refer to the Master General Handbook for information related to the General classes.
- One Working Class event consists of a maximum of 5 exercises. The trial host may elect to offer either:
 - ♦ All three classes (Rookie, Elite, Expert) simultaneously for the exercises chosen.
 - ♦ Only one class at a time for the exercises chosen.

4.4 Engaging a Judge

- By agreeing to hire a Judge, a legal contract has been entered into.
- Judges must be in good standing to be eligible for consideration. Please see the website for a complete listing of approved Judges.
- An overview of the roles and responsibilities between trial host and judge can be found in Annex A.

4.4.1 Terms and Conditions

- Rates and conditions are agreed upon between the Trial Host and the Judge(s).

4.4.2 Trial Cancellation

- Where there is a possibility that the trial might be canceled or changes made to the classes being run in the trial, the club should notify the Judges as early as possible. CARO must also be notified of any changes.
- If a trial must be canceled, for whatever reason, the host has a responsibility, at a minimum, to reimburse Judges for any out-of-pocket expenses that may have been incurred prior to the trial.

4.4.3 Judge unable to attend

- If a Judge is unable to get to a trial the trial host can obtain the services of another Judge to fill in. The results will be recorded under the name of the original Judge.

- The club could also cancel the trial and apply for another date if they so choose.
- If the club is unable to procure the services of another Judge, they may apply for a date change in which case the timing rules for trial date approval would be waived provided that it is the same judge.

4.5 Premium lists

- A list of information to be included in the premium list for the trial can be found in Annex B.

4.6 Post trial requirements

4.6.1 Submission of trial results and fees

- Trial results must be received by CARO within 30 days of the trial.
 - ♦ Hosts are advised that trial results are entered in order by the date on which they were held. It is important that results are submitted as soon as possible to prevent the delay in processing results from other trials.
 - ♦ There will be a fine of \$50.00 plus applicable tax(es) for clubs whose Trial results are not received within 30 days of the trial. The fine is payable before the next trial.
- The following must be forwarded to CARO:
 - ♦ A copy of the Judges Trial Records
 - ♦ A completed Fee Submission Form. (Note that CARO does not collect fees for FEO rounds).
 - ♦ Catalogue with names and full mailing addresses of competitors.
 - ♦ Trial Incident Report (even if there are no incidents).
 - ♦ Titles Earned sheet (as reported by the handlers).
- All forms and fee schedules are available on the Forms page on the web site.
- CARO will confirm the fees due and provide the host with submission instructions.

4.7 Trial Roles and Responsibilities

4.7.1 Trial Chairperson

- There must be a Trial Chairperson whose responsibilities include:
 - ♦ The provision of all required equipment.
 - ♦ Overall coordination of the trial.
 - ♦ Management of the trial on the day of the event.

4.7.2 Trial Secretary

- There must be a Trial Secretary whose responsibilities include:
 - ♦ Managing all documentation from application through to the submission of trial results.

4.7.3 Stewards

- The number of Stewards is dependent on the size and complexity of the trial and the availability of volunteers. In some cases, one volunteer may take on the responsibilities of more than one of the roles listed in the following bullets.
- Table Steward(s)
 - ♦ Ensures score sheets are prepared and in correct running order for each class.
 - ♦ Gives the score sheet for the next team to the Judge.
 - ♦ Receives the completed score sheet from the Judge.
 - ♦ Checks the score sheet to ensure a selection was made for each exercise attempted, a time was recorded, and that the judge signed the score sheet.
 - ♦ Ensures a copy of the score sheet is accurately transcribed for the competitor's record. This may be done by hand, or with a photocopier.

- ♦ Ensures that the Judge's record is complete, signed and has been copied.
- Ring Steward(s)
 - ♦ Ensures the next team in the running order is nearby (sometimes referred to as "on deck") and ready.
 - ♦ Keeps the running order up to date as the class progresses and manages changes.
 - ♦ Completes jump height changes.
 - ♦ Confirms the next competitor has placed their retrieving items at the designated spot before entering the ring (if applicable).
 - ♦ Takes competitors leash from the entry gate to the exit gate (if applicable).
 - ♦ Places retrieving item at the designated exercise stations.
 - ♦ Checks the ring after each performance to ensure everything is ready for the next participant.
 - ♦ Keep the area near the gates clear.
- Timer
 - ♦ Times all rounds
 - ♦ Provide time to the judge after each round.
 - ♦ For entries where the time elapses, confirm with judge how they would like time to be called.

