



# **Trial Handbook**

*Last Updated: April 18, 2018 9:15 AM*

## General Overview

This manual is a resource to aid Club Administrators for Barn Hunt, including Trial Chairs and Secretaries. The job of Trial Secretary/Club Administrator at a Barn Hunt event is a critically important one. Trial Secretaries publish the premium and entry form, accept entries, produce armband numbers, create an initial running order, record individual and class results, and submit required electronic paperwork accurately to the Barn Hunt Association LLC within five working days of the trial. All clubs must also keep copies of trial paperwork, in electronic and printed form for one year after the trial so any inaccuracies can be researched. Paperwork must be stored safely so that it cannot be lost in the event of a catastrophic event such as a fire, computer theft, computer loss of data, etc.

Club Admins must work with the judges and the facility to decide the number of rings and the order of classes, based on each judge of record not judging more than 120 runs or more than approximately 8 hours.

A Trial Secretary must be organized, timely, accurate, able to multi-task, and be patient and cheerful even when under pressure. The secretary must be at the event sufficiently ahead of the start time each day for competitors to be able to check in and get numbers, and the gate steward to get the run order posted. It is critically important that the secretary have a good working email address and checks it often, because all communication from the Barn Hunt office is done through email. It is not acceptable for a Trial Secretary/Club admin to check email only once every few days; it must be checked at least daily.

## The Barn Hunt Register (Register)

All Barn Hunt administrative tasks are handled and completed through the Barn Hunt Register at [www.barnhunt.com/register](http://www.barnhunt.com/register). Here clubs will find all the tools needed to apply for events, find judges, add venue information, upload insurance proof and results files, submit payment, and more. A detailed explanation of the Register is contained in the Register Users Manual. No information, fees, payments, or documents should be sent to Robin Nuttall directly through email or through snail mail. **Exception: results from your first Licensed Fun Test should be sent to [info@barnhunt.com](mailto:info@barnhunt.com) for review prior to approval to hold a Licensed Trial. The results should also be uploaded to the Register.**

### New Clubs

In order to apply for Club status, all potential Secretaries/Club Admins must login to the Register (if you already have a registered dog) or create a login and password on the Register. The Club Application is available on the left menu. Be sure to carefully and completely fill out the application.

**There must be three persons listed on the application, each with a Barn Hunt login address. That address must be unique to each person and match each person's address used to register dogs, etc. A login may be created by someone who does not currently run a dog in Barn Hunt. Refer to the 2016 rules for more information about becoming a club and for information about holding events in conjunction with other public events such as AKC or UKC dog shows, etc.**

Once a club has submitted an application and been approved by the BHA LLC to hold events, the next time the person(s) designated as Club Admins for the club login to the Register, they will see an entry on the left menu called "Secretary Functions." This is the location where all transactions applicable to your event will take place, from applying and paying for your Fun Tests and Trials through all processing. Other than the information above in red, all files and information in conjunction with all tests and trials must be transacted through the Register.

Also note that once logged in to Secretary Functions, clubs can designate very important information on the Club Profile including whether and when they will allow entrants to use the "Create Mail-In Entry Form" and if they wish to replace the boilerplate waiver associated with that form with a custom waiver specific to their club (strongly encouraged). The Register is a fluid document with useful tools always being added, so Club Admins should visit often.

Club Admins are also added to the `bha_clubadmin` email group. This closed list is to discuss issues specific to running Barn Hunt events. It is required for all active Club Admins.

