



Scentwork UK

“Unleashing potential, one scent at a time. The journey of a thousand miles begins with a single sniff.”





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Trial Managers Workshop



The screenshot shows a Zoom meeting interface. At the top, there are three speech bubbles: a teal one with a question mark, a red one with a question mark, and a green one with a lightbulb icon. Below them is the text "Do you have a question?".

On the left side, there is a text box that says "Please come off mute to ask any questions" with a white arrow pointing to the "Unmute" button in the bottom toolbar.

On the right side, there is a text box that says "If you want to ask something click on your reactions tab and press the raise hand icon" with a white arrow pointing to the "Raise Hand" button in the bottom toolbar.

On the far right, there is a "Meeting Chat" window. It contains the text "Just type any questions you have in the chat box. If chat isn't there on start up click the chat icon at the bottom of your screen" and a white arrow pointing to the chat icon in the bottom toolbar.

The bottom toolbar includes buttons for Unmute, Start Video, Security, Participants, Share Screen, Chat, Record, Show Captions, Whiteboards, Reactions, More, and End.





Workshop Housekeeping

- **Objective of workshop: To plan, organise, and execute a successful SWUK Trial that is enjoyable for dogs, handlers and volunteers.**
- **Duration: 2 Parts (8 hours)**
 - 17th September 9:30am-1:30pm
 - 01st October 9:30am-1:30pm
- **These sessions will be recorded and a link will be sent after the workshop**
- **All workshop materials will be provided**
- **You can take your own notes but you will get a copy of this presentation**
- **There will be a couple of breaks throughout this session to refresh your coffee pot!**
- **There will be time at the end of this session for Q&A's**





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“As the driving force behind Scentwork UK, we are motivated by our vision of expanding our reach and elevating the world of dog scenting competitions. Our aspirations are fuelled by the recognition of the remarkable bond between handler and dog, and the shared joy and accomplishment discovered through scentwork. Trial Managers are at the heart of this vision. Your passion, dedication, and expertise not only facilitate the smooth execution of each competition, but also shape the future of Scentwork UK. You create an environment that inspires handlers and their dogs to achieve their best, thereby elevating the standards of the sport. Together, we are building a brighter, broader future for Scentwork UK, turning every sniff into a story of success.”





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SWUK Trial Manager Criteria

- **TIER 1 (Levels 1-4):**
 - Attended & passed all parts of this TIER 1 TM workshop.
 - Venue form completed and approved
 - Public Liability/Risk Assessment/Insurance in place
 - Provide a minimum of x1 Trial, every two years to keep Certification valid.
 - If Certification expired to take a paid TM Refresher workshop prior to providing future Trials.
- **TIER 2 (Levels 5-10):**
 - Attended & passed Tier 2 Judges/TM combined Workshop
 1. Pre requisite: Have done Tier 1 online Workshop
 2. New venues to be approved
- **TIER 3 (Levels 11-15):**
 - Attended & passed Tier 3 Judges/TM combined Workshop
 3. Pre requisite: Have done Tier 1 online then Tier 2 combined Judge/TM workshop
 4. New venues to be approved
- **Roles, Responsibilities & Ethos of TM at SWUK Trial**





Admin for running a SWUK Trial

- **Securing a venue**
Q&A? Participants difficulties/failure/success in finding venues eg. face to face rather than email
- **Email Template - Village Hall**
- **Attain Public liability insurance**
- **Prepare a risk assessment**
- **Contact number of Emergency Vet**
- **Local Hospital details**
- **First aid provisions, in line with the size and number of expected attendees**
- **Copy of TM Workshop certificate**
- **Venue to be Fit for Purpose**





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BREAK





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Arranging a venue

- **Book Venue Time for entire trial including presentation**
- **Invite Judges - qualified to correct level experience?**
- **Volunteers - Scribe/Runner? Experience of...**
- **Is there demand for your trial? (Ask through FB?) Advertise**
- **SWUK Marketing poster**





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Registering a trial

- **Trial Registration Form**
- **Double check typos TM's responsibility/email response for mistakes**
- **Trial uploads on to website.**

- **Ok let's have a practice**





Receiving entries

- **Ensure registered on website screen share**
- **Ensure qualified On website, prev Level Use Excellence Awards**
- **Check entrants are qualified**
- **Check small or elderly (note to tell judge)**
- **Generic reply for entries ask for payment (go through content of reply)**
- **Fully booked. Which Level fully booked?**
- **Excellence points**





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When is a trial full

Consider:

- **Car park capability**
- **Levels 1-4 - 2 judges? 20+ (level 2 slowest!!)**
- **Levels 5-15 - 1 judge (poss 12 max)**
- **Time management**





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Entry payment received

- **Generic reply for r'cvd payment**
- **Directions & Rules/Expectations of venue if not to be covered by RO's email/briefing**
- **Refunds**





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BREAK





Requesting a Trial Pack

- **Open/clean sweeps/cert template/Ex rosettes etc**
- **Order trial pack approx 10-14 days minimum before trial**
- **Number of competitors**
- **Pack consists of/costs:**
 - Per competitor: £ 1.20
 - Rosettes 1st - 4th: T1 & T2: £10. T3 & T4: £12
 - Rosettes Excellence: £3.50
 - Trophy: T1 & T2: £7.50 T3 & T4: £8.50
 - Certificates: £1
 - Clean Sweep: £1.25
 - Postage: £4.19 1st class £3.65 2nd class
 - Order all at same time!





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Prepare Scented Articles

- **Setting up correctly: Let's watch a short video showing the fundamentals to ensure consistency across all trials.**





Final preparations

- **Send a reminder email with and any last-minute updates Travel directions & Rules**
- **Expectations of venue (Possibly repeated from entry confirmation and again at briefing)**
- **Include RO's & SCORE SHEETS to competitors & Judge(s) approx 7 days prior to trial**
- **Confirm availability and attendance of judges and volunteers**
- **Review the competition area and venue one last time to ensure everything is in order**
- **Let's practice: Go through creating RO's (Trial Admin)**
- **Go through Personal score sheets screen share**





Trial admin to print for trial day

- **Go Through TM Checklist**
- **Print Certs downloadable**
- **Print RO's & Guidelines**
- **Complete/Print: Judges/Scribes Score sheets**
- **Scribe maps if required**
- **Transfer between Judges master score sheet & formula on laptop**





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Q&A