4.8 Equipment

4.8.1 Equipment for the management of the trial.

- Table and chairs
 - ♦ Stewards - This is normally located right outside of the ring.
 - ♦ Judges – normally a location is provided for Judges to sit when not judging.
- Writing equipment and basic office supplies
- Some trials have portable printers for copying paperwork.
- Stopwatch or electronic timing mechanism.
- Trial paperwork

4.8.2 Ring equipment

- Management of objects
 - ♦ Small tables/chairs for retrieving items.
 - ♦ Tongs
- Exercise signs and cards
 - ♦ One set of exercise signs and cards
 - ♦ Station sign and card holders
- Boxes, lines, and distance markers
 - ♦ All boxes and lines may be constructed of PVC or metal painted white, flat metal painted white, tape, nylon webbing or similar material. Materials must be a minimum width of 0.5 inches and a maximum width of 2 inches.
 - To increase accessibility, the use of tape is encouraged for handler boxes when indoors.
 - The boxes shall be secured to the floor or ground on all corners.
 - Heavier materials, such as steel, may also be used. Boxes or lines made of this material do not need to be taped or staked but they must be painted white.
 - ♦ Handler box or line
 - The internal measurement of the handler box shall be approximately 2 feet x 2 feet.
 - Handler lines must be 24 inches long.

- ♦ Dog Box
 - Dog boxes are 3-sided.
 - The interior measurement of the boxes shall be approximately 4 ft x by 4ft.
 - For Back Away exercises the open end of the box shall be placed so that it is closest to the handler. For all other exercises the closed end of the box shall be placed so that the closed end is closest to the handler.
- ♦ Distance lines or markers
 - Small pylons may be used to mark the 5-foot line in the Back Away (BA/W6).
 - All distance lines must 4 feet long.
- ♦ Jumps
 - May be bar jump or panel jump.
 - Jumps must be constructed in a manner that provides stability and safety for all dogs.
 - Jump width is to be a minimum of 4 feet.
 - When using a bar jump, a single bar jump is preferable but not required.
 - Jump bars and panels must be displaceable in both directions.
 - Cups must be made of plastic or rubber or may have displaceable cups.
 - In cases where the jump has a bar across the bottom which connects the two wings, the bar may not be metal.
- ♦ Pylons
 - Pylons must be a minimum 18" tall.
 - A pylon of lesser height with an addition that brings the visible height to 18" is permitted.
 - Where numbering is required, numbers must be at least 2" in height.

4.9 Ribbons

4.9.1 Exercise pass ribbons

- ♦ There is no requirement for pass ribbons to be provided.
- ♦ Should the trial host choose to provide pass ribbons:
 - They may be of any colour.
 - They must display the CARO logo.

4.9.2 Title ribbons

- ♦ Are optional and provided at the discretion of the trial host.
- ♦ Use of the CARO logo is optional.

4.9.3 Special prizes

- ♦ Special prizes may be provided at the option of the trial host.
- ♦ Any special prizes provided by the trial host may be presented throughout the trial day when the criteria for them have been met.

4.9.4 Championship ribbons

- ♦ Ribbons for Championship titles are provided by CARO.
- ♦ They will be mailed to the recipients upon completion of the relevant titles.
- ♦ Please see the CARO Titles section for more details.

4.10 Setting up

4.10.1 Ring size

- Minimum ring sizes for trials depend on the number of exercises being offered in a round:
 - ♦ 5 exercises require 30 feet x 50 feet or 1,500 square feet.
 - ♦ 3 exercises require 30 feet x 30 feet or 900 square feet.
- Ring dimensions must be sufficient to accommodate the exercises selected.