## ■ Preparing for the Test/Trial

- 1. Check your version of this document.** The Trial Manual is a dynamic document that is updated on a regular basis. Go to the website and/or Secretary Functions on the Register and download the latest version of this document.
- 2. Assign a Judge or Judges.** In order to be a valid trial or test application, a judge (or judges) must be assigned to the event. TBA or TBD is not accepted with Trial or Test applications. Fun Test judges do not have to be licensed BHA judges but it is strongly recommended that new clubs use a licensed judge for their first Fun Test.
  - Prior to submitting any event application for approval (Licensed Trial or Fun Test), all Clubs **must** have an agreement **in writing** from any and all judges listed. Email is an acceptable medium for such an agreement.
  - Official final judges must be listed a minimum of 60 days prior to the Event or on the opening date of the Event, whichever comes first (30 days for Fun Tests). Any judge changes after those deadlines must be approved by the BHA. In case of emergency substitutions, contact the BHA immediately for approval and review.
  - A written formal contract must be in place and recorded for each JOR in accordance with the deadlines above; 60 days prior to any Licensed Trial and 30 days prior to any Fun Test.
  - *Software note: List your judge(s) in the top row(s) of the application form of the Event Wizard. You need only enter each judge's name once. In the event of a judge change, be sure to move up the rest of the judges to fill that space if necessary; do not leave any empty rows on top of a judge's name or your judges names will not list for your event.*
- 3. Apply for the Test/Trial.** The Trial Chair or Secretary must apply for all Official Barn Hunt events through the Register. See the Rules and Regulations for information about when to hold a Fun Test and date limits for trials. No test or trial may be held on the same weekend as another test or trial within 200 miles without the permission of the other club. The BHA LLC does not hold corresponding dates from year to year; it is first come, first served.
  - Fun Test fees are \$30 per weekend (consecutive dates). *No per-run fees are due for Fun Tests*
  - Barn Hunt Licensed Trial fees are \$30 per trial, up to two trials per day allowed. There is also a \$1.75 per-run fee. See the rules and submission information below for per-run fee calculation. Run fees are automatically calculated for Clubs through the Register when fees are submitted.
  - Judges must be listed for your test/trial, it is no longer acceptable to have TBD for judges and applications with TBD will be rejected. For Fun Tests, the judge does not have to be a licensed Barn Hunt judge, but you must have a "judge" to apply for a fun test. However, it is suggested that when possible use a real judge for a first Fun Test, as your club can gain valuable experience to help you run successful Barn Hunt trials in the future.
  - Fill out the application completely, including opening and closing dates and times, and entry fees. Failure to do so may result in rejection of your application as it will hinder competitors from knowing important information about your trial or using the automatic "Create Mail-In Entry" form to fill out information, print and mail to you. Be sure to also fill out the Volunteer information so that competitors using the "Create Mail-In Entry" format can volunteer at the same time. Be sure to mark if it is your first fun test or trial.
  - See the rules for trial and fun test application deadlines, when you can use Day of Show entries, etc.
- 4. Purchase insurance for your trial.** See the rules for insurance needs and requirements. Insurance documents are not to be snail-mailed or sent directly to Robin Nuttall. **Insurance documents must be uploaded using the Event Upload link on your Register under Secretary Functions at least 15 days prior to your event and can be valid for up to a year (you can use the same insurance document for multiple events).** There will be a place to designate that the document is insurance (see the Register Guide for more information on how to upload documents; Insurance is a Pre-Trial paperwork requirement).

5. **Prepare and distribute a Premium for your test/trial.** The Premium must include the items outlined in the Barn Hunt Rules and Regulations and have an entry form. Competitors can also use the “Create Mail-In Entry” forms available on the Barn Hunt Register if you designate on your Club Profile that this is an option. Be sure, if using the Create Mail In Entry option that you fully fill out your prices, etc. in your trial application. Your Premium can be linked directly to your event through Event Uploads. Designate it as a Premium. Note that the prices in your online application must match those in your premium, and cannot be changed on the day of the event.
  - You must have a Premium
  - The information on the Premium must match the information on the Event Wizard and in any other materials you use to promote the event (website, email, etc.). That includes Dates, Location, Judges, Classes offered, prices, etc. If making a change in one place, you must make it in all places.
6. **Have software or resources to handle entries for your trial.** All results are to be uploaded to the Barn Hunt Register, no paper or emailed results are accepted.
7. **Make sure you have all required materials.** Read closely the rules on enclosures, fencing, bale numbers, boards, tubes, etc. Trials/events with illegal items or inadequate enclosures may not be able to hold their event until all items are corrected. The judge may determine if the club needs to add/change items to be legal and able to proceed with the event.
8. **Send required information to your judge(s).** Be sure to comply with all rules on information to be given to your judge(s). Conferring closely with your judges(s) prior to the event will ensure a smoother running and more efficient trial. Your ring areas should be provided as a gridline map with all hazards marked. It's critically important that judges have complete and correct information about the ring they will be designing for.
9. **Receive entries and send confirmations for your trial.** Immediate email confirmations as soon as entries are received and processed are strongly preferred. This gives participants time to review their entry information and plan for the trial. A final confirmation must be sent within 24 hours of the pre-entry closing date, which is 10 days prior to the trial. See the rules on late entries. *(Note: Competitors who withdraw from competition prior to a posted closing must get a full refund of all entry fees.)*
10. It is a good idea to remind competitors that incorrect barn hunt numbers do not constitute a valid entry; urge them to check their confirmations carefully. Competitors using the “Create Mail-In Entry” form will automatically have the correct BH number and name information.
11. Keep track of entries and limits in case the trial fills.

