

Trial Chairperson and  
Trial Secretary Guidelines



**September 2, 2010**

**North American Dog Agility Council**

P.O. Box 1206  
Colbert, OK 74730  
[www.NADAC.com](http://www.NADAC.com)

## **Becoming a NADAC Sanctioned Group**

Only NADAC sanctioned groups will be permitted to host agility trials for the purpose of offering classes for NADAC certification. An agility club or group of individuals whose goals are to promote the sport of agility for all breeds, including mixed breeds, may apply to NADAC for approval as a sanctioned group.

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

**There is a \$100.00 fee to become a sanctioned group and an annual renewal fee of \$25.00 each year.**

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

Club/groups must appoint a member to act as a contact person. This person shall be the liaison between NADAC and the club/group, and is required to maintain a valid e-mail address and join the NADAC Club E-List. ([NADACClubs@yahoogroups.com](mailto:NADACClubs@yahoogroups.com))

- \* Annual renewal fee is \$25.00 if received by Dec. 31st.
- \* Annual renewal fee is \$50.00 if received between Jan. 1st and Jan. 15th.
- \* Annual renewal fee is \$75.00 if received between Jan. 16th and Jan. 31st.
- \* Clubs will be required to submit an Application to Become a Club form and a new club fee of \$100.00 if they have not renewed by Jan. 31st.

## **Hosting a NADAC Agility Trial**

### **Securing a Trial Date**

It is assumed that clubs will honor all trials within 300 miles of their trial site and not request dates that conflict with other NADAC clubs. A numbered week system is in place. The "week by number" calendar is located in the files section of the [NADACClubs@yahoogroups.com](mailto:NADACClubs@yahoogroups.com) e-group list.

It is advised that clubs send an e-mail request to secure their week number as soon as possible in order to secure the date and ensure that it is listed on the Calendar of Events. Once a trial is listed on the calendar, whether pending or confirmed, the club may then proceed to contact judges.

Clubs may host one day, two day or three day (Fri-Sat-Sun) trials. On a major holiday weekend, (New Years, Memorial Weekend, 4<sup>th</sup> of July, Labor Day) clubs may include Monday.

The number of trials a club may host each year is dependant upon the availability of dates. Please contact NADAC for any restrictions unique to your area.

### Trial Site

If you are hosting a jumping class trial or a mixed format trial which includes classes with jumps, the **recommended** agility trial area is 12,000 square feet (100' x 120') of unobstructed ring space per ring. A minimum area of 8,000 square feet of unobstructed ring space is **REQUIRED**. The minimum width of any ring shall be 70 feet.

If you are hosting a non-jumping class trial, the **recommended** trial area is 10,000 square feet of unobstructed ring space per ring. A minimum area of 6,000 square feet of unobstructed ring space is **REQUIRED**. The minimum width of any ring shall be 70 feet.

The trial area should be of a non-slip surface that provides a safe footing for the dogs competing.

Ample area close by should be available for crating and an exercise area, a warm up area, and an area for spectators to view the agility ring. If possible, the spectator's viewing area should be separate from the crating, exercise, and warm up areas.

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

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

Other amenities such as convenience for parking, camping, motels, shade, restrooms, food options, etc. should be considered when selecting a site.

Note: Clubs may not share a site with another agility hosting venue on the same weekend.

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

## Trial Application

A written application to host a trial must be submitted at least sixteen (16) weeks in advance of the proposed trial date.

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

Applications and sanctioning fees submitted up to 16 weeks prior to the date of the trial	=	\$10.00 per round.
Applications and sanctioning fees submitted 12-16 weeks prior to the date of the trial	=	\$15.00 per round.
Applications and sanctioning fees submitted 8-12 weeks prior to the date of the trial	=	\$20.00 per round.
Applications and sanctioning fees submitted within 8 weeks prior to the date of the trial	=	\$25.00 per round.

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

Club/groups may not host trials within 300 miles of each other on the same dates, unless both clubs agree to share the weekend.

