

DOGS NSW

Scent Work Affiliate Guide

Complete End-to-End Compliance Edition for NSW Clubs

From the committee decision to host a trial through to post-trial returns, reports and records

Current as at 10 August 272026

DIRECT RULING	This is an end-to-end working guide, not a replacement for the Dogs Australia Rules or DOGS NSW Regulations; where a guide conflicts with a rule or regulation, the binding rule or regulation prevails. [DOGS NSW Part XVI 2.2.1–2.2.2; DA Scent Work 3.2]
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How to use this document

This document is designed for NSW club committees, Trial Secretaries, Trial Managers, Scent Work working parties, stewards and DOGS NSW Representatives. It provides a chronological operating system for running a DOGS NSW sanctioned Scent Work trial. Each stage includes mandatory compliance items, practical guidance, committee sign-off points and records to retain.

Because DOGS NSW and Dogs Australia rules may be amended, the first step before using this document for a live trial is to check the current versions of the source documents listed below and record the check in the source-control table.

Visual compliance key

Marker	Meaning	Committee action
[MUST]	Binding rule, regulation, approval condition or required trial-control step.	Do not proceed until satisfied.
[MUST NOT]	Prohibited conduct, conflict, eligibility issue or action that invalidates compliance.	Prevent, correct or escalate.
[MAY]	Permitted option that the Affiliate can choose, if properly advertised or controlled.	Decide and document.
[GUIDE]	Operational recommendation that supports smooth running but is not itself a binding rule.	Adopt unless impractical.
[RECORD]	Document, decision, check, report or evidence that should be retained.	File in the trial records pack.

Authority hierarchy

Priority	Source	Use in this guide
1	Dogs Australia Rules for the Conduct of Scent Work Trials	Binding Scent Work rules, classes, elements, entries, search conduct, judging, scoring and penalties.
2	DOGS NSW Regulations Part XVI – Scent Work and Scent Work Judges Training	Binding NSW Scent Work affiliate, balloting, NFC, judge and local requirements.
3	DOGS NSW Regulations Part II – Show	Binding general show/trial requirements, schedules, catalogues, officials, protests, misconduct, extreme weather and safety.
4	DOGS NSW Trial Secretary guidance and DOGS NSW Scent Work Representative Report	Administrative guide and official reporting checks.
5	DOGS NSW Code of Ethics, complaints and aggressive dog procedures	Member conduct, welfare, inquiries, incidents and complaints.

Current source-control table

Source document	Version used	Pre-trial check required
Dogs Australia Rules for the Conduct of Scent Work Trials	Effective 1 August 2024.	Check Dogs Australia rules page before schedule submission and again before entries open.
DOGS NSW Regulations Part XVI – Scent Work	DOGS NSW Part XVI issue February 2026, with 13 March 2026 approved Scent Work trial-entry additions noted.	Check DOGS NSW Regulations and published Board motions before publishing the schedule.
DOGS NSW Regulations Part II – Show	DOGS NSW Part II latest amendment 13 March 2026 used for extreme weather and general show controls.	Check DOGS NSW Regulations before final trial instructions and two days before trial for weather compliance.
DOGS NSW Trial Secretary Guide	Administrative guide used for schedule, catalogue, Representative and post-trial checklist prompts.	Treat as guidance unless DOGS NSW confirms a requirement.
DOGS NSW Scent Work Representative Report	Report form checks catalogue content, start time, judges, amenities, equipment, judge signatures and report lodgement.	Ensure the appointed DOGS NSW Representative has the current form.
DOGS NSW Pre-Event Checklist	11 March 2026	Use during final planning/site set-up and keep in club records.
Instructions for Completing the DOGS NSW Pre-Event Safety Checklist	supplied with checklist	Use to appoint responsible person, record actions/photos and sign off.

End-to-end workflow at a glance

Stage	When	Core decision	Key output
0	Before committing	Can the club lawfully and safely host?	Committee resolution and source check.
1	9-12months	Date, venue, working party, budget and officials.	Draft trial plan.
2	6-9 months	Judges, classes, elements, odours and limits.	Judging contracts and capacity worksheet.
3	5-6 months	Schedule approval and publication.	Approved DOGS NSW schedule.
4	Entries period	Entry rules, priority entries, waitlist and ballot.	Entry register and audit trail.
5	2-4 weeks	Catalogue, running orders, maps and volunteer roster.	Catalogue and trial pack.
6	Final week	Weather, safety, equipment, odour and briefings.	Go/no-go checklist.
7	Trial day	Run judging, scoring, incidents and awards.	Signed results and Representative report.
8	Post-trial	Returns, reports, records and debrief.	Closed trial file and action list.
6A	Site setup / before first dog	Has the DOGS NSW Pre-Event Safety Checklist been completed and all hazards controlled?	Signed checklist and hazard action record.

Master sign-off checklist

- ☐ Current source documents checked and recorded.
- ☐ DOGS NSW trial date and schedule approval process completed.
- ☐ Judge contracts issued, returned and matched to licence level and offered classes.
- ☐ Entry limits stated in the schedule and supported by judge time calculations.
- ☐ Ballot, waitlist and priority-entry procedures, if used, stated or documented.
- ☐ Trial boundaries, buildings, assembly areas, search areas and odour storage included in the catalogue.
- ☐ Catalogue contains all required exhibit and official details.
- ☐ DOGS NSW Representative appointed, not conflicted, published and supplied with report form.
- ☐ Extreme weather decision process recorded against the closest BOM station.
- ☐ DOGS NSW Pre-Event Safety Checklist completed, signed, dated and filed before the trial commences.
- ☐ Hide Steward, Assembly Steward, Timer/Scribe and other role briefings completed.
- ☐ Odour, containers, vehicles, markers, score sheets and first aid confirmed.
- ☐ Trial-day incidents, protests, complaints or aggressive dog reports documented.
- ☐ Qualifying cards, prizes and awards checked against correct catalogue entries.
- ☐ Post-trial DOGS NSW forms, levies, reports and records completed and filed.

