



## **ADDENDUM TO THE NORTH AMERICAN DOG AGILITY COUNCIL (NADAC) TRIAL CHAIRPERSON AND TRIAL SECRETARY GUIDELINES January 20, 2020**

NADAC Australia was established in 2005 to administer the NADAC agility program in Australia.

NADAC Clubs/Groups in Australia should follow the guidelines as set out in the Trial Chairperson and Trial Secretary Guidelines as released by the NADAC USA Office with the following local exceptions stipulated in this addendum.

All Club representatives are encouraged to read and apply this addendum to the guidelines which follow this addendum document.

All communication regarding NADAC administration and events should be directed through the Australian NADAC Office [support@nadacaustralia.com](mailto:support@nadacaustralia.com)

### **Page 4 Fees**

New Club application fee is \$144.00

Club Renewal Fees;

- if paid by December 31 is \$36.00
- if paid between Jan 1 and Jan 15 - \$72.00
- if paid between Jan 16 and Jan 31 - \$108.00
- if not renewed by Jan 31 a club will need to submit a new club application for the fee of \$144.00

### **Page 5**

Replace 300 miles with 300km

Replace reference to List of past trials with contact the NADAC Australia Office for details of held weeks

Replace email address [support@nadac.com](mailto:support@nadac.com) with [support@nadacaustralia.com](mailto:support@nadacaustralia.com) as all Australian club communication must be directed to the Australian Office.

Replace USA major Public holiday weekends with Australian major public holiday weekends eg New Years, Australia Day, Labour Day, Queens Birthday, Easter.

Paragraph relating to maximum exclusive week numbers currently not applicable in Australia.

### **Page 7**

Replace reference to List of past trials with contact the NADAC Australia Office for details of held weeks.

**Page 8**

Replace 300 miles with 300km

Replace all links and email addresses with [support@nadacaustralia.com](mailto:support@nadacaustralia.com) and [www.nadacaustralia.com](http://www.nadacaustralia.com)

**Page 10**

2020 IRS rates do not apply in Australia replace with ATO vehicle rates. Judges have current rates.

**Page 11**

2020 IRS rates do not apply in Australia replace with ATO vehicle rates. Judges have current rates.

Second last paragraph relating to NADAC reimbursing \$850.00 to clubs does not apply in Australia.

**Page 17**

Replace USA major Public holiday weekends with Australian major public holiday weekends eg New Years, Australia Day, Labour Day, Queens Birthday, Easter.

Replace all links and email addresses with [support@nadacaustralia.com](mailto:support@nadacaustralia.com) and [www.nadacaustralia.com](http://www.nadacaustralia.com)

**Page 18**

Replace all links and email addresses with [support@nadacaustralia.com](mailto:support@nadacaustralia.com) and [www.nadacaustralia.com](http://www.nadacaustralia.com)

Trial premium template is available under the clubs menu tab on [www.nadacaustralia.com](http://www.nadacaustralia.com)

**Page 19**

Non honoured cheque fee is \$35.00

Replace all links and email addresses with [support@nadacaustralia.com](mailto:support@nadacaustralia.com) and [www.nadacaustralia.com](http://www.nadacaustralia.com)

**Page 21**

Link to height card applications in Australia <https://shirlene.bluedogwebsites.com/wp-content/uploads/HeightCardForm.pdf>

**Page 26**

Link to height card applications in Australia <https://shirlene.bluedogwebsites.com/wp-content/uploads/HeightCardForm.pdf>

Cancelling trials notify the Australian Office

**Page 27**

Stranded Judge [support@nadacaustralia.com](mailto:support@nadacaustralia.com)

Loss of income section does not apply in Australia.

