

CHAPTER 10 REPRESENTATIVE'S GUIDELINES

Responsibility to Host Club, Exhibitors and Spectators

Representatives are expected to be friendly and courteous to all exhibitors. Reps should refrain from making personal comments to exhibitors and keep all remarks professional and positive.

The representative's primary concern should be that trials are run according to APDT guidelines and procedures, insure that post trial paperwork is signed by trial officials and in order, and to resolve disputes and conflicts in a fair and non-confrontational manner. Reps are expected to listen carefully to suggestions and comments made by exhibitors. In matters of judging, the officiating judge has the final determination.

Representatives must be available during the walk-through to answer any questions from exhibitors. Some questions are best answered by the officiating judge and the Representative must consult with the judge in these matters.

The Representative shall move about the trial grounds during the event, observing the competition and activities inside and outside the ring. If the Rep observes a dog exhibiting aggressive behavior the owner shall be asked to remove the dog from the grounds, depending on the severity of the behavior. If an owner is observed using harsh verbal or physical punishment, the Rep shall ask him/her to cease. Refusal to heed a Representative's warning regarding punishment shall result in permanent removal of that handler's APDT Rally eligibility. The Representative shall file a report giving the details of any warnings issued.

The Rally Representative shall be available throughout the trial to graciously mediate in any disputes that should arise regarding interpretation or implementation of Rally rules and procedures. In any matters regarding judging, the Judge's decision is final. In all other matters, the Representative's decision is final. If and when questions arise due to some apparent ambiguity in the rules, the decision should generally be made in favor of the exhibitor.

At the conclusion of a trial, the Representative is responsible for making sure all appropriate paperwork is complete.

The host club has paid for the services of the Representative. Reps have a responsibility to the host club to act in a professional manner.

As a Representative, you are expected to meet these criteria:

- **Knowledge:** You must demonstrate solid knowledge of APDT Rally. If a questionable situation arises during a trial, you should make note of this and check the regulations before offering an opinion or attempting a solution. Representatives are encouraged to compete with their own dogs and must maintain active status by meeting the requirements outlined in Representative's Education.
- **Impartiality:** It is critical that exhibitors have complete faith in the impartiality and competence of both judges and representatives. A representative cannot discard, modify or require anything not specified in the regulations.
- **Procedure:** Representatives must possess and demonstrate sound trial procedure.

Ring Condition

It is the Representative's responsibility to arrive at the show site early enough to inspect the ring and the equipment.

If it is an indoor trial, there must be matting on any potentially slippery surface such as concrete, wood, tile, etc. Deficient conditions must be brought to the immediate attention of the Trial Secretary. If the host club cannot provide matting, the Representative must advise the Judge so that the Judge may modify the course to insure the safety of the teams. The host club must immediately remove any debris on the floor.

If it is an outdoor trial, the Representative should take special care to inspect the ring surface. There may be holes and/or other hazards, which would require the Judge to modify the layout of the course for safety reasons. The grass should be cut short. Debris including, but not limited to, animal waste, rocks, sticks; etc must immediately be removed by the host club. In extreme cases, the judge should file a report with APDT Rally regarding the condition of the ring.

It is the Representative's responsibility to insure that the host club keeps all spectators and other exhibitors a reasonable distance from the ring at all times.

Ethics

Representatives must be unfailingly ethical and strive to avoid situations that might raise ethical questions.

- Representatives must never solicit or promote judging assignments.
- Representatives may not promote seminars for which they are being paid (unless they are donating their time as a fundraiser for the host organization) or sell equipment/merchandise at trials at which they are acting as Representative
- Representatives who attend a trial as an exhibitor and/or spectator must never “double judge” the team’s performance. Representatives attending as exhibitors are not permitted to adjust the trial course during the walk-through, unless requested to do so by the officiating judge. Representatives attending as exhibitors and/or spectators may not interfere with any ring personnel, may not discuss the officiating judge’s scoring with anyone and may not interfere with the officiating judge’s duties.
- Representatives who attend a trial as an exhibitor and/or spectator must never attempt to interfere with the performance of a team while in the ring. “Double handling” is strictly prohibited and will result in disciplinary action by the Judge’s Conduct Committee.
- Representatives may enter trials at which they are officiating.

A person who is related to you or resides with you may not act as your APDT Rally Judge at a trial at which you are officiating as a Representative.