Before publishing any dates for a sanctioned trial, including in club/group newsletters, the trial date must be listed on the Calendar of Events on the NADAC web site. If a club/group publishes their trial dates prior to the date being listed on the Calendar of Events, please indicate "Pending approval from NADAC".

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

In addition, please check the Calendar of Events on the NADAC website to make sure that the trial information and club's points of contact are listed correctly.

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

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

The trial dates must be listed on the NADAC web site as either “pending” or “confirmed” before judges can be contacted. Once you have contacted and hired your judges, you are to confirm them with the NADAC office. An e-mail to [nadacbecky@aol.com](mailto:nadacbecky@aol.com) will suffice.

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

If a supervising judge is supervising an Sp-1 judge, they may also judge the second ring as long as it is understood and agreed upon in advance, that the supervising judge will need to stop their ring in order to review course distances and times and possibly tweak the Sp-1 judge’s course.

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

Judges are paid \$1.00 per run listed in the catalog for Friday classes or weekday mini trials. If an entry is such that there are fewer than 100 runs, a judge is to be paid a minimum of \$100.00.

During any sanctioned NADAC trial, unless there are unforeseen, extenuating circumstances, no judge may substitute for another judge. Only the judge of record as approved by NADAC and printed in the premium may judge at that particular trial. Specifically, no additional judge may step in to allow a relative of the judge of record or the judge of record him/herself to run a dog.

Extenuating circumstances may include unforeseen delays in the trial, a judge falling ill, and/or a judge with a flight schedule to meet. Club/groups and judges should try to avoid flight schedule problems when making reservations. When unavoidable, arrangements for substitute judges should be made in advance and cleared through the NADAC office prior to the date of the trial.

#### Trial Officials

1. **Trial Chairperson.** The Trial Chairperson oversees the entire running of the trial before, during and after.
2. **Trial Secretary.** The Trial Secretary shall develop the premium and mail it and/or have it available to download for potential exhibitors. He/she is also responsible for the preparation of the show catalog and verification of the final show reports, which are sent to the NADAC office.

3. **Trial Committee.** The Trial Committee is comprised of club/group members and is the governing body for the trial. The Committee is responsible for the running of the trial including all matters other than those specifically set forth as responsibilities of the judge(s). The Trial Committee is responsible for the reporting of, and may be involved with the resolution of, any disciplinary issues that arise.
4. **NADAC approved Judge(s).** The agility trial shall be officiated by one or more judges from the NADAC approved Judges List. The judge or supervising judge shall be responsible for finalizing each course before judging begins for each class. The judge or supervising judge shall be responsible for inspecting the equipment and verifying that it meets NADAC specifications and that the equipment is in safe condition for the trial. The judge or supervising judge is solely responsible for determining course yardages and for signalling faults. All decisions of the Judge or Supervising Judge shall be final.
5. **Timekeeper(s).** There shall be an official timekeeper for each class offered at the trial. The timekeeper is responsible for timing each dog's performance and keeping an accurate and consistent accounting of the timekeeping for the class. A Timekeeper may not change during a jump height and preferably not during a class.
6. **Scribe(s).** There shall be an official scribe for each class offered at the trial. The scribe's job shall be to closely observe the judge during each dog's run and mark any faults signalled by the judge during that dog's performance. Additionally, the scribe is to write down the dog's time.
7. **Gate Steward.** The gate steward's responsibility shall be to keep the dogs that are entered in each class in order and ready to run.
8. **Leash Runner.** The leash runner assists with the handler's collar and leads. He/she shall try to be sure that the handlers have removed their collars and leads and that those collars and leads are moved to an area close to the finish line, where they are available for the handlers at the end of each run. The leash runner may hand the leash to the exhibitor or place it on the dog for the handler. Leashes may be placed on a hanger, in a receptacle, or on a chair. **No one under the age of 12 years may fill the position of Leash Runner or Bar Setter.**
9. **Table Stewards.** The table stewards shall be responsible for recording each dog's score into the official catalog. The table stewards shall also record the time faults, course faults, and total faults for each run in all classes. The table stewards shall calculate class placements for each jump height and record all qualifying rounds on the appropriate forms. The table stewards are also responsible for ensuring that the course distances and standard course times are recorded for each class and to ensure that scores are posted for exhibitors in a timely manner.