4.10.2 Ring area and barrier

- The ring area and surrounding boundary must be clear of any materials not related to the course.
- The ring perimeter must be clearly marked.
 - ♦ Perimeters may be walls, barriers, rope, or other material which clearly marks the edges of the ring,
 - ♦ Hosts are encouraged to use the most secure barrier possible to ensure safety,
 - ♦ Perimeters must be a minimum of 12 inches high.
- Should the trial have two rings which share a side, hosts are strongly encouraged to consider providing a visual barrier between the two rings.

4.10.3 Handler boxes and Lines

- ♦ Handler boxes are mandatory for Barrel Racing and Round the Clock.
- ♦ A handler line is mandatory in Directed Jumping at Rookie for the 15ft mark between the jumps.
- ♦ For all other exercises the trial host may choose between a box or a line.

4.10.4 Distance markings

- Markings must be placed at the required distance with tape, chalk or something similar on the floor across the path of the dog and handler.
- Small pylons may be used to mark the 5-foot line in the Back Away (BA/W6).

4.10.5 Exercise signs and cards

- Use of the exercise signs is at the discretion of the trial host.
- When used, signs shall be placed in such a position that they may be easily seen by the handler but will not interfere with other exercises.
- Cards which reflect a sequence, or which are used to indicate a Judge's choice are mandatory.
- Cards may be placed over the exercise sign or on a separate sign holder.

4.10.6 Indicators for Judge selections

- In exercises where the judge has selected an option, they should be clearly marked
- Round the clock
 - ♦ Selected cones the numbers will face the handler box. Others are to be faced away.
- Designated Retrieve, 8,
 - ♦ Card with the station sign – number each of the 4 locations.
- Directed Jumping
 - ♦ Mark the jumps with #1 and #2.

4.10.7 Measuring distances

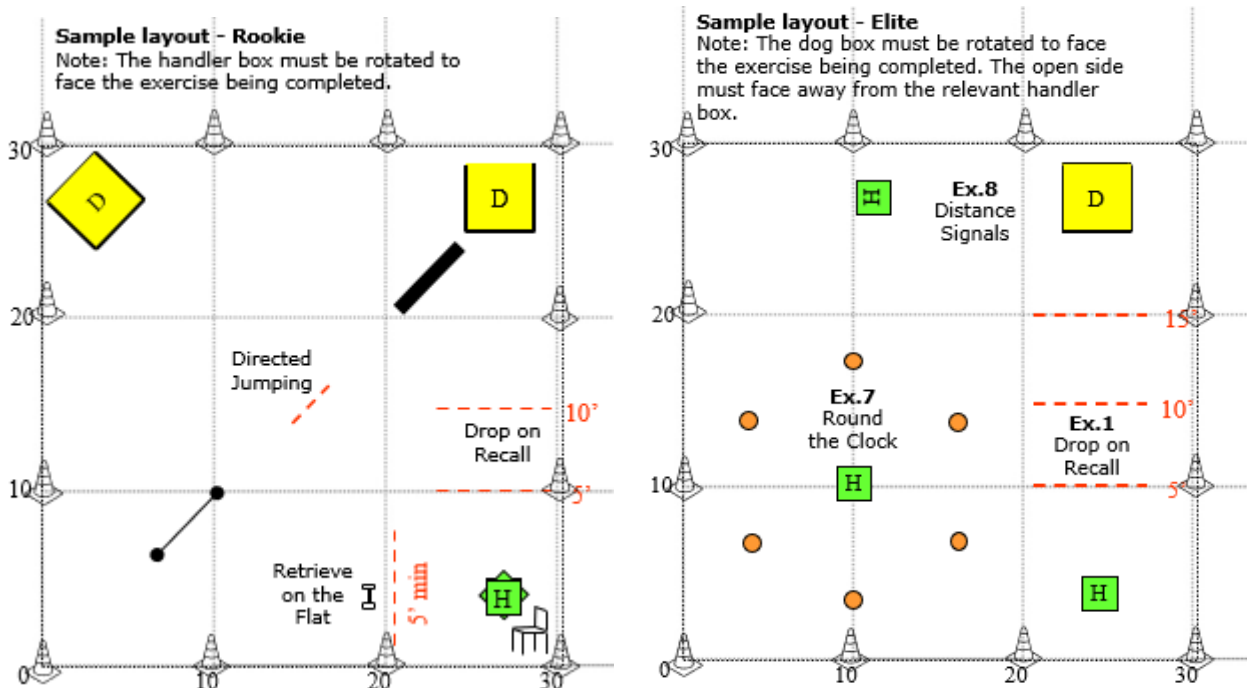
- Where distance between the handler box or line and the dog boxes the measurement is taken from the front of the handler's box (or line) to the front of the dog box.
- Barrel racing (BR/W3)
 - ♦ Distance between pylons 1 and 2 is taken from the nearest edge to the nearest edge.
 - ♦ Distance for pylon 3 is from the nearest edge of the pylon to line between the nearest sides pylon 1 and 2.
 - ♦ Distance from handler box to the line between the front sides of pylons 1 and 2 is measured from the line to the front edge of the handler box.
- Round the Clock
 - ♦ The distances between pylons and handler boxes should be taken from the nearest edge of the pylon to the middle of the handler box.
- Directed Jumping
 - ♦ For winged jumps the distance is measured from the upright portion of the wing, not the outside end of the wing.
 - ♦ Front edge of handler boxes or lines.