## ■ Making Changes and Resubmitting your Application

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Sometimes there will be changes to an event after it has been approved. It may be a judge change or a change in type of entry, location, etc. Some changes, such as date changes, can only be done by the BHA office. Some, such as judge changes, adding a trial, etc. can be done by an Admin. In most cases, changing an event will automatically put it back into Planning mode, and it will disappear from the Event Calendar and no longer be an official event. The Barn Hunt office is not tagged when an event is in Planning, so there will be no reminders to resubmit the application. ***When any change is made, be sure to immediately resubmit the event for approval. Saving the event does not automatically resubmit it. Be sure to SUBMIT FOR APPROVAL again.***

## ■ B Class Entries

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Over the course of the fall of 2018, clubs will begin to accept entries in the B classes. If you are not familiar with how the B classes work, please review the rules. As a Trial Secretary, here are important things to remember about B Class entries.

1. Competitors enter ONE class type per event (with the exception of being able to enter Novice A and Instinct at the same time).
2. If your club is allowing moveups, competitors who finish a title in the A class may EITHER move up to the A class at the next level (e.g., finish RATS and move to Master A) or can move LATERALLY to the B class at the same level (e.g. finish RATS and move to Senior B).

3. During the event competitors cannot move DOWN to a previous level's B class.
4. Moveups and lateral moves are ONLY from A to B. Dogs entered in B class are not eligible for moveups, move downs, or lateral moves at an event. (e.g, dog has RATS, enters Open B, cannot then move to Senior B at the event).

## The Day of the Trial

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1. **Have a printed copy of the Rules and Regulations available.**
2. **Have at least one printed copy of the show catalog available.** The show catalog lists classes and competitors in each class: Dog name, call name, armband number, dog BH number, breed, DOB, owner/handler name and address.
3. **Print check-in sheets.** These sheets are for competitors to check in to the trial. May be combined with run order sheets.
4. **Create Run orders.** Note that run orders are fluid. It often works best for the running order to be hand written on a white board.
5. **Post the written judge's briefing.** The judge will bring this briefing and it must be posted in a prominent, easily accessible location.
6. **Print out and post at least one copy of the Rat Wrangler and Spectator Guides.** (available on the website under Rules/Resources)
7. **Work with the gate steward to shift running orders as necessary to split multiple dogs handled by one owner.** Once the blinds are determined, handlers should stay within their blind.
8. **Produce scoresheets for the judge/scribe.** Scoresheets are to be given to the scribe with the following information already imprinted on the sheet: Dog Call Name, Armband #, Breed, Height (S/M/L), Handler Name, Club Name, Trial Date. Barn Hunt Solution produces and prints scoresheets with this information already imprinted. Alternately scoresheet examples are in the Trial Packet. Scoresheets should be printed four per 8.5 x 11 page then cut into four single sheets so that there is only one dog/handler per sheet. (Note, competitors may not keep score sheets. Competitors may not view scoresheets or know their time until after the class is over and awards given). **Scoresheets for Regular and Crazy 8s classes are available on the Trial Packet and on the Register/Secretary Functions/Resources.**
9. **Record scores and times for each competitor, and produce pass/fail (Instinct and Crazy 8s if offered) and class qualifying/placement sheets (Novice and above).** These sheets should be posted prominently after awards. There is an xls spreadsheet for regular classes, and an xls spreadsheet for Crazy 8s class which must be completed.
10. **Fill out the Trial Summary Report.** This report is included in the Trial Packet and is available under Secretary Functions, Resources on the website. In order to fill out the report you will need to know the start and end time for each class as well as run numbers for each class. There is also a section to report any issues with the trial and to rate the judge(s).
11. **Print ribbon labels/stickers.** Stickers may be affixed to the back of ribbons or provided separately from the ribbon and must include class, dog name, handler name, date, club, run time, placement (if applicable). Stickers are printed on 30 per sheet avery label sheets.
12. **Calculate the High in Class Awards for A Classes: High Novice, High Open, High Senior, etc.** awards if the club offers them. In each case, this is the dog among all heights that has completed the tasks of that level in the shortest amount of time. (Note, there is no such thing as High in Trial in Barn Hunt).