10. **Ring Stewards.** Ring stewards are responsible for helping to set new courses, set bars for jump height changes, straighten tunnels, and reset displaced poles.
11. **Course Builders.** The chief job of the course builders is to set the new course for each class. The course builders must set the course as closely as possible to the design submitted by the judge, without making personal interpretations or changes without explicit permission from the judge. SP-1 and SP-2 judges are required to set their own courses to be approved by the supervising judge of record.

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

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

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

## Acceptable Class Formats

A maximum of 6 runs per day may be offered. Of those 6 runs, 4 may include jumps. Clubs may offer less than six runs per day.

Trial Format and restrictions	Classes that can be offered (maximum number of classes per 2-day weekend)
A "pick 6 classes per day" option may be offered with prior permission from NADAC	Exhibitors may choose a maximum of 6 classes (4 classes with jumps), out of a possible 7 classes offered.
<p>Non-Jumping Class Trial</p> <p>Maximum of 6 runs each day.</p> <p>No class that includes jumps may be offered at a Non-Jumping class trial.</p>	<p>Hoopers (2)</p> <p>Touch N Go (4)</p> <p>Tunnelers (4)</p> <p>Weavers (4)</p>
<p>Mixed Trial</p> <p>Maximum of 6 runs each day.</p> <p>No more than 4 runs each day with jumps.</p> <p>Regular Agility and Jumpers must be offered.</p> <p>Additional classes may be offered.</p>	<p>Regular (4)</p> <p>Jumpers (2)</p> <p>Chances (2)</p> <p>Hoopers (2)</p> <p>Touch N Go (2)</p> <p>Tunnelers (2)</p> <p>Weavers (2)</p>
<p>Friday as "add on" classes</p> <p>Maximum of 1-3 runs.</p> <p>No more than 1 run with jumps.</p> <p>The classes offered must adhere to the maximum number allowed per 2 day trial.</p>	
<p>Friday as a "full day"</p> <p>Maximum of 6 runs. No more than 4 runs with jumps. Must include Regular Agility and Jumpers if hosting a jumping class or mixed trial.</p>	

### Mid-Week Mini Trial:

Clubs may offer mid-week mini trials on a Tues., Wed., or Thurs. Classes are restricted to non-jumping classes, Hoopers, Touch N Go, Tunnelers, and Weavers. A maximum of two of the same class may be offered. You may not mix classes.

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

### Other Restrictions

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

- Hoopers, Touch N Go, Chances, and Tunnelers are the only classes that can be set by the club to run in any order other than Elite-Open-Novice.
- Regular Agility, Jumpers, and Weavers must be set as Elite-Open-Novice. In the case of Regular, the order shall be EE-OO-NN.
- No class order shall ever be set by a club that has a judge resetting any course. In other words, a class cannot run Elite-Open- Novice and then run the same course again for a second set of competitors as Elite-Open-Novice. Once a course is set, then all dogs that will be running that course must run.

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

If the judge of record for a weekend trial is unable to arrive in time for Friday classes, the club/group may hire a local judge to judge Friday classes only. Judges are paid a minimum of \$100.00. They are not required to adhere to the distance/time requirement. All other trial rules, requirements, policies and restrictions apply.

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

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

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

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

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

If the judge(s) agrees, clubs may offer 350 runs of jumping classes and an additional 150 runs of non-jumping classes per judge per day.

A non-jumping classes only trial may offer up to 500 runs per judge per day.

There is a \$5 per run fine for any runs taken by the club over and above the allowed entry limits. If it appears as though your trial will over fill, please contact the NADAC Office.