Accepting Assignments

The Representative must require that all host clubs follow up verbal invitations to officiate with the APDT Representative’s Confirmation Letter. The Representative must then sign and return the Letter to the host club in a timely manner.

APDT has suggested compensation guidelines of \$50.00 per trial course as Representative plus travel and expenses. These are guidelines only and Representatives may modify these suggestions at their discretion. Agreed upon fees and expenses must be clearly stated in the confirmation letter.

If for any reason a Representative cannot fulfill an assignment because of illness or other serious occurrence, the Representative must immediately notify the trial secretary or trial chair by telephone, overnight letter, telegram, or fax. If a Representative is delayed en route to a trial, every effort to contact the trial secretary and/or trial chair should be made.

Representatives are responsible for promptly notifying the APDT Rally Coordinator of any change in address or contact information.

Proper Dress

It is important for a Representative to maintain a proper and professional appearance. All Reps shall wear casual business attire (weather permitting).

When officiating outdoors in hot weather, Reps should dress to be professional and comfortable.

When officiating outdoors in inclement weather, Reps should dress to protect themselves from the elements.

Shorts may be worn but must be clean and in good condition. Cut-off shorts, blue jeans material, bicycle or running type shorts are not permitted. The length of the shorts should be just above the knees.

Men's shirts must have collars.

Representatives may not wear any clothing that advertises a club, organization, school or dog breed

Women may wear sleeveless shirts and dresses.

Stewards

The desk steward is responsible for checking in exhibitors and distributing armbands. The judge and/or host club may assign additional duties to the desk steward.

The timing steward is responsible for timing each competitor's run and notifying the judge at the completion of the run if the team has exceeded the four minute maximum.

The scoring steward is responsible for calculating deductions on the score sheet and posting the scores where indicated by the judge and/or host club.

The ring or gate steward is responsible for insuring teams are ready to enter the ring when their number is called. In Level 2 and Level 3, the ring or gate steward shall take the leash from the exhibitor when the dog enters the ring. The ring or gate steward is also responsible for adjusting jump heights when necessary.

If necessary, the Representative should assist the host club by filling in for a steward who is absent or must leave.

Judges shall review with their stewards their respective duties and the manner in which they are to be performed.

Any request from an exhibitor for special consideration must be directed to the judge.

Scoring Guidelines

While it is not the Representative's responsibility to score teams, the Representative must be familiar with Scoring/Judging Guidelines for all Levels. In particular, the Representative must be familiar with guidelines that require the judge to score a performance as non-qualifying, as these situations are the ones that will most likely elicit a complaint from exhibitors.

Misbehavior

It is the APDT Rally Representative's responsibility to monitor the behavior of dogs waiting to enter the ring as well as on the show grounds. Representatives will remove from the grounds any dog whose behavior poses a threat to other dogs, handlers or spectators. Representatives may remove from the grounds any person who delivers a harsh correction to a dog or engages in any act of abuse to a dog.

Any and all cases of aggression by dogs towards other dogs and/or humans must be noted in a Trial Incident Report. This report is to be sent by the host club to APDT with all other trial paperwork.

Representative's Evaluation Form

The Representative shall provide the host club with the APDT Representative's Evaluation Form. This must be completed by the Trial Secretary at the conclusion of the judge's assignment and sent to APDT with all other trial paperwork. Evaluation forms will be kept on file in the representative's folder.

Complaints

Host clubs and/or exhibitors may submit concerns about a judge's or representative's execution of duties either by notations on the Evaluation Form or individual submissions the day of the trials. Any individual submission day of trial will be included with the trial paperwork sent to APDT by the host club. Individual submissions can be made after the trial and will be sent to APDT, together with a processing fee of \$20.00. If a determination is made in favor of the exhibitor, the processing fee will be returned.

All complaints will be reviewed by the Judge's Conduct Committee and acted on accordingly.

Judge's Conduct Committee

The Judge's Conduct Committee will review all complaints made by host club and/or exhibitors about Judges and Representatives.

The Judge's Conduct Committee consists of three members, none of whom are judges and/or representatives. In the event of a complaint by a host club or individual exhibitor, the committee will review the complaint and the response from the named judge or representative and act accordingly.

The committee will have the discretion to make appropriate recommendations within guidelines established for them. These may range from a warning letter to the judge or representative, recommendation for additional education and/or mentoring, to the suspension of the judge's or representative's privileges for a period of time, depending on the circumstances of the complaint and history.