



Rally-O Handbook[©]

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Introduction

Rally is a sport in which the dog and handler complete a course that has been designed or selected by the rally judge. The handler proceeds at a brisk walking pace, with the dog under control at their left side, through a course of numbered stations (8–20, depending on the level). Each of these stations has a sign indicating the exercise that is to be performed at that station.

After the judge's "Forward" order, the team is on its own to complete the entire sequence of numbered signs correctly. There should be a sense of teamwork between the dog and handler both during the numbered exercises and between the exercise signs. Scoring is carried out in one-point increments.

In the Foundation and Novice levels, unlimited communication from the handler to the dog is to be encouraged and not penalised. Unless otherwise specified in this *Handbook*, handlers in the Foundation and Novice classes are permitted to talk, praise, encourage, clap their hands, pat their legs, or use any verbal means of encouragement. Multiple commands and/or signals using one or both arms and hands are allowed; the handler's arms need not be maintained in any particular position at any time, however the handler may not touch the dog or make physical corrections. At any time during the performance, loud or harsh commands or intimidating signals will be penalised. Once a team progresses to Advanced they may still use verbal means of encouragement and hand signals, however, clapping hands and patting legs may incur deductions.

Only current NZARO members (at the date of the event) are eligible to receive a qualifying or merit certificate.

All rally titles occur after the dog's name.

1 Running a Rally Event

1.1 PROCEDURE FOR OFFICIAL EVENTS

1.1.1 Application

Any person or club that wishes to hold an official qualifying rally event must submit the form provided by NZARO,* together with a fee as indicated on the application form to the NZARO Secretary.

1.1.2 Appointing a judge

The next step is to select a judge or judges (depending on the number of classes offered) from the NZARO Judging Panel.* Send two copies of the NZARO Judging Contract,* to the judge/s. The judge/s will return a signed copy setting out their requirements for accommodation, expenses and assistants required.

The judge/s will design or select their course/s and should provide a copy of it/them to you at least a week before the trial to enable you to ensure the required equipment is available if the judge/s contracted are unable to bring their own.

1.1.3 Assistants

Arrange assistants for the judge if requested on their contract, e.g. timekeeper.

1.1.4 Disputes committee

Appoint three people to act as Disputes Committee for the day. At least two of these people need to be experienced in NZARO rally procedure and none of whom shall have been involved in the incident dealt with.

1.1.5 Certificates

Ensure that you have a supply of yellow qualifying certificates and white merit certificates which can be purchased from the NZARO secretary.

1.1.6 Entry-on-the day forms

Have sufficient ready for the day if required.* Make sure you take note of whether the entrant is an NZARO member as this affects eligibility for certificates (although they may still receive 1st or 2nd Qualifier).

* All forms available on the NZARO website www.nzaro.webs.com

1.1.7 Results schedule

The judge will complete and sign the results schedule (Tally Sheet); a copy of which should be emailed to the currently-designated NZARO committee member for posting on the website.

1.2 DISPENSATIONS

If a dog or handler requires a special dispensation on disability grounds this should be presented to the event manager with their entry. Any dispensations received by the event manager should be handed to the judge before the setting up of the course. A dispensation certificate (permanent or temporary) should be applied for from the NZARO Secretary.

1.4 SPACE REQUIREMENTS

The ring sizes for rally shall be a minimum of 20 x 20 m.

1.5 ENTRY LIMITS

No more than 60 dogs per day per judge may be scheduled and no judge will be assigned for more than eight hours in one day. Judges may take rests or meal breaks as agreed with the event manager. If numbers exceed 60 per judge in any one day, entries in classes affected may be limited or classes split.

1.6 NUMBERS

Exhibitors may be allocated numbers.

1.7 SIGNS AND HOLDERS

The designated wording and symbols must be used for qualifying events. Signs should be a minimum of 21 x 28 cm and a maximum of 28 x 43 cm.

Colours used are optional. Twenty exercise sign holders are required plus one each for the Start and Finish signs. All sign holders or signs (not including those for Start and Finish) will be clearly and sequentially numbered on the course, with numbers approximately 8 cm high.

In the standard classes, signs numbered 21–26 should only be used once in any one rally course.