#### Premium List

#### PREMIUM AND ENTRY FORM - REQUIRED INFORMATION

Club/groups are required to submit a draft copy of their premium to the NADAC office for approval PRIOR to being posted or mailed to exhibitors. The premium should be sent as an e-mail attachment to [NADACBecky@aol.com](mailto:NADACBecky@aol.com) for approval, and must be submitted at least six (6) weeks in advance of the trial date.

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

The location, judge, classes, etc. should match what the Club/group submitted with their application form. If a change must be made, it should be done prior to submitting the premium.

If there is a discrepancy between the Premium and the Calendar, your premium will be returned and will need to be resubmitted when everything is complete and correct.

The PREMIUM shall include the following information:

The italicized text must be copied and pasted verbatim. It does not need to remain italicized in the premium.

1. The name of the host club/group, and NADAC as the sanctioning organization.
2. NADAC logo/Club/Group logo should appear on the cover page.
3. The date and location of the trial. It is recommended that the premium include the County in which the trial is to take place as well as GPS coordinates.
4. The names of the Judges, their town and state. Judges must be approved by NADAC prior to submission of the premium for review.
5. The names of the supervising judge (if applicable)

6. A description of the ring surface. (grass, grass/dirt, sand, matting over concrete, bark, etc.)
7. A list of all classes offered each day. The classes must match the classes requested on the application form submitted to NADAC.
8. A listing of entry fees.
9. A statement either allowing weekend move-ups or not.
10. A description of awards as follows:

#### **AWARDS:**

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

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

11. A Notice to Exhibitors as follows:

#### **NOTICE TO EXHIBITORS**

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

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

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

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

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

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

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

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

A copy of the current Exhibitors Handbook may be downloaded free from the NADAC web site: [www.nadac.com](http://www.nadac.com) Exhibitors may request a printed copy of the current Exhibitor Handbook by sending \$5.00 to:

North American Dog Agility Council (NADAC)  
P.O. Box 1206, Colbert, OK 74733

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

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

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

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

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

13. The following information with respect to checking your results:

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

NADAC records trial results as they are submitted by the host clubs/groups. The individual trial results submitted by the club are uploaded to the files section of the [NADACAgility@yahoogroups.com](mailto:NADACAgility@yahoogroups.com) list within two weeks after the NADAC office receives them from the club. The trial results will remain on the list for at least thirty (30) days. Please accept the responsibility to review those results, and check that your registration number and qualifying points, as reported by the club, are correct. You can join the [www.NADACAgility@yahoogroups.com](http://www.NADACAgility@yahoogroups.com) list and set your settings to "no mail". You will be able to view trial results and check for any possible discrepancies, without receiving list mail. If you find an error in the reporting of your dog's qualifying points or registration number, please contact the host club. The host club is responsible for correcting any errors and informing NADAC.

**Levels.** Points earned at a higher level of a class, prior to the completion of the lower level title, will not be banked by NADAC for future use. If a dog earns points in a level of a class that they are not eligible to title in, those points will not be added to the dog's records.

The ENTRY FORM – REQUIRED INFORMATION:

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

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

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

- DIVISIONS:

For Classes with Jumps: (Regular Agility, Jumpers and Chances) the Divisions are Standard, Junior Handlers and Veterans.

For Non-Jumping Classes: (Hoopers, Touch N Go, Weavers and Tunnelers) the Divisions are Standard, and Veteran/Disabled Handlers.