4.10.8 Flooring

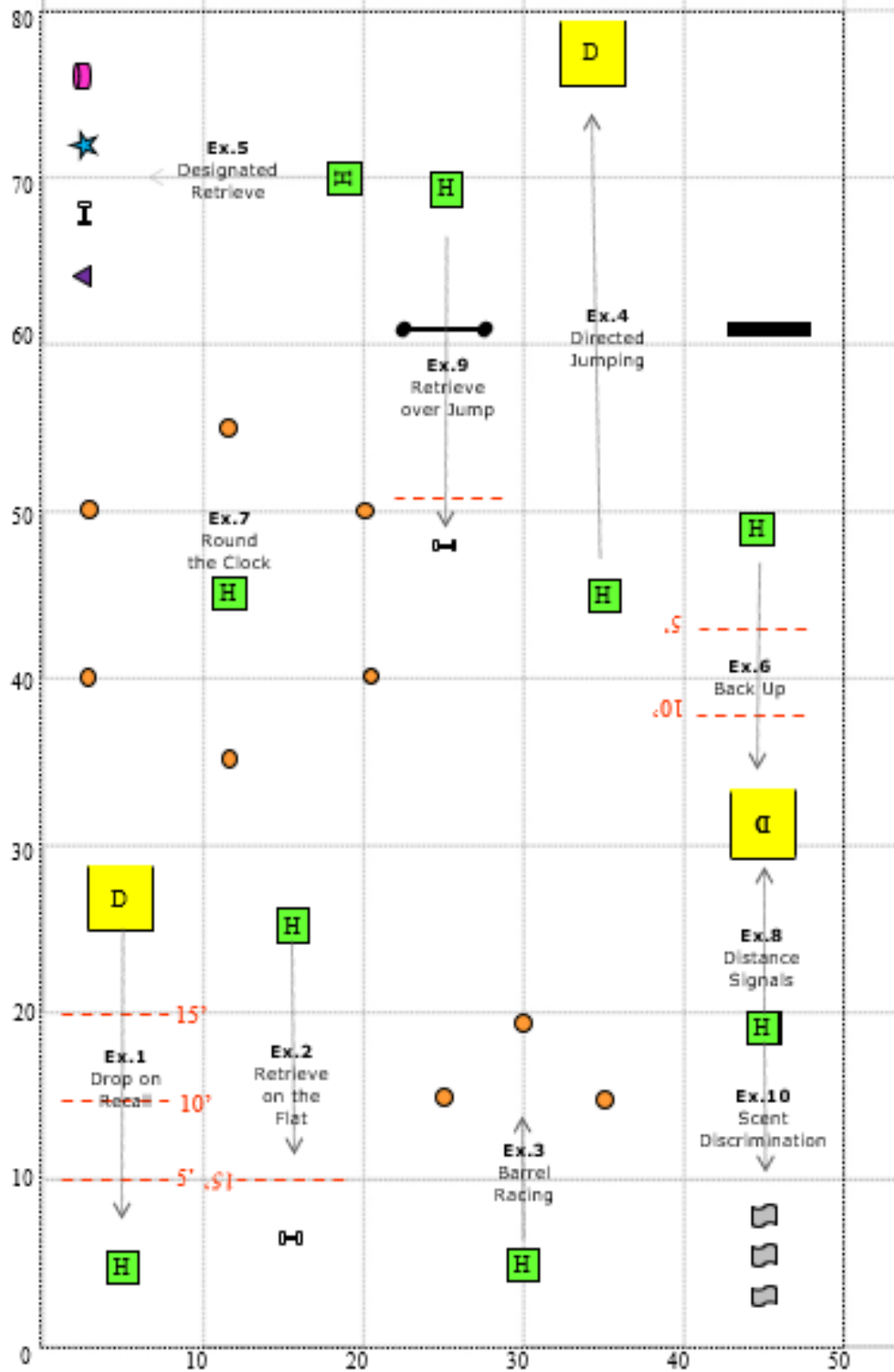
- The flooring must be a non-slip surface.