**Page 28**

Replace all links and email addresses with [support@nadacaustralia.com](mailto:support@nadacaustralia.com) and [www.nadacaustralia.com](http://www.nadacaustralia.com)

**Page 29**

Replace all links and email addresses with [support@nadacaustralia.com](mailto:support@nadacaustralia.com) and [www.nadacaustralia.com](http://www.nadacaustralia.com)

**Shirlene Clark**

**NADAC Australia January 23, 2020**

# **Trial Chairperson and Trial Secretary Guidelines**



**January 1, 2020**

**North American Dog Agility Council, LLC**

262 S Cedar St

Sisters, OR 97759

[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 per year. **Due on or before January 1, 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 Forum Club section at: [www.nadac.com/forum](http://www.nadac.com/forum)

- \* 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. Be sure to check the "List of Past Trials" located at this address:

[http://www.nadac.com/trial\\_sec](http://www.nadac.com/trial_sec)

When applications to host a trial are received, the NADAC Office does not check for date conflicts with other clubs. It is the responsibility of the host clubs to check dates to ensure there are no conflicts with other NADAC clubs within 300 miles.

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 unless prior arrangements have been made. Be sure to check the "Week # Calendar" located in the General Trial Secretaries section of the NADAC Forum at [www.nadac.com/forum](http://www.nadac.com/forum). Club/groups may not host trials within 300 miles of each other on the same dates, unless both clubs agree to share the weekend.

It is advised that clubs send an e-mail request to [support@nadac.com](mailto:support@nadac.com) to secure their week number as early 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, 4th of July, Labor Day) clubs may include Monday.

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

A maximum of four exclusive week #'s will be guaranteed per club per year. If a club offers more than four trials per year, any other club putting on a trial within 300 miles may, upon contacting the NADAC Office, be allowed to share a week number with the club that held that date previously.

### **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 10,000 square feet (100' x 100') or larger of unobstructed ring space per ring. A minimum area of 8,000 square feet of unobstructed ring space is REQUIRED. The width of any ring shall be 80, 90 or 100 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 or activity on the same weekend. Weekend is defined as Friday, Saturday, Sunday

### **For Exhibition Only (FEO) Entries:**

Clubs have the option to offer 'For Exhibition Only' entries

- \* FEO must be published in the premium
- \* The run is judged, but no qualifying points are awarded
- \* No placement ribbons are awarded
- \* Dogs must be a minimum of 18 months old
- \* Dogs must be registered with NADAC
- \* Handlers must jump their dogs at least one jump height lower than their regular measured jump height requires

### **Containerized Trials:**

Clubs have the option to offer Containerized Trials. The container must not be visible to the dog or anyone else and may not be opened within ten feet of the ring boundary. The difference between a containerized trial and a non-containerized trial is that when a club hosts a containerized trial, no one may leave treats or toys around loose, either ringside or at their set up.

Exhibitors at any time can enter the ring with a closed/sealed container (a zip log bag works well) in the pocket of their pants whether it's a containerized trial or not.

### **Trial Application:**

A written application to host a trial must be submitted at least eight (8) 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 update the NADAC web site Calendar of Events with the new trial information for exhibitors to view.

Applications and sanctioning fees  
submitted 20 or more weeks prior to the date of the trial = \$8.00 per round.

Applications and sanctioning fees  
submitted 16-20 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.

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 unless prior arrangements have been made. Be sure to check the "Listing of Past Trials" located here:

[http://www.nadac.com/trial\\_sec](http://www.nadac.com/trial_sec)

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, [www.nadac.com](http://www.nadac.com). 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, [www.nadac.com](http://www.nadac.com) to make sure that the trial information and club’s points of contact are listed correctly prior to submitting your premium.

### **Securing Judges:**

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://www.nadac.com/judges\\_list.htm](http://www.nadac.com/judges_list.htm)

Judges are not allowed to judge within two (2) 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 6-month 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. E-mail [support@nadac.com](mailto:support@nadac.com) with your confirmations or questions.

Please note: If a club/group hires an Sp-1 or Sp-2 judge, they must also hire a supervising judge. If a club/group is hosting a two-ring trial and hires an SP-2 judge, the supervising judge cannot supervise an Sp-2 judge and judge the second ring simultaneously 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.

The supervising judge may not run a dog at a trial where they are hired to supervise an SP-2 judge.

They may run their dog at a trial where they are supervising an SP-1

As of Jan 1<sup>st</sup>, 2020, Judges are paid \$1.50 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 \$300.00 per day of judging.