## At conclusion of trial

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1. **Produce a marked catalog in pdf and/or Word format.** The marked catalog should include all information from the premium for each entry at the trial. It should be sorted by class, and include whether the dog qualified, did not qualify, score/time, and placement if the dog placed (for Novice and above, pass/fail for Instinct). Absences and excusals should also be marked in this marked catalog. At the bottom of each class should be a summary of dogs entered, dogs qualifying, dogs not qualifying. At the end of the document

a total of dogs entered in that trial, dogs qualifying, and dogs not qualifying is to be listed. See Sample Marked Catalog in the Trial Packet.

2. **Produce a spreadsheet report (xls,xlsx, csv) of the trial for Regular Classes and one for Crazy 8s class (if held).** This spreadsheet must include all qualifying/passing runs for each trial, sorted by date and class. Either use *Barn Hunt Solution* or use the sample xls file included in the Trial Packet as a guide. The result upload program is very particular:
  - The column names must be exactly as listed in the sample xls file.
  - The file must include only passing results (all results are listed in the Marked Catalog).
  - Under QNQ, the word must be "Pass"
  - ClassName must be spelled out: Instinct, Novice, Open, Senior, Master. Not RATN, RATO, no plural (Master, not Masters)
  - Make sure all dogs judged by the Back Up judge have the correct judge name in the Judge column (i.e., Jane Doe is Judge of Record and running her dog Rex using Back Up Judge Don Smith; be sure Don Smith's name is recorded as Rex's judge)
  - Do not use an equation or algorithm to produce the date (it will load as random numbers). The date format is MM/DD/YYYY
  - Times are recorded as 1:23.45 not 1:23:45.
  - All trials for the event should be on one spreadsheet; it will record correctly as long as each entry has a correct date and correct trial number, either 1 or 2, for that date (given two trials per day and a 2 day weekend, day one should have trial 1 and 2, day two should have trial 1 and 2, never trials 1, 2, 3, 4).
  - No placements are recorded for Instinct. Dogs without placements must have a zero (0) in the placement column.
  - Login to the Barn Hunt Register. Go to Secretary Functions
  - **For Crazy 8s class, use the crazy8s\_results.xls sheet available in Resources under Secretary Functions on the Register. It must be submitted separately from the xls results of regular classes. When uploading, choose Crazy 8s as the category. See the bulleted items above. On the sample xls sheet, the exact class name, etc. is provided as an example in GREEN text below the column headers. There is now a Crazy 8s results tester available in Secretary Functions as well.**
  - **IF YOUR CLUB IS OFFERING B CLASSES be sure to use the UPDATED B class forms!**
3. **For Paperwork click on Event Uploads.** Choose the event associated with your trial, and upload all documents. Be sure to tag the documents properly and make sure you are uploading your paperwork to the correct event date if you have several. An email will automatically be sent to Barn Hunt confirming your upload. **(NOTE: See Rules Addendum for paperwork requirements for established and new clubs, changed in November 2017).** After Trial paperwork includes:
  - Marked Catalog.
  - Excel Spreadsheet passing results. *Use the Results Tester to make sure your results sheet is correct and if necessary correct any issues BEFORE you upload the xls file. There is a separate Results Tester for Crazy 8s.*
  - Insurance documents should have been uploaded at least 15 days prior to the event, check to make sure your insurance documents are listed.
  - Print (or store electronically) a copy of all above reports and retain, with all scoresheets, for one year. Electronic storage must be on a disk or drive, not simply kept on the computer where it could be lost if there was theft, etc.
4. **Trial Summary Report if NOT submitting an ONLINE TSR.** Be sure you are using the 2016 Trial Summary Report.
  - *For fees*, click on Run Fees. Input the numbers as asked; total number of entries/runs, plus total number of comped runs, minus any entries where you gave complete refunds (also see Payment below).

The fee will be calculated for you and then you pay through the PayPal portal. Fees are \$1.75 per run, including comped entries, absences and excusals. ***Crazy 8s run fees are the same as regular class run fees and are included in your overall runs.***

- ***Fees for your event must be recorded through the event listing on the Register. Direct payments to PayPal will result in the event not showing fees paid.***

#### 5. Trial Summary Report if using Online TSR

- Clubs are being authorized to use online TSRs in batches and all should be incorporated by the end of 2018
- If using online TSR please refer to the instruction document provided for this purpose in your resources.
- The online TSR will take you to your PayPal payments.