STAGE 0 — DECIDE WHETHER THE CLUB CAN HOST

[MUST]	Only Dogs Australia Member Bodies and their Affiliates may conduct Dogs Australia Scent Work competitions where qualification certificates are awarded. [DA Scent Work 2.1.1; DOGS NSW Part XVI 2.1.1]
[MUST]	The club must run a sanctioned NSW Scent Work trial under Dogs Australia Scent Work Rules and DOGS NSW Regulations. [DOGS NSW Part XVI 1.1.1; 2.2.1]

Committee decision steps

- ☐ [GUIDE] Table a formal committee motion to investigate hosting a Scent Work trial.
- ☐ [GUIDE] Nominate a Trial Secretary, Trial Manager and Scent Work working party.
- ☐ [GUIDE] Confirm the club has enough experienced Scent Work personnel to run search areas without leaking hide information.
- ☐ [GUIDE] Confirm budget capacity for venue hire, judge costs, equipment, awards, DOGS NSW fees, insurance and contingencies.
- ☐ [GUIDE] Confirm the club can provide a venue with safe separation between search areas, assembly, crating, toileting, parking and odour storage.
- ☐ [GUIDE] Check the proposed date against other local trials, public holidays, expected weather and venue availability.
- ☐ [GUIDE] Confirm the club is willing to enforce rules, eligibility, weather cancellation and conduct requirements even when unpopular.

Records to create

- ☐ [RECORD] Committee minutes approving the trial investigation.
- ☐ [RECORD] Source-control note confirming the current Dogs Australia and DOGS NSW documents checked.
- ☐ [RECORD] Preliminary budget and risk register.
- ☐ [RECORD] Draft trial design: date, venue, classes, elements, likely judges and estimated capacity.

STAGE 1 — BUILD THE TRIAL TEAM

[MUST]	All show/trial officials must meet DOGS NSW official eligibility requirements. [DOGS NSW Part II 1.6]
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[MUST]	The DOGS NSW Representative must be appointed, published in the schedule and catalogue, and supplied with the report form. [DOGS NSW Trial Secretary Guide 1.6; DOGS NSW Representative Report]
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Role	Minimum function	Must be appointed before
Trial Secretary	DOGS NSW paperwork, schedule, entries, catalogue, results, correspondence and records.	Schedule submission.
Trial Manager	Venue logistics, equipment, stewards, rings/search areas, day control and pack-down.	Venue confirmation.
Chief Steward / Steward Coordinator	Rosters, steward briefings, relief, search-area access control and communications.	Volunteer recruitment.
DOGS NSW Representative	Independent observation and report to DOGS NSW; does not run the trial.	Schedule publication.
Judges	Search design and judging decisions within allocated classes/elements.	Schedule submission.
Hide Stewards * (Often not required as Judge will act in this role and set own hides)	Assist the Judge with hide setting and integrity of odour information.	Final roster.
Assembly Stewards	Control competitors before entering search precincts and protect search integrity.	Running order finalisation.
Timer/Scribe	Accurate time, faults, findings, score recording and judge signature workflow.	Steward briefing.
Results Steward	Cross-check score sheets, qualifying cards, catalogue numbers, awards and results.	Trial day.
Safety / First Aid Officer	First aid kit, emergency contacts, weather monitoring and incident logging.	Final week.

Conflict and information-control rules

- ☐ **[MUST]** Do not roster a competitor into a role that gives unfair knowledge of a search they will run.
- ☐ **[MUST]** Do not allow anyone other than authorised officials into active search precincts.
- ☐ **[MUST]** Keep judge maps, hide notes, odour prep and score sheets out of competitor view.
- ☐ **[MUST]** Use separate communication channels for committee logistics and confidential search information.
- ☐ **[MUST]** Record any role change made on the day and why it was necessary.

STAGE 2 — SELECT VENUE AND MAP TRIAL BOUNDARIES

[MUST]	If only part of a venue is used, the catalogue must set out the specific buildings, assembly areas and search areas defining the trial area. [DA Scent Work 10.1.1]
[MUST]	There must be no training using Scent Work target odours on the trial grounds except in the designated warm-up area. [DA Scent Work 10.1.3]
[MUST]	The Affiliate must provide an area for Judges and/or Hide Stewards to store target odours and prepare hides, separate from search areas. [DA Scent Work 10.1.4]

Venue zone	Compliance question	What to record
Trial boundary	Can the club define exactly which buildings, rooms, car parks, paths and outdoor areas are under trial control?	Annotated map and catalogue description.
Search areas	Are areas large, safe, variable and suitable for the classes and elements offered?	Photos, measurements and judge briefing notes.
Assembly area	Can competitors wait without seeing, hearing or contaminating active searches?	Assembly map and steward instructions.
Warm-up area	Can warm-up be separated from searches and odour storage?	Warm-up sign and container plan.
Odour storage	Can all personal and trial odours be stored away from search areas?	Odour storage sign-in/log.
Crating/parking	Can dogs be safely held away from search activity and vehicle searches?	Competitor instruction sheet.
Spectators	Can spectators watch without seeing hidden information or interfering?	Spectator boundaries.
Amenities	Are toilets, water, shade/shelter, first aid and emergency access adequate?	Safety checklist.
Weather resilience	Can judging continue safely in heat, rain, wind, cold, poor light or darkness?	Weather plan and lighting check.

Venue approval pack for judges

- ☐ [GUIDE] Send proposed search-area descriptions to each judge no later than 30 days before the trial as a practical minimum.
- ☐ [GUIDE] Include measurements, photographs, likely spectator positions and any hazards or access limits.
- ☐ [GUIDE] Tell judges whether the Affiliate or the judge supplies scent aids and scent vessels.
- ☐ [GUIDE] Confirm vehicle availability for Vehicle Elements and obtain owner permissions.
- ☐ [GUIDE] Confirm any venue rules about parking, dogs indoors, smoking, food, photography or out-of-bounds areas.