Judges are paid \$1.50 per run listed in the catalog for “half day” Friday classes (less than 4 double run or less than 3 single run classes/starting after 3:00 pm) 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 \$150.00 (half day Friday and weekday mini trials ONLY).

SP-1 Judges are paid 1.00 per run and their Supervising Judge is paid .55 cents per run.

SP-2 Judges are paid .75 cents per run and their Supervising Judge is paid .75 cents per run.

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.

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.

### **Dual Judges**

NADAC is now allowing Dual Judges at trials.

A dual judge trial is where instead of having a single judge, you have two.

Both judges are allowed to run their dogs as well.

The rules regarding invite limits and mileage limits are adjusted as follows:

- 1) When dual judging at least one judge will be designated as the ‘main’ judge. This judge is who will be listed in our files for any mileage limits, and time limits in regards to when they can judge for that specific club, or location again. For example if Judge A and Judge B both Dual Judge a trial in Seattle, Judge A is noted as the main judge. Judge A will not be able to accept assignments with the seattle club for a 6 month period, and can’t accept assignments with any other clubs in Seattle within 200 miles, or 2 months of their assignment. Judge B will be able to accept assignments with that club, and assignments with other clubs in that area.
- 2) Travel expenses are still paid for both judges, in full. Most clubs will choose to hire two local judges, so that they can still compete with their dogs, while also judging for the club.
- 3) Judging fees will be split evenly between both judges.
- 4) If either judge decides to run their own dogs they must do so in such a way that it does not disrupt the trial in any way. Example: Judge A has a 16” dog in Elite Regular, Judge B has a 16” dog in Elite Regular. The judges will need to decide in advance who gets to run

round 1, and who gets to run round 2. Most trials will not allow a smooth transition for the judges to swap mid class, so the appropriate way of handling the situation is to have Judge A judge round 1, so that Judge B may run. And then have Judge B judge Round 2, so that Judge A may run.

### **Overflow Judges**

This judge is someone who will step up to judge in the event of the trial day having more than 500 runs. Which is the limit for a single judge per day.

A few things should be kept in mind if you're planning on listing an overflow judge:

a) Having more than 500 runs per day is a great achievement, but you do not want to be running dogs at 9PM. Make sure if you are nearing your run limit that you aren't sacrificing the comfort of your competitors. The best way to ensure this is looking at your class listing, and the experience level of your judge and course builders, and the ring options you have.

The absolute worst case scenario would be a 8 round day, in a single run, with a fairly new judge and inexperienced course builders. You are ensured to have a long day with this scenario and I would not recommend pushing your run limits past 500.

The best case scenario, is a two ring trial. Where your overflow judge could be building the next course, have it walked, and then judge it while the other ring is still running. This makes for a very efficient trial and makes it very easy to run a lot of runs per day while getting out at a decent time.

This is all a club choice though, and the club will have to make the decision themselves.

The overflow judge may also step in to judge when there are less than 500 runs per day. But they should be limited to judging no more than 50 runs, as a way of giving the main judge a time to break for lunch and bathroom.

This should all be agreed upon with the judge BEFORE the trial date, and we will need both judges names on the premium. So please plan accordingly.

As of Jan 1<sup>st</sup>, 2020, the overflow judge will get \$1.50 for each run they judge. And it's recommended to give a discount for the dogs they are running to make it a worthwhile proposition for them.

### **Reimbursement of Judge's Expenses**

When the club hires a judge, the club will reimburse the judge, or pay directly, for all airfare costs incurred to bring the judge to the show site. Which includes mileage to and from the airport, (the current 2020 IRS reimbursement rate is 57.5 cents per mile) and any parking

expenses, if any. These expenses should be discussed between the club and judge prior to hiring the judge, or at least prior to the judge securing air flights. It is suggested a club do research on air fares for any judge prior to soliciting a judge to determine if the expenses are reasonable for the club.

If the club requests the judge to rent a car to get to show site from the airport then the Club will reimburse the judge for reasonable rental car expenses. This includes all fuel expenses for the rental car. **Rental insurance should be discussed with the judge prior to rental.**

If the judge chooses to drive to the show site with a personal vehicle, then the amount reimbursed should be the lesser of the current 2020 IRS rate of 57.5 cents per mile round trip versus the cost of flying which includes airfare + any mileage expenses to and from airport and parking expenses, if any.