JUMP HEIGHT TABLE:

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

Circle Category for the weekend: Skilled or Proficient

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

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

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

Note: There is no 20” or 20+ height group in the Skilled Category

## PREMIUM AND ENTRY FORM - OPTIONAL INFORMATION

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

Measuring:

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

Dogs which require measuring:

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

Dogs which do not need to be measured:

- Dogs jumping 16" in the Veteran or Junior Handler Division
- Dogs jumping 20" and 20+
- Dogs in the Skilled Category
- Dogs with a permanent height card

Jump Heights:

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

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

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

NADAC Obstacles:

The following obstacles are allowed at NADAC agility trials:

Dog Walk, A-Frame, Weave Poles, Jumps, Open Tunnels, Hoops, and Displaceable Tire Jump

Please Note:

A minimum of 8 tunnels are required when offering Tunnelers, Touch N Go or Weavers

(8-10 are recommended, ideally 8 @ 15' lengths, 1 @ 20' length and 1 @ 10' length). Tunnels should be of a 4" pitch.

A minimum of 2 sets of long (12 preferred) weave poles, one of which can be divided into two sets of six poles

A minimum of 5-6 hoops are required when hosting a trial.

A minimum of 24 hoops are required when offering Hoopers

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

### Categories:

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

In the Proficient Category, dogs must jump their measured jump height per the current jump height table. Runs must be clean, with no course faults or time faults, in order to qualify. There are five Standard Division-Proficient jump heights: 8", 12", 16", 20", 20+.

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

For example, a dog who measures to jump 20" or 20+ in the Standard division, Proficient category, must jump 16" in the Standard division, Skilled category and will receive the benefit of the additional time allotted to the 16" dogs. If this same dog is also a Veteran, or is handled by a Veteran/Disabled Handler or Junior Handler, he may enter the Veteran or JH Division and jump another 4" lower. This dog would receive the time allotted to the 16" Vets jumping 12".

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

### Priority Entry

Clubs are allowed to offer priority entry to a limited number of exhibitors who volunteer to help at trials. However, it is expected that the clubs will at all times be as fair as they can to all exhibitors.

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

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

### Trial Administration

Participation in a NADAC sanctioned trial is a privilege afforded by the host club/group and may be extended or withdrawn by the host club/group's trial committee. The organizing committee may refuse entry other than on the basis established by NADAC.

Exhibitors may withdraw from a trial and receive a refund prior to the published closing date of the trial. NADAC encourages club/groups to give refunds for injured dogs or bitches that come into heat after the closing date. It is acceptable to charge an administration fee for entries cancelled after the closing date. (10-25% is recommended).

### Aggression Policy

NADAC handles aggressive dog incidences and poor sportsmanlike conduct reports on an individual basis. When NADAC receives an incident report, the circumstances are evaluated and if deemed appropriate, witnesses will be contacted. Depending on the circumstances, NADAC will issue a warning letter, place the dog/person on probation, or suspend the dog/person from entering future trials.

### Measuring

All dogs entered in the Proficient Category in Novice, Open or Elite jumping 4", 8", 12" or 16" are required to be measured (except Veteran or Junior Handler dogs jumping 16"). Dogs jumping 20" and 20+ are not required to be measured. Dogs in the Skilled Category or dogs with permanent height cards do not need to be measured. Measurement forms may be obtained at <http://nadac.com/Application-for-Permanent-Height-Card.htm>.

### Awards

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

A purple qualifying ribbon shall be given for each qualifying round in each class.

Each ribbon awarded at the trial shall have the words 'NADAC Sanctioned Trial' and NADAC's logo printed on it. The ribbons shall be printed with the host club/group's name and the placement awarded.

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

Ribbon colors shall be as follows:

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

Additional awards may be offered; however, at no time are cash prizes allowed.

#### Cancelling a Trial

In the event a trial needs to be cancelled, please contact both NADAC and your judge as soon as possible. If your premium states you will be accepting 'day of show' entries, please post to the [NADACAquility@yahoo.com](mailto:NADACAquility@yahoo.com) and any local lists that your trial has been cancelled.

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

#### Stranded Judge

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

#### After Trial Forms

All required forms are to be submitted within five (5) days after the date of the trial. Failure to do so may result in a fine and/or the host club/group being placed on probation, which may affect future trials. If unforeseen circumstances arise that may cause a delay, please notify the NADAC office [NADACSharon@aol.com](mailto:NADACSharon@aol.com), immediately.