STAGE 3 - DESIGN THE TRIAL: CLASSES, ELEMENTS, ODOURS, JUDGES AND LIMITS

[MUST]	The schedule must specify the Classes and Elements offered. [DA Scent Work 8.2.1]
[MUST]	Any total trial limit, Class/Element limit or Judge limit must be stated in the schedule. [DA Scent Work 8.2.2]
[MUST]	A Judge may judge a maximum of eight hours at a one-day trial or five hours at an evening trial, including set-up time. [DA Scent Work 21.1]
[MAY]	If entries exceed a stated limit, the Affiliate may appoint an additional Judge. [DA Scent Work 8.2.3]

Judge capacity calculation Guide

Class / element group	Planning allocation	Planning rate
Administration, set-up and breaks	120 minutes per judge day	Deduct first.
Novice	4 minutes per entry	15 dogs/hour.
Advanced	4 minutes per entry	15 dogs/hour.
Excellent except Interior	5 minutes per entry	12 dogs/hour.
Excellent Interior	6 minutes per entry	10 dogs/hour.
Master except Interior	6 minutes per entry	10 dogs/hour.
Master Interior	7 minutes per entry	8 dogs/hour.
Ultimate	10 minutes per entry	6 dogs/hour.

- ☐ **[MUST]** Start with each judge's maximum judging day and subtract administration, set-up and breaks.
- ☐ **[MUST]** Convert remaining time into entries using the Dogs Australia planning rate.
- ☐ **[MUST]** Include all set-up time in the judging day.
- ☐ **[MUST]** Count each Excellent Interior, Master Interior and Ultimate entry as one whole timing allocation per dog, even where that run contains multiple search areas.
- ☐ **[MUST]** Do not use the old 80-search shorthand as the binding limit.
- ☐ **[MUST]** Document every calculation and keep it with the schedule file.

Capacity worksheet template

Judge	Class / Element	Rate	Entries planned	Minutes	Within limit?
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
	Administration/set-up/breaks	120 minutes		120	☐ Yes ☐ No

STAGE 4 - DRAFT, APPROVE AND PUBLISH THE SCHEDULE

[MUST]

Schedules and judges contracts must be submitted to DOGS NSW for approval at least **three** months prior with appropriate fees, unless DOGS NSW approves otherwise. **[DOGS NSW Trial Secretary Guide 1.7]**

[MUST]

The schedule is the club's contract with exhibitors and must be followed unless unavoidable circumstances require change. **[DOGS NSW Trial Secretary Guide 1.7]**

Schedule item	Must include / decide	Why it matters
Affiliate and status	Club name, event status, venue and date.	DOGS NSW approval and exhibitor information.
Commencement	Start time and any special class/judging times.	Representative checks start time and timeliness.
Judges	Judge names and allocated classes/elements/odours.	Exhibitor contract and conflict management.
DOGS NSW Representative	Representative name.	Required schedule and catalogue publication.
Entry details	Opening date, closing date, fees, entry platform, separate entry requirements.	Controls eligibility and audit trail.
Entry limits	Total, class/element and/or judge limits.	Required if any limit applies.
Ballot / waitlist	Ballot date, forum/location and procedure if entries may exceed caps.	Required in NSW if balloting used.
Priority entries	Any limited volunteer/judge priority system and conditions.	Prevents hidden advantage.
NFC	Whether NFC entries are offered and how they are catalogued.	NFC is non-competitive.
Bitches in oestrus	Any regulation disallowing exhibition must be in the schedule.	Required if club adopts this condition.
Weather / cancellation	Extreme weather reference and communication method.	Safety and exhibitor expectations.
Amenities	Parking, toilets, food, shade, vet/first aid and other relevant site notes.	Representative and exhibitor planning.

Schedule finalisation checklist

- ☐ [MUST] Check every advertised class/element can be supported by a judge, stewards, equipment and search areas.
- ☐ [MUST] Check judge contracts match schedule wording exactly.
- ☐ [MUST] Check entry limits match capacity worksheet numbers.
- ☐ [MUST] Check any ballot or priority-entry wording is clear before entries open.
- ☐ [MUST] Check the DOGS NSW Representative is eligible and available.
- ☐ [MUST] Submit the draft schedule and advertisement on time.
- ☐ [MUST] Keep DOGS NSW approval correspondence with the trial file.

Stage 5 - Open entries and manage eligibility

[MUST]	Dogs must be registered with DOGS NSW or another Dogs Australia Member Body and be six months of age or over on the first trial day. [DA Scent Work 7.1; DOGS NSW Part XVI 1.2.1]
[MUST]	Owners must be members of DOGS NSW or another Dogs Australia Member Body. [DOGS NSW Part XVI 1.2.1]
[MUST]	A separate entry form must be submitted for each entry. [DA Scent Work 8.1.2]
[MUST]	At any trial a dog may be entered in only one Class within an Element. [DA Scent Work 8.1.3]
[MUST]	A dog must be entered with correct details and ownership in the catalogue to be eligible for qualification or awards at a DOGS NSW sanctioned Scent Work trial. [DOGS NSW Part XVI 2.2.13]
[MUST NOT]	A dog not correctly entered by its owner or co-owner, or not entered in the catalogue, is not eligible for qualifying cards or awards. [DOGS NSW Part XVI 2.2.13]

Entry audit process

- ☐ [MUST] Export entries regularly and back up the entry register.
- ☐ [MUST] Check dog registration number, registered name, sex, breed/register, date of birth and owner/member details.
- ☐ [MUST] Check class and element eligibility against the handler's declaration and available title information.
- ☐ [MUST] Check duplicate entries within an element at different classes.
- ☐ [MUST] Check judge, official and volunteer entries for conflicts and priority-entry limits.
- ☐ [MUST] Resolve entry errors before catalogue close wherever possible.
- ☐ [MUST] Use 'catalogue correction required / referred to Trial Secretary and DOGS NSW records if unresolved' rather than casual on-ground disqualification wording unless a rule penalty applies.

Entry-control register

Issue	Example	Action	Record
Wrong registration detail	Typo in number or registered name.	Ask exhibitor for evidence; correct entry records and catalogue before trial.	Correction log.
Wrong ownership	Entered by person not recorded as owner/co-owner.	Do not issue qualifying cards/awards unless corrected under DOGS NSW records and rules.	Entry audit note.
Not in catalogue	Dog runs but was omitted from catalogue.	Not eligible for qualifying cards/awards; escalate to Trial Secretary and DOGS NSW as required.	Incident/correction report.
Duplicate class in element	Novice and Advanced Containers at same trial.	Require competitor to select lawful entry before closing or remove invalid entry.	Entry correspondence.
NFC	Competitor marks NFC in same class/element.	Catalogue with NFC number; no qualifying certificate or prize.	Catalogue note.