### Report/payment submission deadline

Barn Hunt trials must be processed in order for correct leg and title recording. A single late report delays all trial processing in the country. ***All trial results, including your previously uploaded proof of insurance, Marked Catalog, Excel Spreadsheet of passing results, Crazy 8s results (if held), and Trial Summary Report, must be uploaded through Secretary Functions and associated with your event in the Barn Hunt Register in order for your trial to be processed and completed. All runs must be recorded and payments submitted through the Barn Hunt Register.*** Failure to submit reports/payment within the deadline period will result in a fine of \$100, and then \$50 per week.

## Dealing with errors and mistakes

It is important to be meticulous in your recording of numbers, legs, qualifying scores, etc. Mistakes not only harm your club but the sport as a whole. It is especially important to have correct Barn Hunt registration numbers matched with your entry. All Barn Hunt numbers start with "BH-" followed by a series of 5 numbers. There are never fewer than 5 numbers after the initial "BH-", even if the leading number or numbers include zeros. Common mistakes include no dash, two dashes, extra spaces, the letter o instead of the number 0, etc.

In order to assist you with checking your information prior to submitting it to the BHA, there is now a results checker. Go to Secretary Functions then Event Uploads. Next check on "Test your Results Spreadsheet." Instructions are included, it is very simple to use.

If you make an error in your report, BHA LLC will send the results back to you to review/edit before processing the trial. If the error is yours, correct it and return as quickly as possible. If it is the entrants, pass the contact information along to the BHA, who will contact the entrant. After January 1, 2014, entry forms submitted with incorrect barn hunt numbers, if it is an exhibitor error, will have all legs for that trial withdrawn.

## Invalid entries

An invalid entry is one which cannot be entered into the trial due to owner issue/error. The following constitute invalid entries:

1. **Returned check.** Be sure to leave yourself enough time after the closing date to submit all checks to the bank, in order to make sure all have cleared prior to the trial. A returned check entry is an invalid entry.
2. **Unsigned entry form.** All entry forms must be signed to be valid.
3. **Invalid or incomplete Barn Hunt number.** All entry forms must have a valid Barn Hunt Registration

number. It is not acceptable for entrants to leave that section blank or write “pending.”

4. **Conditional entry.** Any entry which the person attaches a condition to is not a valid entry. An example of a conditional entry is one in which the competitor states that the check cannot be cashed until a certain date.

In the case of any invalid entry, the secretary must set that entry aside. They may either mail that entry back to the competitor marked “invalid entry,” and cite the reason, or they may contact the competitor by email.

**A spot or place in the trial cannot be held for any invalid entry.** If the issue is corrected in a manner acceptable to the secretary and Club prior to the show date, and if there is still room in the trial, that competitor may be allowed to enter the trial, but only sorted after all valid entries, including those that were received after his or her original entry was received. After January 1, 2014, entry forms submitted with incorrect barn hunt numbers, if it is an exhibitor error, will have all legs withdrawn.

## Day of Show entries

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Clubs may elect to accept Day of Show (DOS) entries, in which case you must process them like any other entry. All competitors will still have to have valid BHA registration numbers prior to submitting their entry form. No judge may exceed 120 runs or approximately 8 hours of judging in one day, nor can the club deviate from their previously published maximum number of runs to accommodate DOS entrants. Clubs accepting DOS entries must include in their Premium and other communications that competitors choosing DOS will be turned away if the limit is reached prior to all DOS entries being accommodated. See the Rules for complete information on Day of Show entries, late entries, etc.

## Complimentary (Comp) entries

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Clubs may choose to offer “complimentary” entries to certain trial workers (Secretary, judge, etc.) It is totally at the discretion of the club whether to offer comped entries.

If offered, those entries must be treated like any other entry. A \$1.75 per run fee applies to each comped entry. The entries must be entered into the *Barn Hunt Solution* program or club program like any other entry and must show in the marked catalog and all reports identically to any other entry. The club must keep a record of comped entries.

When hiring a B Level/Provisional judge, comped entries are not offered by the club. The Provisional judge must pay for any entries of his/her dogs at the event.

## Data security

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Barn Hunt is electronic-data driven. Reports are all submitted and stored electronically. Trial secretaries must print and keep one copy of all reports for the period of one year in case of computer failure. Trial secretaries should also use a computer backup system to back up all data in case of file corruption or failure. External hard drives or backing up to a cloud system are both acceptable. In addition, it is strongly recommended that trial secretaries take a thumb drive or other external device to the show and copy all results to the drive at the end of each day in case of accident or computer failure over night.