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

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

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

1. Exhibitor's List - send to NADAC. A complete list of exhibitors is due when submitting results of a trial. This list is to include the names and addresses of the registered owners of the dogs entered in the trial. E-mail addresses are encouraged, but not required.
2. Recording Fees - send to NADAC. The recording fees are \$1.00 per run and are due when submitting results. Fees shall be submitted for ALL runs listed in the catalog, including runs in which a dog was entered but scratched or did not compete.
3. Show Report Form - send to NADAC. This form is to be filled out by the Trial Chairperson or Secretary and submitted electronically to [NADACBecky@aol.com](mailto:NADACBecky@aol.com) or mailed to NADAC with the Exhibitors List and recording fees.
4. Electronic submission of qualifiers is required. NADAC requires club/groups to use an approved, current/updated software program that allows the submission of results in an electronic format. The qualifying results must be submitted via an e-mail attachment within 5 days after the trial. E-mail qualifying results to [NADACSharon@aol.com](mailto:NADACSharon@aol.com). **There is a \$25.00 per day fee for late submissions. If unable to comply with the 5 day requirement, please contact Sharon Nelson at [NADACSharon@aol.com](mailto:NADACSharon@aol.com) to request an extension.**

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

Examples of valid NADAC registration numbers:

1T356	3C982	02-02987	05-06623
1A293	4F793	03-10788	06-01783

NADAC maintains a list of dog registration numbers on our website at [www.nadac.com](http://www.nadac.com), <http://nadac.com/afm/regnumlookup.asp>. The file lists the dog's registration number, call name, registered name, and owner's first and last name. An 'NP' in place of the dog's registered name indicates that NADAC has not received the registration fee. New registration numbers are added to this list monthly. Any corrections, changes, transfers in ownership are updated periodically. Please note that when verifying a registration number, the number and the dog's call name should match. If there is a question, please contact NADAC, [NADACBecky@aol.com](mailto:NADACBecky@aol.com). Please feel free to submit questions or share information via the [NADACClubs@yahoo.com](mailto:NADACClubs@yahoo.com) E-group list.

You can also contact [NADACSharon@aol.com](mailto:NADACSharon@aol.com) or [NADACBecky@aol.com](mailto:NADACBecky@aol.com) with specific questions.

## Check-List

### Pre Trial:

- [ ] Apply for your trial dates either via e-mail to [NADACBecky@aol.com](mailto:NADACBecky@aol.com) for “pending” dates or submit Trial Application form and sanctioning fees for “confirmed”. Trial applications may be submitted via an e-mail attachment and the sanctioning fees paid via Paypal ([NADACSharon@aol.com](mailto:NADACSharon@aol.com))
- [ ] Contact Judges as to their interest and availability in judging your trial after your trial date has been listed on the NADAC Calendar of Events as either “pending” or “confirmed”.
- [ ] Contact a Supervisory Judge if applicable.
- [ ] Contact NADAC to confirm the names of the judges you have hired.
- [ ] Confirm that your premium information and the Calendar of Events match.
- [ ] Submit premiums to [NADACBecky@aol.com](mailto:NADACBecky@aol.com) at least 6 weeks prior to the date of your trial.

### Post Trial:

- [ ] Submit the electronic qualifying file via an e-mail attachment to [NADACSharon@aol.com](mailto:NADACSharon@aol.com) within five (5) days post trial.
- [ ] Submit the Show Report form, Exhibitor’s List and Recording Fees to NADAC, P.O. Box 1206, Colbert, OK 74733 within seven (7) days post trial. The show report and exhibitor’s list may be e-mailed to [NADACBecky@aol.com](mailto:NADACBecky@aol.com) and the recording fees may be paid using Paypal, [NADACSharon@aol.com](mailto:NADACSharon@aol.com)

North American Dog Agility Council (NADAC)

P.O. Box 1206, Colbert, OK 74733

[www.NADAC.com](http://www.NADAC.com)