Reimbursement of meals include any meals after the judge has arrived at your destination. Some clubs will pay for dinner after the show ends prior to departure. It is a nice gesture, but not mandatory.

Clubs will reimburse all judges, or pay directly, for any hotel room expenses. All other 'extra' hotel expenses (Pay per view movies, room service, etc.) will be the responsibility of the judge.

Reimbursement of dog boarding or dog sitter expenses is up to the club's discretion and should be discussed prior to hiring.

As of Jan 1, 2019 ,NADAC will reimburse the club, upon request, up to \$850 (motel and airfare only) for any SP Judges hired by a club. This allows the club to only bear the burden of one hotel or airfare expense for the Supervising judge. All meals for both judges will still be the responsibility of the club.

Please be sure to ask your judge about his or her expenses before agreeing to hire. Know your expenses up front!!

## **Trial Officials:**

1. **Trial Chairperson.** The Trial Chairperson is to oversee and become involved in all aspects of the trial throughout the weekend
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 signaling 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. **It is strongly recommended that the Timer assist the Scribe by watching the judge for calls and relaying them to the Scribe. This way, the Scribe is free to take their eyes off the judge to locate the proper line in the catalog and to record faults.**
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 signaled 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. **Trial Scorekeeper.** The trial scorekeeper (can also be trial secretary) shall be responsible for recording each dog's score into the official catalog. The scorekeeper shall also record the time faults, course faults, and total faults for each run in all classes. The scorekeeper shall calculate class placements for each jump height and record all qualifying rounds on the appropriate forms. The scorekeeper 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. No one under the age of 12 yrs. May fill these positions.
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 e-mail the first course of the trial the preceding day so it can be set in advance.

NADAC is unique in its course design and philosophy. Judges are trained and instructed to adhere to the NADAC philosophy and not strictly 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". Judges are to strive to adhere to the original course diagram and challenges as designed, but the course maps do not always exactly match what is laid out.

A copy of each course to be run on a given day may be posted at the trial site.

### **Acceptable Class Formats:**

#### **General Rules**

- No more than two of any one class per day ( Example - Two rounds of Jumpers could be run in a day, but not three rounds)
- Format can change from day to day, but it MUST be noted in the premium. (Example - Saturday can be double run and Sunday can be single run) \*
- No matter what format is chosen, format must be listed in the premium.

## Class Types

### NATCH Classes

Regular  
Jumpers  
Chances

### Games Classes

Touch n' Go    Tunnelers  
Weavers        Barrelers  
Hoopers        Gamblers

### Double Run Trials

Per Day:

- No more than 8 rounds a day  
Pick up to four rounds of NATCH classes. For example, a club could offer 2 rounds of Jumpers and 2 Rounds of Chances each day, or 2 Rounds of Regular and 2 Rounds of Jumpers each day, or 2 Regular and 2 Chances each day.
- The remaining rounds can be any mix of the Games classes, up to the 8 round limit.

A club/group may opt to run any trial in the Double Run Format. It must be declared on the Trial Application and be clearly stated on the Premium.

Any class run more than one time during the weekend will be the same course, ran back to back, with no walk-through in between rounds.

### A Few Examples of Double Run Class Options

Double Run	Friday	Saturday	Sunday		Double Run	Friday	Saturday	Sunday		Double Run	Friday	Saturday	Sunday
Regular	2	2			Regular	2	2	2		Regular			
Jumpers	2		2		Jumpers	2	2	2		Jumpers	2	2	2
Chances		2	2		Chances					Chances	2	2	2
Tunnelers	2				Tunnelers	2				Tunnelers	2		
TouchNGo		2			TouchNGo		2			TouchNGo		2	
Weavers			2		Weavers			2		Weavers			2
Gamblers		2			Gamblers		2			Gamblers		2	
Hoopers	2				Hoopers	2				Hoopers	2		
Barrelers			2		Barrelers			2		Barrelers			2

## Single Run Trials

Per Day:

- No more than 7 classes a day
- Pick up to four rounds of NATCH classes. For instance, you could run 2 Rounds of Regular (Run Round 1, reverse course, run Round 2), and 2 Rounds of Jumpers (each round must be a different course.) OR 2 Rounds of Chances, (each Round must be a different course). Another example could be, 1 Round of Regular, 2 Rounds of Jumpers (each Round must be a different course), and 1 Round of Chances.
- The remaining rounds can be any mix of the Games classes, up to the 7 round limit.