STAGE 6 - BALLOTING, WAITLISTS, PRIORITY ENTRIES AND CHANGES

[MUST]	If balloting is used, the schedule must publish that a ballot will be conducted. [DOGS NSW Part XVI 2.2.3]
[MUST]	The ballot must be public and available to all entered members on the date and forum/location stated in the schedule. [DOGS NSW Part XVI 2.2.3]
[MUST]	Each class must be balloted separately, and a competitor can be balloted out once only then exempt from further balloting at that trial. [DOGS NSW Part XVI 2.2.3]
[MAY]	The Affiliate may provide guaranteed or priority entries to a limited number of volunteers and/or Judges if the majority of entries remain available at official opening and procedures prevent misuse. [DOGS NSW Part XVI 2.2.13(d)]

Procedure	Required controls	Records to retain
Public ballot	Advertised date, advertised forum/location, separate class ballots, one ballot-out per competitor.	Ballot video/screen captures, entry list, result list.
Waitlist	Apply consistently and in order after ballot or closing.	Waitlist version history.
Priority entries	Limit to necessary designated positions, Trial Manager/Secretary and/or Judges; majority available at opening.	Priority-entry policy, list of roles, approval note.
Changes after closing	Only make changes consistent with schedule, DOGS NSW rules and fairness.	Change log and correspondence.
Refunds/withdrawals	Apply published refund policy consistently.	Refund register.

STAGE 7 - PREPARE CATALOGUE, RUNNING ORDER AND TRIAL MAPS

[MUST]	The catalogue must define trial boundaries where only part of a venue is used. [DA Scent Work 10.1.1]
[MUST]	Catalogue content must include judge names, judging commitments, commencement time, DOGS NSW Representative, venue/date/status details and each entry's required dog and exhibitor details. [DOGS NSW Trial Secretary Guide 1.9; DOGS NSW Representative Report]
[MUST]	The DOGS NSW Representative Report checks judge names, registered dog details, associate/sporting register details and numerical ordering. [DOGS NSW Representative Report]

Catalogue build checklist

- ☐ [MUST] Cover: Affiliate name, trial type/status, venue, date and commencement time.
- ☐ [MUST] Officials page: Trial Secretary, Trial Manager, DOGS NSW Representative and emergency contacts.
- ☐ [MUST] Judges page: each judge, allocated class/element, judging commitment and odours.
- ☐ [MUST] Trial boundaries page: map and written description of trial area, search areas and assembly zones.
- ☐ [MUST] Rules notices: no target-odour training outside warm-up area, search-area access restrictions and photography/recording conditions.
- ☐ [MUST] Entries: exhibitor, dog registered name, registration number, date of birth, sex, breed where required and catalogue number.
- ☐ [MUST] Associate/Sporting Register entries: registered name and number as required by the Representative Report.
- ☐ [MUST] NFC entries: catalogue number and NFC status, with no qualifying card or prize eligibility.
- ☐ [MUST] Running order: numerical order where practicable, with class/element sections clearly separated.
- ☐ [MUST] Correction page: space for approved catalogue corrections made before judging.

Catalogue delivery and checking

- ☐ [GUIDE] Print or finalise the catalogue about one week prior where possible.
- ☐ [GUIDE] Check the final catalogue immediately for major errors.
- ☐ [GUIDE] Provide copies to the DOGS NSW Representative, judges as appropriate, Trial Secretary, Trial Manager and results team.
- ☐ [GUIDE] Keep a marked-up master catalogue for corrections, absences, qualifying results and awards.

STAGE 8 — FINAL MONTH PREPARATION

Time	Trial Secretary	Trial Manager	Judge / Steward Coordinator
4 weeks	Confirm entries, judge commitments, Rep, schedule wording and DOGS NSW approvals.	Confirm venue access, keys, parking, signage and equipment gaps.	Confirm steward roster and judge requirements.
3 weeks	Prepare catalogue shell, running-order method and score-card pack.	Inspect venue, update map and hazards.	Confirm Hide Stewards and Timer/Scribes.
2 weeks	Resolve entry errors, prepare certificates/cards and awards register.	Confirm containers, vehicles, boundary markers, first aid, shade and water.	Send judges updated entry estimates and search-area photos.
1 week	Finalise catalogue, running orders, exhibitor email and check-in process.	Pack trial box, signs, radios, clipboards, timers and cleaning supplies.	Issue role cards and confidentiality instructions.
2 days	Weather check using closest BOM station and communicate if required.	Recheck venue, toilets, water, lights and emergency access.	Confirm start time and judge travel arrangements.
Trial eve	Print final packs and back up digital files.	Load equipment and prepare site plan.	Confirm steward arrival times and substitutions.

Trial Secretary box

- ☐ [RECORD] Current Dogs Australia Scent Work Rules and DOGS NSW Regulations access.
- ☐ [RECORD] Approved schedule and judge contracts.
- ☐ [RECORD] Entry forms/export and correspondence.
- ☐ [RECORD] Catalogues and marked master catalogue.
- ☐ [RECORD] Score sheets, qualifying certificates and pass cards.
- ☐ [RECORD] DOGS NSW Representative report form and envelope or submission instructions.
- ☐ [RECORD] Aggressive Dog Incident Report and associated paperwork.
- ☐ [RECORD] Complaint/protest forms or written-statement templates.
- ☐ [RECORD] Spare exhibitor numbers, stationery, tape, markers, signs and correction labels.
- ☐ [RECORD] First aid kit location, emergency contacts and incident log.