4.11 Sample course maps

Virtual Trials – Ring size 30ft x 30ft



Sample Layout – Expert
10 Exercises



Annex A: CARO trial requirements

Trial Host	Judge
Min six (6) weeks prior to the trial for Rally or combined trials and (3) weeks for working only trials.	
Contract a Judge and choose classes to be provided.	Provide Contract conditions.
Submit trial application	
Provide the following information to the judge: <ul style="list-style-type: none"> <input type="checkbox"/> Location, trial host name and date(s). <input type="checkbox"/> A map of the working space including ring size, entrances. and any limiting factors such as poles. <input type="checkbox"/> Indoor/Outdoor and flooring surface. <input type="checkbox"/> List of classes being offered. <input type="checkbox"/> Order of classes if applicable. <input type="checkbox"/> Confirm that all required equipment is available. <input type="checkbox"/> Confirm the closing date of the trial. <input type="checkbox"/> Premium list should state that requests for modification must be submitted with the trial entry. 	
At least three (3) weeks prior to the trial	
<ul style="list-style-type: none"> <input type="checkbox"/> Determine if the judge prefers to bring their own exercise signs and cards. <input type="checkbox"/> Determine if the judge will score FEO rounds. 	
<input type="checkbox"/> Provide the judge with trial number.	<input type="checkbox"/>
At least one (1) week prior to the trial	
<input type="checkbox"/> Provide the judge with any requests for modifications.	<input type="checkbox"/> Review requests for modifications. <input type="checkbox"/> Contact the competitor to discuss if needed.
Pre-Trial Paperwork	
<input type="checkbox"/> Judges Trial Record with each round numbered. E.g., Working 1, Working 2 etc. <input type="checkbox"/> Trial Catalogue. <input type="checkbox"/> Individual Score Sheets <input type="checkbox"/> Running Order (by jump height is handy). <input type="checkbox"/> Titles Achieved Sheet.	<input type="checkbox"/> Have a copy of all requests for modification.
Trial Day!	
<input type="checkbox"/> Designate the boundaries of the trial ground. <input type="checkbox"/> Post signs at the trial which state that prompting from spectators will result in an 'Not Yet' for the competing team. <u>Table Steward(s)</u> <input type="checkbox"/> Have all score sheet and trial record documentation ready to go – describe their job. <input type="checkbox"/> Fill in Incident Report even if no incident occurs. <u>Ring Steward(s)</u> <input type="checkbox"/> Set up the exercises. <input type="checkbox"/> Manage the flow of competitors, ensuring that they are ready to enter the ring at the appropriate time.	<input type="checkbox"/> Brief ring and table stewards on procedures as needed. <input type="checkbox"/> Ensure correct set up, appropriateness and safety of equipment and correctness of all markings or other indicators needed to correctly complete stations. <input type="checkbox"/> Judges will use the individual team score sheet for marking results. <input type="checkbox"/> Sign the Trial Record sheets. <input type="checkbox"/> The judge will be provided with a copy.
Post-Trial Paperwork	
<input type="checkbox"/> Provide a copy of the Trial Record Sheet to the judge at the end of the trial (paper or electronic). <input type="checkbox"/> Keep a copy of all records for a minimum of one year. <input type="checkbox"/> Submit to CARO: Judges Trial Record / Titles Achieved Sheet /Catalogue Trial Incident Report Fee Submission Form	<input type="checkbox"/> Maintain copy of trial records for a period of one year.