## A Few Examples of Single Run Class Options

Single Run	Friday	Saturday	Sunday		Single Run	Friday	Saturday	Sunday		Single Run	Friday	Saturday	Sunday
Regular	2	2	2		Regular	2	2	2		Regular			
Jumpers	1	1	1		Jumpers	2		1		Jumpers	2	2	2
Chances	1	1	1		Chances		2	1		Chances	2	2	2
Tunnelers	1		1		Tunnelers	1		1		Tunnelers	1		1
TouchNGo		1			TouchNGo		1			TouchNGo		1	
Weavers		1	1		Weavers		1	1		Weavers		1	1
Gamblers	1		1		Gamblers	1		1		Gamblers	1		1
Hoopers	1				Hoopers	1				Hoopers	1		
Barrelers		1			Barrelers		1			Barrelers		1	

## Mixed Trials

As of Jan 1, 2020, a club could offer a mixed format trial, where you combine both double run classes, and single run classes.

Per Day:

- No more than 7 classes per day.
- Pick up to four rounds of NATCH Classes. For instance, you could run Regular as a Single Run class (Run Round 1, reverse course, run Round 2), and then run Jumpers or Chances as Double Run (Run Round 1, run Round 2, same course direction both times)
- The remaining rounds can be any mix of the Games classes, up to the 7 round limit.
- At least one class per day must be double run



## A Few Examples of Mixed Class Options

Mixed	Friday	Saturday	Sunday		Mixed	Friday	Saturday	Sunday		Mixed	Friday	Saturday	Sunday
Regular	2	2	2		Regular	2	2	2		Regular			
Jumpers	2		1		Jumpers	1	1	1		Jumpers	2	2	2
Chances		2	1		Chances	1	1	1		Chances	2	2	2
Tunnelers		2			Tunnelers		2			Tunnelers		2	
TouchNGo	2				TouchNGo	2				TouchNGo	2		
Weavers			2		Weavers			2		Weavers			2
Gamblers	1				Gamblers	1				Gamblers	1		
Hoopers			1		Hoopers			1		Hoopers			1
Barrelers		1			Barrelers		1			Barrelers		1	

### Half Day Trials (After 3pm only)

- No mixed format
- Double Run - up to four classes
- Single Run - up to three classes
- No NATCH Classes can be offered

### Mid Week Mini-Trials

- No Mixed Format
- Double Run - Up to four classes
- Single Run - Up to two classes
- No NATCH Classes can be offered.

Clubs may offer mid-week mini trials on a Tues., Wed., or Thurs. Classes are restricted to non-jumping classes, Hoopers, Barrelers, Touch N Go, Tunnelers, and Weavers. A maximum of two of the same class may be offered.

Judges are paid a minimum of \$150.00. 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.

- Chances, Hoopers, Barrelers, Touch N Go, and Tunnelers are the only classes that can be set by the club to run in any order other than Elite-Open-Novice-Intro.
- Regular, Jumpers, and Weavers must be set as Elite-Open-Novice-Intro. In the case of Regular, the order shall be EE-OO-NN-II. When Regular is last one day and first the next day, it is allowed to start with Intro on day 2, **BUT** the run order must be II-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-Intro and then run the same course again for a second set of competitors as Elite-Open-Novice-Intro. 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 (Maximum of 1-4 runs = a ½ day extension of a 2-day trial) classes only. Judges are paid a minimum of \$150.00. 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.

Clubs should submit to NADAC, a completed application to host a trial 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 that the NADAC Office will need to know for the purposes of course design. Please be sure to indicate the dimensions of the actual, useable ring space.

If the judge(s) agrees, clubs may offer 500 runs per day, either jumping or non-jumping classes.