Stationary exercises are any signs indicating a “Halt” or “Call front” or #27 and #48.

NZARO signs are used in combination with standard classes signs for Zoom and Handy Dog classes.

Married signs may be encountered in Zoom or Handy Dog and comprise two separate signs side by side for one station, to be read left to right. These usually incorporate a change of pace which should be maintained until the next change of pace sign is encountered.

1.8 PLACEMENT OF SIGNS

Signs will be placed to the opposite side of the dog’s path except for those indicating a change in direction (including side steps) where the sign will be directly in front of the handler to aid in that change. This may vary for exercises using cones or jump exercises, where the sign should be placed one metre in front of and one metre from the approaching dog’s side of the jump where there should also be a line marked extending one metre before the jump to one metre after the jump. Exact placement of signs is made by the judge while walking the course along the path that will be taken by the handlers.

The course for each class may be posted at the ring prior to walking the course (see “Familiarisation Time” below).

1.9 LOCATION OF PERFORMANCE IN RELATION TO SIGNS

Exercises are to be performed within one metre of the designated signs, either directly in front or in front and to the left of the signs. For stations where the handler and dog are required to make a side-step to the right, the sign shall be placed in the initial path of the handler and dog, thus requiring the team to make a sufficient size sidestep to the right in order to pass to the side of the sign.

1.10 FAMILIARISATION TIME

A course walk for approximately each two hours of judging should be allowed for handlers without their dogs. After each two-hour period of judging, judges

should allow an additional course walk for the next two-hour block of dogs to be judged in the class.

The judge should be available in the ring during this period to answer any questions the handlers might have. The judge may also choose to brief the handlers on the course during this period.

Walkthrough times need only be published in the judging programme and catalogue for the first rally class scheduled and shall show a time of 10 minutes prior to the scheduled start time for the class.

1.11 JUDGE'S ORDERS

The judge's orders will be, "in your own time, forward". No other orders are necessary.

1.12 TIMING

All dogs will be timed. Times will be used only in the event of ties for a placement, as mentioned in Section 2.9. Timing will begin once the team crosses the Start station after the judge's order to begin and will end when dog and handler cross the Finish station. In the case of tied scores, the dog completing the course in the least amount of time will receive the higher placement.

The original scores will not be changed. In the event that both the score and time are the same, the dogs will repeat the course and will be scored and timed again. The original scores will not be changed, but a plus (+) will be added after the score of the dog winning the runoff.

Times will be entered to the 1/100 of a second on all runs. In the event of a timing malfunction, the timer will notify the judge and table steward immediately after the dog and handler have finished running the course. No time will be recorded for the team at that time. In the event of a tie at the end of the class involving a dog that does not have a time, the judge shall offer the handler the opportunity to run the course again for time (retaining original score).

1.13 QUALIFYING SCORES AND GENERAL SCORING

To qualify, dog and handler must achieve the criteria set out in section 3 “Classes and Titles”. On attaining three qualifying scores towards any NZARO title a request should be sent to the NZARO Secretary who will arrange for processing and delivery to the recipient.

Merit certificates can be accumulated (see “Classes and Titles”) which will be counted towards milestone awards. These awards accumulate throughout the levels, the first being awarded once the dog has earned 10 merit certificates and in multiples of 10 thereafter. (See [3.5](#) for details about milestone awards.)

Scoring for all levels is based on a maximum score of 100 points. Times will be recorded. Times will be used only to break ties for placings. The maximum number of points that can be deducted for any station is 10, with the exception of a non-qualifying performance.

Only current NZARO members (on the day of the event) are eligible to receive a qualifying or merit certificate.

2 Interpretation of Errors and Deductions Applied

2.1 ONE-POINT DEDUCTIONS

- tight leash
- out of position
- interference with handler
- resistant to respond
- inconsistent pace
- foot movement
- lead error

2.1.1 Tight leash

If the dog moves to the end of the leash, or if the handler takes up all slack in the leash, then the leash will be deemed to be “tight”. A good rule of thumb is that the clip at the end of the leash hangs straight up and down.