STAGE 9 - EQUIPMENT, ODOUR, CONTAINERS, VEHICLES AND HIDES

[MUST]	The Affiliate must supply physical requisites for search areas and supplies for Judges and stewards, including vehicles, props, timing devices and boundary markers. [DA Scent Work 9.1]
[MUST]	The Affiliate must supply containers for target odours, empty containers and surplus replacement containers, plus one warm-up container per target odour. [DA Scent Work 9.1]
[MUST]	Scent vessels must never be made of glass, ceramics, china or similar breakable materials. [DA Scent Work 2 Definitions]
[MUST]	Scent aids must be cotton buds with paper stems or cotton filters, prepared and stored consistently with the Scent Work Rules. [DA Scent Work 17.1]

Category	Minimum pack	Control point
Search boundaries	Cones, tape, flags, rope, signage, start line markers.	Judge approves final search boundary.
Timing/scoring	Timers, batteries, clipboards, pens, score sheets, judge charts.	Timer/Scribe tests before first dog.
Containers	Correct type/quantity, spares, contaminated-container bag and replacement plan.	No odour leakage into empty containers.
Vehicles	Vehicle owner permissions, keys, safe parking, no competitor access.	Judge confirms suitability and placement.
Odour	Target odours, scent aids, scent vessels, tweezers, gloves, jars, storage tub.	Stored away from search areas and logged.
Warm-up	Warm-up containers for each target odour, separate area, signage.	No other target-odour training on grounds.
Cleaning/safety	Paper towels, disinfectant, waste bags, gloves, hand sanitiser.	Representative checks supplies.
Communications	Radios/phones, steward contact list, runners.	No confidential hide information broadcast publicly.

Odour integrity checklist

- ☐ **[MUST]** Nominate who supplies scent aids and scent vessels in each judge contract.
- ☐ **[MUST]** Keep odour preparation and storage access restricted.
- ☐ **[MUST]** Require attendees to store personal target odours in the designated area if they possess any on the grounds.
- ☐ **[MUST]** Separate odour storage from search areas, assembly areas and warm-up areas.
- ☐ **[MUST]** Use clean handling methods for hides, containers and blank items.
- ☐ **[MUST]** Immediately remove and replace contaminated containers or objects as directed by the judge.

STAGE 10 - COMPLETE THE DOGS NSW PRE-EVENT SAFETY CHECKLIST

Direct compliance position

- ☐ [MUST] Complete the DOGS NSW Pre-Event Safety Checklist before the event commences, ideally during site set-up or the final event planning meeting.
- ☐ [MUST] Appoint a responsible person, such as the Event Manager or authorised Committee Member, to complete and sign the checklist.
- ☐ [MUST] Review the site map, entry and exit points, amenities, seating, parking, search precincts, assembly, walkways and emergency access before ticking the checklist.
- ☐ [MUST] Physically walk the venue and assess each checklist issue before competitors commence searching.
- ☐ [MUST] Record every “No” with a specific comment, corrective action, assigned person and recheck outcome.
- ☐ [MUST] Escalate serious risks to DOGS NSW or the venue owner immediately.
- ☐ [MUST] Sign, date and retain the completed checklist in club records, and make it available to DOGS NSW if requested or after an incident.

Scent Work adaptation checklist

- ☐ [MUST] Assess weather hazards: heavy rain, hail, fog, high wind, heat, cold, UV, lightning and visibility.
- ☐ [MUST] Confirm powered lighting is adequate for any evening or low-light search; car headlights are not acceptable.
- ☐ [MUST] Keep emergency maintenance contacts available for the venue and facilities.
- ☐ [MUST] Check fire exits, escape routes and emergency signage are operational, unobstructed and visible.
- ☐ [MUST] Keep emergency vehicle and personnel access unobstructed to all areas of the venue.
- ☐ [MUST] Provide a clearly identified first aid/medical site and confirm the first aid kit is available.
- ☐ [MAY] Record whether a defibrillator is onsite, checked and accessible; mark N/A only if genuinely unavailable.
- ☐ [MUST] Inform exhibitors that dogs must always be under control and repeat this in briefings or announcements.
- ☐ [MUST] Identify wildlife hazards, terrain hazards, watercourses, holes, slopes, erosion, slippery areas and dangerous vegetation.
- ☐ [MUST] Provide shade or shelter for officials where heat, cold, rain or UV exposure may affect welfare.
- ☐ [MUST] Ensure gazebos and temporary structures do not obstruct walkways, emergency access, assembly or search-flow routes.
- ☐ [MUST] Secure gazebos and temporary structures safely, and remove or prohibit them if wind warnings make them unsafe.
- ☐ [MUST] Inspect all search precincts, warm-up areas, assembly paths and spectator zones for holes, trip hazards, slippery surfaces, loose ropes, uneven ground and overgrown grass.
- ☐ [MUST] Mark hazardous areas clearly with cones, barriers or similar, and instruct exhibitors to avoid them.
- ☐ [MUST] Highlight boundary ropes or use visible markings so handlers, officials and spectators can see them.
- ☐ [MUST] Ensure first-aid signage is easily visible and accessible for competitor and official areas.
- ☐ [MUST] Remind exhibitors and officials that suitable supported closed footwear is required for safe participation.
- ☐ [MUST] Remind exhibitors they must be physically fit to participate before competing.
- ☐ [MAY] Take photos of hazards, corrections or venue conditions and list file names in the checklist photos section.

Completion rule

- ☐ [MUST] The Trial Manager must not release the first dog to search until unresolved checklist items have been risk-assessed and either corrected, controlled, escalated or recorded as acceptable by the committee.

Records to file

- ☐ [RECORD] Completed DOGS NSW Pre-Event Checklist.
- ☐ [RECORD] Site map used for the checklist walk-through.
- ☐ [RECORD] Weather screenshots, BOM observations, lightning monitoring records or venue closure notices, if relevant.
- ☐ [RECORD] Photos of hazards, controls, signage, temporary structures or cordoned areas, if relevant.
- ☐ [RECORD] Names of committee members, venue staff or groundskeepers consulted.

STAGE 11 - TRIAL-DAY SET-UP BEFORE COMPETITORS RUN

[MUST]	The trial must start on time where practicable, the advertised judges should officiate, and the advertised venue should be used unless an approved change is necessary. [DOGS NSW Representative Report]
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[MUST]	Hand sanitiser and/or towels, basins, disinfectant and a first aid kit must be available for Representative inspection. [DOGS NSW Representative Report; DOGS NSW Part II 1.17]
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Sequence	Action	Sign-off
1	Open venue; place access-control signs and parking instructions.	Trial Manager.
2	Mark trial boundary, search areas, assembly areas, warm-up area and out-of-bounds areas.	Trial Manager / Judge.
3	Set DOGS NSW Representative station and provide catalogue/report form.	Trial Secretary.
4	Set check-in desk, exhibitor numbers and catalogue correction log.	Trial Secretary.
5	Confirm first aid, water, toilets, cleaning supplies and emergency access.	Safety Officer.
6	Brief all stewards on confidentiality, competitor movement, running order and incident escalation.	Steward Coordinator.
7	Judges inspect search areas and confirm equipment, vehicles and set-up control.	Judge / Trial Manager.
8	Odour storage/preparation area opens and personal odours are surrendered for storage if present.	Odour Steward.
9	Demonstration dog arrangements confirmed.	Judge / Trial Manager.
10	Weather and welfare go/no-go check recorded.	Trial Committee.