There is a \$5.00 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 at [support@nadac.com](mailto:support@nadac.com).

## **Premium List:**

### PREMIUM AND ENTRY FORM - REQUIRED INFORMATION

**All premiums must use the NADAC Trial Premium Template.** The Trial Premium template may be found under the Club Resources tab on the NADAC website. Look under the Hosting a Trial area. Click on it to download the fillable Word doc.

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 [support@nadac.com](mailto:support@nadac.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.

Be sure to double check the “Calendar of Events” located on the NADAC web site at [www.nadac.com](http://www.nadac.com) under the Train and Play tab, to ensure that the information on the Calendar matches your premium prior to submitting the premium for review.

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:

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. Regardless, if you are having a Double Run, Single Run or Mixed Trial format, it must be clear on the front page.
9. A listing of entry fees.

10. A statement either allowing weekend move-ups or not.

11. A description of awards as follows:

**AWARDS:**

*Placements ribbons will be awarded to at least third 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.*

12. 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/afrm/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)*

**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 all classes: Standard, Veteran Dog, Veteran Handler, and Junior Handler

- 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
Proficient Vet/JH/VH Jump Height:	4	8	12	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” 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:

<https://www.nadac.com/WPsite/wp-content/uploads/2019/06/HeightCardForm.pdf>

## 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"

Dogs in the Skilled Category

Dogs with a permanent height card

Dogs listed on the Height Exemption List

## **Jump Heights:**

There are four Standard Division-Proficient jump heights: 8", 12", 16", 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.

## Jump Height Exemptions:

Dogs listed on the Jump Height Exemption list are not required to be measured

Dogs in the following list of breeds may jump 4" lower than they would normally jump as determined by their measurement. The "breed exemption" jump height becomes their accepted Standard division jump height. For example, if a Corgi were to measure into the 12" jump height group, they are allowed to enter the 8" Standard division jump height group. However, the breed exemption may NOT be used to enter a dog at the 4" height unless they are entered in the Veterans or JH divisions or the Skilled category.

Am. Staffordshire Terrier	Cav King Charles Spaniel	Petite Basset Griffon Vendeen
Australian Terrier	Clumber Spaniel	Pug
Basset Hound	Dachshund	Scottish Terrier
Bulldog	French Bulldog	Sealyham Terrier
Bull Terrier	Glen of Imaal Terrier	Staffordshire Bull Terrier
Cairn Terrier	Miniature Bull Terrier	Swedish Valhund
Cardigan Welsh Corgi	Pembroke Welsh Corgi	West Highland White Terrier

Mixed breed dogs displaying physical characteristics of any of the above listed dogs, and giant breed dogs may apply for a height exemption. Requests are considered on

an individual basis. Two pictures of the dog standing, front and side, as well as a letter of request with verification of height/weight are required when applying for a jump height exemption. It is believed that, at all times, handlers will enter their dogs at the appropriate heights, using sound ethics and good sportsmanship. This height exception is for the health and well-being of the dog, not to give one dog a competitive edge over another dog. NADAC assumes that any handler who enters a dog at a lower height has done so to maintain the longevity and good health of their canine companion.

### **NADAC Obstacles:**

The following obstacles are allowed at NADAC agility trials:

Dog Walk, A-Frame, Weave Poles, Jumps, Open Tunnels, Hoops, and Barrels.

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 must be of a 4" pitch.

A minimum of 2 sets of long weave poles, both of which can be divided into two sets of six poles

A minimum of 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

### **Guidelines for Agility Equipment:**

All obstacles used in NADAC-sanctioned competitions must meet NADAC specifications.

Obstacles must be constructed so as to be safe and reliable when used by the smallest or the largest of dogs expected to train or compete on that equipment. Equipment builders should always have safety as the primary concern when constructing equipment.

### **Contact Obstacles:**

Contact obstacles should always provide a non-slip surface that provides good traction for the dogs without being so rough as to damage the dog's pads. Surfaces must be maintained on a regular basis so that dogs will not slip when performing these obstacles.

Most equipment builders have found that products such as Skid-Free, No-Skid, Skid-Tex, Deck-Tec or other such products will provide a better traction surface than using a large, coarse sand mixture. Most of these products, when mixed heavily with paint, will provide a non-slip surface that also works well when wet.