Annex B: Creating an effective Premium List & Entry Form

- The premium must not be published until the trial has been approved by CARO and was assigned a trial number

Premium List
Initial Information
<input type="checkbox"/> CARO Name and/or logo with the words "Sanctioned CARO Trial" <input type="checkbox"/> Trial Number(s) / Trial Date(s) <input type="checkbox"/> Host Name <input type="checkbox"/> Classes offered <input type="checkbox"/> Indoor/outdoor, flooring and type of perimeter fencing being used for the rings. <input type="checkbox"/> Judges' name (s) <input type="checkbox"/> Opening & Closing dates <input type="checkbox"/> Statement if this is a 'limited entry' trial <input type="checkbox"/> Entry fees <input type="checkbox"/> Type of materials are being used for the boxes and lines.
Important Information
<input type="checkbox"/> Trial Chair and Trial Secretary: name & contact details <input type="checkbox"/> Venue description & address <input type="checkbox"/> Statement that trial is run under CARO rules, with a link to CARO site for full explanation of performance guidelines. www.canadianrallyo.ca <input type="checkbox"/> Whether move ups will be permitted during the trial <input type="checkbox"/> Judging schedule if more than one judge <input type="checkbox"/> Registration form (or link to digital registration form) with general agreement/disclaimer <input type="checkbox"/> Where/how to send the registration form (if not submitted via online entry) <input type="checkbox"/> Where/how / when to send the payment <input type="checkbox"/> Refund policy <input type="checkbox"/> When confirmations will be sent out <input type="checkbox"/> Trials Hosts have the right to refuse entries
Optional (but nice) Information
<input type="checkbox"/> Directions to trial site <input type="checkbox"/> Whether or not a concession will be available at the trial venue <input type="checkbox"/> Crating options <input type="checkbox"/> List (or link to list) of dog-friendly accommodations nearby
Entry Form
<p>The registration form should capture the following information:</p> <p>For the handler</p> <input type="checkbox"/> First name and surname <input type="checkbox"/> Mailing address <input type="checkbox"/> Email address & phone number
<p>For the dog</p> <input type="checkbox"/> CARO Registration Number <input type="checkbox"/> Call Name and Breed <input type="checkbox"/> Date of Birth <input type="checkbox"/> Height (At withers) <input type="checkbox"/> Jump Height (Vertical) 4", 8", 12" or 14" <input type="checkbox"/> Statement of whether dog is a veteran or whether dog / handler need modifications, and a description of the modification(s) requested.
<p>General</p> <input type="checkbox"/> List of classes (including judge for the class) with option to indicate stream (A, B, or C) or levels/station for Working Class <input type="checkbox"/> Fee per class <input type="checkbox"/> Provision for taxes (if needed) <input type="checkbox"/> General Agreement / Disclaimer <input type="checkbox"/> Signature and Date line

Annex C: List of all forms for hosting a trial

The forms, including sample completed forms, are available on the [Forms](#) page of the web site [Competitors](#)

- [CARO Membership Application](#)
- [CARO Individual Dog Registration](#)

Judges

- [Application to Become CARO Judge](#)

Trial Officials

- [CARO Trial Application](#)

The following can be found on the CARO website under forms:

- CARO Catalogue Sheet
- Individual Dog Score Card – Regular Classes
- Individual Dog Score Card – Working Class
- Judge’s Trial Record
- Trial Incident Report
- Titles Earned
- Fee Submission