Competitor check-in

- ☐ [MUST] Check exhibitor numbers/cards as required by club procedure.
- ☐ [MUST] Receive catalogue corrections in writing and record who approved the correction.
- ☐ [MUST] Tell competitors where they may crate, toilet, warm up and wait.
- ☐ [MUST] Tell competitors they must not enter search precincts until directed.
- ☐ [MUST] Tell competitors no target-odour training is allowed except in the designated warm-up area.
- ☐ [MUST] Confirm withdrawals and absences before final running-order adjustments.

STAGE 12 - CONDUCT JUDGING AND PROTECT SEARCH INTEGRITY

[MUST]	After hides are set, a demonstration dog should, where possible, run the search area blind to evaluate appropriateness for the class. [DA Scent Work 18.1]
[MUST]	If no demonstration dog is available, the first dog may complete the search and may be offered a re-run if the judge adjusts the search following unforeseen difficulty. [DA Scent Work 18.2]
[MUST]	Judge decisions govern judging matters, while the Affiliate controls matters not under the Judge's sole jurisdiction. [DA Scent Work 3.1–3.3; 9]

Search flow	Steward action	Failure point to avoid
Call competitor	Assembly Steward calls only the next competitor and controls line-of-sight.	Competitors seeing the active search or hide reset.
Enter precinct	Competitor enters only when directed.	Uncontrolled access to search area.
Judge briefing	Judge gives class/search-specific instructions.	Confusing start line, finish or hide count expectations.
Run search	Timer/Scribe records time, faults and calls.	Incorrect timing or missed judge instruction.
Exit	Competitor exits by assigned path without discussing search details.	Search information leaking to waiting competitors.
Reset	Judge/Hide Steward resets as required.	Contamination, moved objects or inconsistent container order.
Score check	Score sheet checked and signed as required.	Unsigned, illegible or inconsistent result.

No-leak controls

- ☐ **[MUST]** Do not allow competitors to discuss hides, blanks, distractions, search areas or judge comments before the class finishes.
- ☐ **[MUST]** Do not leave score sheets or judge charts visible.
- ☐ **[MUST]** Do not allow spectators to photograph or record in ways that reveal search information if prohibited or controlled by the trial.
- ☐ **[MUST]** Keep volunteers who have hide knowledge away from competitors still to run.
- ☐ **[MUST]** Rotate stewards only with judge and Trial Manager awareness.

STAGE 13 — SCORING, RESULTS, QUALIFYING CARDS AND AWARDS

[MUST]

NFC entries are catalogued and run as non-competitive entries and cannot receive qualifying certificates or prizes. **[DOGS NSW Part XVI 2.2.4]**

[MUST]

Any qualification cards or awards issued to a dog not entered in the catalogue at a trial will be rescinded, and disciplinary action may follow. **[DOGS NSW Part XVI 2.2.13]**

Results workflow

- ☐ [MUST] Timer/Scribe completes score sheet during or immediately after each run.
- ☐ [MUST] Judge verifies the result and signs or initials according to club procedure.
- ☐ [MUST] Results steward checks catalogue number, dog name, class, element and qualifying status.
- ☐ [MUST] Trial Secretary cross-checks qualifying cards against the catalogue before presentation.
- ☐ [MUST] Placings and prizes are issued only where the entry is eligible and correctly catalogued.
- ☐ [MUST] NFC entries are excluded from awards and qualifying certificates.
- ☐ [MUST] Correct obvious clerical errors before public presentation where possible.
- ☐ [MUST] Keep all original judge score sheets in the trial records pack.

Before issuing a qualifying card	Yes / No
Dog is in the catalogue for that class/element.	☐ Yes ☐ No
Entry is not NFC.	☐ Yes ☐ No
Dog registration and ownership details are correct or corrected in approved records.	☐ Yes ☐ No
Score sheet shows qualifying result.	☐ Yes ☐ No
Judge's result is clear and signed/confirmed.	☐ Yes ☐ No
No unresolved protest, complaint, eligibility issue or penalty affects the award.	☐ Yes ☐ No

STAGE 14 - SAFETY, WEATHER, PROTESTS, MISCONDUCT AND AGGRESSIVE DOG INCIDENTS

[MUST]	Scent Work trials must be cancelled when the forecast temperature at 10.00am from the closest BOM station two days prior exceeds 35°C. [DOGS NSW Part II 19.1.2(f)]
[MUST]	The Representative observes and reports; the Representative must not interpret regulations, decide irregularities or run the trial. [DOGS NSW Representative Report]
[MUST]	Formal protests or complaints about on-ground matters must be lodged in writing with an Affiliate official on the day and considered by the Show/Trial Committee. [DOGS NSW Part II; Part XI procedures]
[MUST]	Aggressive dog reports must be handled under DOGS NSW procedures, with written statements, secure handling of the dog, committee inquiry and required reporting. [DOGS NSW Aggressive Dog Regulations and Incident Report]

Issue	Immediate action	Decision-maker	Record
Extreme heat	Check the closest BOM station at required time; cancel if threshold met.	Show/Trial Committee.	Weather screenshot/note and communications.
Inclement weather	Assess safety, search integrity, footing, lightning, wind, visibility and welfare.	Show/Trial Committee with judges.	Risk decision note.
Medical incident	Provide first aid, call emergency services if needed, pause the affected area.	Trial Manager / Safety Officer.	Incident report.
Dog injury/welfare	Stop search if needed; follow judge or committee directions; seek veterinary assistance.	Judge for search; Committee for grounds.	Incident/welfare log.
Protest/complaint	Receive written complaint; convene committee hearing; hear parties/witnesses.	Show/Trial Committee.	Statements, minutes, decision.
Aggressive dog	Secure dog; obtain statements; conduct inquiry; issue decision and report.	Show/Trial Committee.	Aggressive Dog Incident Report.
Misconduct	Direct person to comply; record behaviour; escalate under DOGS NSW procedures.	Show/Trial Committee.	Incident statements and minutes.