Rubber surfacing is highly recommended, but **MUST** be approved by NADAC.

All contact zones must have a clear line of demarcation 42” from the bottom of the ramp. This may be done by painting the lower 42” with yellow paint or applying a minimum of a 1” white line at the 42” point on the contact ramp. Slats are not allowed on the contact equipment.

The following table lists the heights of each of the contact obstacles, along with the widths and lengths of the ramps of each of those obstacles. Also listed is the length of the contact zone for each obstacle.

	Ramp Length	Ramp Width	Height	Contact Zone
A-frame	8’ or 9’	3’ to 4’	4’8” for 8’ ramps 5’ for 9’ ramps	42 inches
Dog Walk	11’6” to 12’	11.25” to 12” (12” recommended)	46” to 50”	42 inches

**Weave Poles:**

Weave Poles shall be of rigid construction, 24” from center to center. The base of the weave poles shall be no more than 1/2” in height and no more than 2” in width. There shall be no rough or protruding edges along the base of the weave poles, nor any bolts or nuts in an area which a dog may step on while weaving. Consideration should be taken for the many sizes of dogs which will be using the weave poles. The base should have a non-slip surface. The weave poles shall be 41”-48” in height. The width of the poles shall be 1” outside diameter.

The supports (feet) should be offset so that the dog’s path never crosses over a support leg and are to be of sufficient length (16-18”) to support the poles without staking. Weave poles must be free standing. They are not allowed to be staked.

**Open Tunnel:**

The diameter (opening/exit) of the open tunnel shall be approximately 24”. The length shall be no less than 10’ and no more than 20’. Tunnels should be of a 4” pitch. Tunnels not in good repair, those with holes, loose threads, or do not stay open with tunnel holders (i.e. the openings collapse frequently and easily) should not be used because they pose a safety hazard to the dogs.



**Tunnel Holders:**

NADAC recommends saddle bag type tunnel holders be used for all NADAC classes. Twenty pounds of sand or three gallons of water in each bag has proven to be sufficient to hold tunnels in place. If sand is used, it is recommended that it be disbursed into individual zip lock baggies and then inserted into the tunnel bag. Tunnel snugglers, “Omega” holders, or holders with flat plates and straps are acceptable.

Bungee cords or chains are not allowed. Metal “cradle” type tunnel holders are not allowed.

**Non-Winged Jumps:**

All jumps are to be 4’ to 5’ wide with uprights a minimum of 32” high and adjustable for the jump heights: 4”, 8”, 12”, 16”, and 20”.

Bars must be easily displaceable, and may be made of wood, plastic or PVC. There shall be a minimum diameter of 3/4” for jump bars. Jump supports may be constructed of any solid material.

**Winged Jumps:**

The same specifications as above apply, with the addition of side wings or other support standards. Wings should be free of sharp or hazardous edges and shall be a minimum of 6” to 12” higher than the highest jump height to be used.

One bar per jump is required for all winged and non-winged jumps. (Two bars are to be used if there is no cross bar/support between the uprights)

**Hoops:**

Please refer to the NADAC Forum area under General Discussion for pictures and descriptions of NADAC’s hoop design.

The arch design is preferred. <http://www.nadac.com/forum/index.php?topic=6687.0>

**Barrels:**

Soft, pop-up or rigid barrels may be used.

22-28” across and 24-42” high

**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. With the exception of Regular Agility, runs in Proficient must be clean, with no course faults or time faults, in order to qualify. In 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.

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

All Qualifying Points earned in either the Proficient Category or the Skilled Category will be combined and credited toward titles and special awards.

### **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 Intro, 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” are not required to be measured. Dogs in the Skilled Category or dogs with permanent height cards do not need to be measured, nor do dogs with breed exemptions. Measurement forms may be obtained at <https://www.nadac.com/WPsite/wp-content/uploads/2019/06/HeightCardForm.pdf>

**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.

**Canceling a Trial:**

In the event a trial needs to be canceled, 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 Clubs section of the NADAC Forum at [www.nadac.com/forum](http://www.nadac.com/forum) and any local lists that your trial has been canceled.

