

National Association of Canine Scent Work

K9 Nose Work Odor Recognition Test Organizer Requirements

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Odor Recognition Test – Event Requirements & Guidelines

This document provides the requirements for hosting and organizing an official, NACSW Odor Recognition Test (ORT). The NACSW must pre-approve and authorize all tests in order for the ORT to be recognized by the NACSW for official records and for trial entry compliance. Mock tests may be conducted for practice and fun but results will not be recorded or recognized by NACSW.

All ORT hosts of local club/class-type events must provide a percentage of entries available to outside participants as determined by NACSW in the authorization form.

The organizer must submit an ORT request form to NACSW to start the process. Following the ORT the organizer must submit the test summary form, signed by the judge and/or certifying official to NACSW along with the payment due for each dog's ORT. Forms are attached to this document or may be downloaded from the NACSW website.

The organizer requirements and guidelines are broken into four sections:

- **Staffing**
- **Tools**
- **Timeline**
- **Set Up**

Please review each section to determine the necessary pre and post tasks that must be completed by the organizer.

SECTION I: STAFFING

- 1 approved NACSW Judge
- 1 approved NACSW Certifying Official
- 1 timer*
- 1 judge's steward*
- 1 person/odor box setter*
- 1 person as general box setter*

**people as approved by NACSW official may share these duties*

SECTION II: TOOLS

- Boxes
 - 12 to 20 clean, unused, cardboard boxes of any color or weight (with approval of NACSW) [minimum 12/maximum 20] All boxes need to be identical to each other.
 - 3 or 4 additional clean boxes to replace damaged clean boxes
 - 3 additional boxes per odor being tested.
 - Example: 3 Birch boxes, 3 Anise boxes, 3 Clove boxes.
- Odor & Odor container (*to be provided by NACSW certifying official*)
- Painters' tape or non-marking tape to identify the starting line/point (cones or other such item can be used in lieu of floor marking)
- Current NACSW rule book
- Measuring tape or NACSW measuring stick
- Stop watch
- Video device (video taping is required by NACSW)
 - Video footage is required. Hosts may submit via CD or web based transmission to the NACSW no later than 1 week following the ORT
- Testing location
 - Space must be large enough indoors or secure outdoor area to accommodate box layout of 48" space between boxes and around the perimeter of box layout.
 - If ORT is conducted outside the test must be held on solid surface such as asphalt or concrete (no grass or dirt surface) and should have limited distractions
- Recommended, but not mandatory:* One already trained dog, "white dog" to conduct a trial run of the ORT set up and verify the odor box. The white dog should already have an ORT for the odor being tested.
- ORT Certificates
- Test Summary Form
- NACSW current rule book
- Liability coverage:
 - Certificate of insurance for the hosting organization/facility with K9 Nose Work and NACSW listed as additional insured.

SECTION III: TIMELINE

Timeline Due Date	TASK (To be completed by Timeline Date)
5 Weeks prior	<ul style="list-style-type: none"> • Complete & submit ORT request form along with insurance certificate
3 weeks prior	<ul style="list-style-type: none"> • NACSW to provide final approval of date • Submit box description to NACSW for pre-approval (First time organizers only) – measurements and photos may be sent to NACSW by email
2 weeks prior	<ul style="list-style-type: none"> • Finalize judge selection (will be included in NACSW authorization form) <ul style="list-style-type: none"> ○ A list of approved judges supplied by NACSW • Host to submit event details to NACSW for web posting • Estimated count of participants must be submitted to the NACSW (<i>INCLUDE MAXIMUM # of ENTRIES</i>) No more than 30 per judge. • Receive approval of box type • (note: in 2010 a scorebook will be required for trialing and dogs will need to be individually registered with the NACSW)
48 hours prior	<ul style="list-style-type: none"> • Confer with NACSW official regarding location, box layout, and set-up time requirements
ORT Day	<ul style="list-style-type: none"> • Registration and NACSW ORT fee to be collected
1 week post	<ul style="list-style-type: none"> • Submit test summary form • Submit payment to NACSW • Submit video footage as specified for submission to NACSW

SECTION IV: SET UP

The tools, staffing, set up, registration, fee collection and test summary are the responsibility of the organizer. The NACSW certifying official is there to authorize the box layout, location, odor setup, box cook time, white dog, and oversee testing disputes or complaints and sign the test summary form. The judge is there to judge the dog/handler teams, and to authorize successful passage or not of the ORT. The host or organizer must provide all the staffing for the ORT and cover expenses of the NACSW official and judge.

Things to review with the NACSW certifying official:

- Box placement
- Odor cook time
- Box layout
- Staffing
- Videography
- ORT certificates
- Score books
- Test summary form

Once the ORT has been completed, please submit all final documentation to NACSW.

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Odor Recognition Test Request Form

Date of submission of this request form	
Name of Host/Organizer	
Organization Name	
Name of Facility or location where ORT is to be held	
Address of Facility or location where ORT is to be held (street, city, state, zip)	
Size and description of testing location or area where test is to be held (Square feet of floor space or outdoor area)	
Estimated Number of participants	
Odors to be tested (birch, anise and/or clove)	
Name of requested Judge (s) <i>See NACSW website for list of approved judges</i>	
Date of scheduled ORT	
Time of scheduled ORT	
1 st time organizer (Yes or No)	
Multiple dog set-up requested? (i.e. handlers with two dogs) (Yes or No)	
Club event? (Yes or No)	
NACSW web-site posting information:	
Certificate of Insurance included? (Yes or No) If no, please let us know when you will send it.	

- The host/organizer must collect the NACSW ORT registration fee of \$5.00 per dog for each odor to cover standard administrative costs. Checks should be made payable to ***National Association of Canine Scent Work.***
- Liability coverage
 - Certificate of insurance for the hosting organization/facility with K9 Nose Work and National Association of Canine Scent Work listed as additional insured. Copy must be submitted to the NACSW no later than two weeks prior to the scheduled event

Odor Recognition Test Summary Form

Name of Host/Organizer	
Organization Name	
Name and address of Facility or location where ORT was held	
Date of ORT	
Name of Certifying Official	
Name of Judge (s)	
Total Number of tests (1 dog testing on all 3 odors = 3 tests)	
Total fees collected	
Video included w/this form (Yes or No) <i>Or date of expected delivery</i>	

Please include the following with this Test Summary Form:

- \$5.00 per dog for each odor tested to cover standard administrative costs. Checks made payable to ***National Association of Canine Scent Work.***
- Video footage (if required by NACSW)
- A list of all dogs and handlers, odors tested and whether the test was a pass or miss and the test date. Please use the attached form to submit the information, or download the Excel form from the website. www.nacsw.net

Signature of NACSW Judge Or Certifying Official & I.D. #

Signature of NACSW Certifying Official (if other than judge)