Committee hearing minimums

- ☐ [MUST] Obtain written complaint or report and available witness statements.
- ☐ [MUST] Identify the dog and person involved where relevant.
- ☐ [MUST] Give the complainant and respondent a fair opportunity to present explanations.
- ☐ [MUST] Exclude parties only while the committee deliberates.
- ☐ [MUST] Record the committee decision, reasons and any immediate actions.
- ☐ [MUST] Notify relevant parties and include all documents in the trial file.
- ☐ [MUST] Submit required DOGS NSW reports within the specified timeframe.

STAGE 15 — CLOSE THE TRIAL AND PACK DOWN

End-of-day closing sequence

- ☐ [MUST] Confirm all judging is completed and all score sheets are collected.
- ☐ [MUST] Confirm judges are satisfied with equipment, rings/search areas and organisation; obtain signatures/comments for the Representative report where required.
- ☐ [MUST] Complete presentation only after results and eligibility checks are finished.
- ☐ [MUST] Record absences, withdrawals, corrections, protests, incidents and any awards withheld.
- ☐ [MUST] Remove odour, containers, hides, signage, markers and rubbish.
- ☐ [MUST] Check venue for lost property, damage, dog waste and safety issues.
- ☐ [MUST] Thank judges, officials, stewards, volunteers and venue staff.

Do not leave before

- ☐ [MUST] DOGS NSW Representative has enough information to complete the report.
- ☐ [MUST] Original score sheets and marked catalogue are secured.
- ☐ [MUST] Incident/protest/aggressive dog documents are copied or secured.
- ☐ [MUST] Odour storage is cleared and personal odours returned.
- ☐ [MUST] Venue is restored to hire conditions.

STAGE 16 - POST-TRIAL RETURNS, REPORTS, PAYMENTS AND RECORD RETENTION

[MUST]

The DOGS NSW Representative Report must be lodged within seven days of completion of the trial. **[DOGS NSW Representative Report; DOGS NSW Trial Secretary Guide 1.6]**

[MUST]

Aggressive dog inquiry reports and required documents must be provided to DOGS NSW within the prescribed timeframe. **[DOGS NSW Aggressive Dog Regulations and Incident Report]**

Post-trial workflow

Deadline	Action	Responsible person	Record
Same day	Secure score sheets, marked catalogue, correction log, incident forms and result summaries.	Trial Secretary.	Trial records pack.
Within 24 hours	Check results against catalogue, qualifying cards, awards and any corrections.	Trial Secretary / Results Steward.	Results reconciliation.
Within 7 days	Ensure DOGS NSW Representative Report is lodged.	DOGS NSW Representative; Trial Secretary supplies materials.	Report copy or confirmation.
As required	Submit Dogs NSW performance fixture levy/result forms and any official returns.	Trial Secretary / Treasurer.	Submission receipt.
As required	Submit aggressive dog, protest, complaint or incident documents.	Show/Trial Committee.	DOGS NSW correspondence.
As required	Pay judges, venue, suppliers and reimburse volunteers according to club policy.	Treasurer.	Payment records.
After close	Hold committee debrief and update the club's next-trial action list.	Trial Manager / Committee.	Debrief minutes.

Trial records pack

- ☐ [RECORD] Approved schedule, DOGS NSW approval and advertisement.
- ☐ [RECORD] Judge contracts and correspondence.
- ☐ [RECORD] Source-control checks and capacity worksheet.
- ☐ [RECORD] Entry register, ballot records, waitlist and priority-entry records.
- ☐ [RECORD] Final catalogue, marked catalogue and correction log.
- ☐ [RECORD] Running orders, trial maps and venue photos.
- ☐ [RECORD] Steward roster, role cards and briefing notes.
- ☐ [RECORD] Score sheets, results summary, qualifying cards record and awards list.
- ☐ [RECORD] DOGS NSW Representative report copy or lodgement confirmation.
- ☐ [RECORD] Weather check records and safety checklist.
- ☐ [RECORD] Incident, protest, complaint or aggressive dog documents.
- ☐ [RECORD] Financial records, invoices, receipts and levy/return confirmations.
- ☐ [RECORD] Post-trial debrief minutes and next-trial improvements.

Appendix A — One-page pre-publication audit

- ☐ Current rule/regulation versions checked.
- ☐ Schedule wording checked against classes, elements, odours and judge contracts.
- ☐ All limits stated in the schedule.
- ☐ Ballot wording included if any ballot may be needed.
- ☐ Priority-entry wording/policy documented if used.
- ☐ DOGS NSW Representative named and eligible.
- ☐ Weather/cancellation wording included.
- ☐ NFC offered/not offered clearly stated.
- ☐ Bitches in oestrus wording included if the club disallows exhibition.
- ☐ Budget approved and judges/venue/equipment confirmed.

Appendix B — One-page entries audit

- ☐ Each entry has a separate entry form/record.
- ☐ Dog is registered with DOGS NSW or another Dogs Australia Member Body.
- ☐ Dog is six months or older on trial day.
- ☐ Owner is a member of DOGS NSW or another Dogs Australia Member Body.
- ☐ Dog is not entered in more than one Class within the same Element at the trial.
- ☐ Class/Element eligibility checked against declarations and known title status.
- ☐ NFC entries identified and catalogued separately.
- ☐ Entry errors resolved or recorded before catalogue finalisation.
- ☐ Ballot and waitlist actions retained.
- ☐ Priority entries, if any, match the published/designated process.