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. [Support@nadac.com](mailto:Support@nadac.com)

**Loss of income:**

If your trials income did not cover its expenses, there are ways NADAC can help to reduce that burden.

NADAC will waive the recording fees for a trial that lost the club money. Certain financial requirements must be met for this to take place, the club can't be overspending on certain aspects of the trial. For the majority of clubs putting on trials is a group effort and not meant to be a money-making endeavor for business purposes, therefore the following restrictions are put in place:

**The club cannot spend more than the following amounts on each aspect of the trial to be eligible for waived recording fees:**

**Facility: \$900 per day**

**Judges flight: \$600**

**Judges Hotel: \$130 per day**

**Judges fees: \$1 per run, or daily minimums**

**Discounted entries for workers: \$500**

**Ribbons and Awards: \$300**

**Food for workers: \$150 per day**

All other expenses are considered to be extra.

Paying Trial Secretaries for example, as most all clubs have this job as a volunteer position, with discounted entries for doing it. The same can be said for Course Builders and other positions.

**Waived recording fees is limited to 2 trials per year, per club.**

**There is a \$300 maximum for each sanctioning fees waiver.**

**Clubs found to be abusing this program by submitting fraudulent costs will be permanently banned from the program.**

Facility costs must match the cost of the facility, Paying \$900 per day for an outdoor field with no lights is extraordinarily high, as in most areas of the country \$900 will get you a indoor facility.

Please keep in mind this program is to help small clubs who are struggling. The program can and will be revoked at any time if it becomes overly abused by clubs.

## 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 [support@nadac.com](mailto:support@nadac.com), immediately.

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. 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.
2. 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.
3. Recording Fees - send to NADAC. As of Jan 1<sup>st</sup>, 2020, the recording fees are \$1.50 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. PayPal is the preferred method of payment. PayPal email: [support@nadac.com](mailto:support@nadac.com)
4. Show Report Form - send to NADAC. This form is to be filled out by the Trial Chairperson or Secretary and submitted electronically to [support@nadac.com](mailto:support@nadac.com) or mailed to NADAC with the Exhibitors List and recording fees.
5. 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 [support@nadac.com](mailto:support@nadac.com). **There is a \$25.00 per day fee for late submissions.** If unable to comply with the 5 day requirement, please contact the NADAC Office at [support@nadac.com](mailto:support@nadac.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:

01-23123	05-06223	09-01155	13-01234
02-02187	06-01352	10-08322	20-01001

NADAC maintains a list of dog registration numbers on our website at [www.nadac.com](http://www.nadac.com), or use this link <http://www.nadac.com/regnumlookup.htm> . 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, [support@nadac.com](mailto:support@nadac.com) Please feel free to submit questions or share information via the Club Section of the NADAC Forum at [www.nadac.com/forum](http://www.nadac.com/forum).

### **Check-List**

#### Pre-Trial:

[ ] Apply for your trial dates via e-mail to [support@nadac.com](mailto:support@nadac.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 ([support@nadac.com](mailto:support@nadac.com)). Be sure to check the "List of Past Trials in the General Trial Secretaries board" section of the [www.nadac.com/forum](http://www.nadac.com/forum) to ensure you are requesting the correct week # and that there are no conflicts with another club within 200 miles.

[ ] 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 at [www.nadac.com](http://www.nadac.com) match.

[ ] Submit premiums to [support@nadac.com](mailto:support@nadac.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 [support@nadac.com](mailto:support@nadac.com) within five (5) days post trial.

[ ] Submit the Show Report form, Exhibitor's List and Recording Fees to [support@nadac.com](mailto:support@nadac.com) and the recording fees may be paid using PayPal to [support@nadac.com](mailto:support@nadac.com)

Revision notes:

April 17<sup>th</sup>, 2019: 350 jumping run limit removed.

November 21<sup>st</sup>, 2019: Class listing rules updated. Dual Judge info added. Cheaper Trial application option added

January 1, 2020: Judges fees change to \$1.50 per run. Recording fees go to \$1.50 per run in catalog. Trial Premium Template mandatory.