Appendix C — One-page trial-day run sheet

Time	Action	Responsible	Done
	Venue opened and hazards checked.	Trial Manager	☐
	Search areas, assembly, warm-up, odour storage and trial boundaries marked.	Trial Manager / Judges	☐
	DOGS NSW Representative supplied catalogue and report form.	Trial Secretary	☐
	First aid, disinfectant, hand sanitiser, water and amenities checked.	Safety Officer	☐
	Steward briefing completed.	Steward Coordinator	☐
	Judge briefing and search setup completed.	Judges	☐
	Weather go/no-go recorded.	Committee	☐
	Competitor check-in opened.	Trial Secretary	☐
	Demonstration dog completed or first-dog contingency recorded.	Judge	☐
	Score sheets collected and checked.	Results Steward	☐
	Awards and qualifying cards reconciled.	Trial Secretary	☐
	Representative report information completed.	DOGS NSW Rep	☐
	Venue packed down and records secured.	Trial Manager / Trial Secretary	☐

Appendix D — Standard role-card wording

Hide Steward

[MUST]

You are part of the confidential search team. Do not discuss hides, blanks, distractions, search setup, dog performance or judge adjustments with any competitor or spectator until the class is finished and the Judge permits discussion.

Assembly Steward

[MUST]

Your role is to control competitor flow and protect search integrity. Keep competitors away from search views, do not discuss the active search, and call competitors only when the Judge/search area is ready.

Timer/Scribe

[MUST]

Your role is accuracy. Start and stop time exactly as instructed by the Judge, record calls, faults and results clearly, and confirm unclear items with the Judge immediately.

Results Steward

[MUST]

Your role is reconciliation. Never issue a qualifying card or award until the score sheet, catalogue entry, NFC status and eligibility checks are complete.

Gate / Boundary Steward

[MUST]

Your role is access control. Only authorised people may enter search precincts. Direct all issues to the Trial Manager or Trial Secretary.

Appendix E — Incident/protest minimum document pack

- ☐ [RECORD] Written complaint/protest/report.
- ☐ [RECORD] Names and membership details of complainant/respondent where relevant.
- ☐ [RECORD] Dog identification details if a dog is involved.
- ☐ [RECORD] Witness statements.
- ☐ [RECORD] Committee meeting minutes.
- ☐ [RECORD] Decision, reasons and immediate directions.
- ☐ [RECORD] Relevant catalogue pages and score sheets.
- ☐ [RECORD] Photos, weather records or other evidence where relevant.
- ☐ [RECORD] DOGS NSW report form where required.
- ☐ [RECORD] Copy of correspondence to parties and DOGS NSW.

Appendix F — Post-trial debrief questions

- ☐ Did the schedule accurately describe the trial that was run?
- ☐ Were entry limits realistic under the Dogs Australia time calculation?
- ☐ Were any catalogue errors found, and how can they be prevented?
- ☐ Did the venue layout protect search integrity?
- ☐ Were stewards sufficiently trained and briefed?
- ☐ Were odour storage and warm-up controls effective?
- ☐ Were weather and welfare decisions timely?
- ☐ Were incidents, protests or complaints handled cleanly?
- ☐ Were returns and reports completed on time?
- ☐ What must change before the club's next Scent Work trial?

Appendix G — Compliance phrases clubs should use

Situation	Use this wording	Avoid this wording
Entry detail appears wrong before trial	Catalogue correction required; referred to Trial Secretary and DOGS NSW records if unresolved.	Automatic disqualification.
Dog not in catalogue	Not eligible for qualifying cards or awards unless validly entered and catalogued under DOGS NSW requirements.	Let it run and fix later.
NFC	Catalogued NFC entry; non-competitive; no qualifying certificate or prize.	Training run with a prize.
Weather	Trial cancelled under DOGS NSW extreme-weather requirements based on the closest BOM station reading/forecast.	Committee preference cancellation.
Representative question	The Representative observes and reports; the Trial Committee will decide operational matters.	The Representative will rule on it.
Protest/complaint	Please lodge the issue in writing with an Affiliate official today so the Committee can consider it.	Email someone later and we will see.

Appendix I — DOGS NSW Pre-Event Safety Checklist overlay for Scent Work

Use this overlay with the official DOGS NSW checklist, not instead of it. The official form remains the document to complete, sign and file.

Weather and visibility

- ☐ Check heavy rain, hail, fog, heat, cold, UV, high wind and lightning risk.
- ☐ Confirm the trial can be stopped, delayed, moved or cancelled if conditions become hazardous.

Lighting and power

- ☐ Confirm powered lighting for all search, assembly, crating, parking and walkway areas used after dark.
- ☐ Do not rely on car headlights as trial lighting.

Emergency and first aid

- ☐ Confirm emergency access, first aid location, first aid signage, maintenance contacts and defibrillator status.

Fire and evacuation

- ☐ Confirm fire exits, escape routes, emergency signage and evacuation routes are clear.

Dogs and exhibitors

- ☐ Announce dog control, suitable footwear, fitness to participate and welfare expectations.

Venue and search precincts

- ☐ Inspect every search area, search-area precinct, warm-up area, route, waiting area and spectator area.
- ☐ Control hazards using cones, barriers, flags, signage, changed routes or removal from use.

Temporary structures

- ☐ Ensure gazebos and shade structures are safely secured, appropriately located and removed if wind risk makes them unsafe.

Evidence and records

- ☐ List photos, file names, hazards, actions, responsible people and recheck outcomes on the official checklist.
- ☐ Keep the signed checklist in club records and provide it to DOGS NSW if requested.

Appendix H — Final source re-check log

Date checked	Checked by	Source	Version / amendment	Change affects trial?
		Dogs Australia Scent Work Rules		☐ No ☐ Yes
		DOGS NSW Part XVI – Scent Work		☐ No ☐ Yes
		DOGS NSW Part II – Show		☐ No ☐ Yes
		DOGS NSW Part XI / complaints		☐ No ☐ Yes
		DOGS NSW Representative Report		☐ No ☐ Yes

Document-control note

[MUST]	Before every trial, the Affiliate should re-check the current Dogs Australia and DOGS NSW rules and regulations, because no static guide can remain compliant after later amendments unless it is revalidated. [DOGS NSW Part XVI 2.2.2; DA Scent Work 1.6]
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Prepared as a practical end-to-end compliance working guide for NSW Scent Work affiliates. It is intentionally written as an operating procedure: committees can use it as a checklist, Trial Secretaries can use it as a records index, and Trial Managers can use it as a run sheet.