2.1.2 Out of position

Correct position is defined by a vertical line extending downward from the centre of the handler’s left hip which intersects a line from the tip of the dog’s nose to its rump. The dog should be close but not necessarily touching the handler’s left leg. At Novice level a consistent position is not crucial so long as the dog is working with the handler and that the dog is not so far away that the handler cannot touch it or that the leash becomes tight. Lagging, forging, or sitting at an incorrect angle to the handler can all be considered as “out of position”.

When the team progresses to Advanced, the position of the dog in relation to the handler should be consistent, i.e. the dog should not drift in and out away from the handler, nor should it surge forwards (forge) or lag behind.

There are two instances when the sit must be assessed, a sit at heel (as is mandatory in the Halt exercises) and a sit in front (or “present”).

In the sit at heel, if the dog sits so far away that the handler cannot reach out and touch it, then it should be scored as out of position. The same deduction shall apply if the dog sits at more than 90° to the handler.

Once the team moves up to Advanced level then the position and distance of the dog from the handler becomes more critical and should be scored accordingly, i.e. dog at an angle of no more than 45 degrees from the handler.

2.1.3 Interference with handler

Deduction for interference should be made where the position of the dog affects the handler's path while heeling or the dog tugs at the lead. This deduction should also be applied if the dog leans on the handler's leg so as to impede straight, forward progress. The dog's head held across the handler's leg does not necessarily constitute interference.

2.1.4 Inconsistent pace

This deduction may be applied if the judge considers the pace of the team to be inconsistent.

2.1.5 Resistant to respond

This may be applied if the dog fails to respond to a cue once given due to the dog not responding in a timely manner.

2.1.6 Foot movement

This deduction is applicable at all levels except Foundation when a handler moves their feet after placing them for a present or halt.

2.1.7 Lead error

If a handler drops the lead or it gets tangled around the dog's legs and the handler must untangle it, then this deduction should be applied.

2.2 THREE-POINT DEDUCTIONS

- repeat of a station
- lack of control (at or between a particular station)
- course equipment knocked over
- jump not cleared
- excessive or intimidating signal
- station performed in the wrong place
- incomplete position

2.2.1 Repeat of a station

If a handler realises that they have incorrectly performed a station before commencing the next station, then they may take the dog back to the commencement point of the exercise and repeat the exercise. Only one repeat per station is permitted. Only exercises that are scored “incorrectly performed exercise” and *not* exercises that are scored NQ may be repeated.

2.2.2 Lack of control

This deduction would be applied if the handler needed to resort to touching or handling the dog to gain control and includes the dog continually tugging at the lead, jumping up or refusing to move at all.

2.2.3 Course equipment knocked over

This deduction should be applied where a handler or dog knocks over a food bowl, sign, cone or other object used to form part of the course.

2.2.4 Jump not cleared

This deduction should be applied where a dog attempts a jump but knocks a pole or does not completely clear the broad jump.

2.2.5 Excessive or intimidating signal

To be applied in the case of a handler using a signal which, in the opinion of the judge, is excessive or intimidating for that dog. This deduction is also applied where hand clapping or repetitive leg patting is used by a handler in Advanced or Excellent classes.

2.2.6 Station performed in incorrect place

An appropriate application of this deduction would be when the exercise is performed past or around the sign, instead of in front of it. (See 1.9 “Location of performance”.)

2.2.7 Incomplete position

Where a handler moves off before the dog has completed its sit, down or stand, or come to heel as required.

2.3 10-POINT DEDUCTION

- incorrectly performed station

2.3.1 Incorrectly performed station (IP)

An (IP) is applied where a team attempts a station and fails to perform the principal parts of the station on their first attempt. The handler may choose to retry the station once, for a correct performance, accepting the mandatory 3-point deduction for the retry of the station. The station is considered an IP if the handler chooses not to retry or fails to perform the station correctly on the second attempt.

2.4 NON-QUALIFYING (NQ) SCORES

- an accumulation of 30 or more points deducted
- leash jerk
- dog unmanageable (over 50% or more of the stations)
- consistently tight lead or out of position (over 50% or more of the stations)
- a dog that eliminates while in the ring for judging
- station not attempted
- walking through or on the broad jump
- failure of dog to go over the jump in the proper direction.
- dog leaving the ring before completion of the course.

2.4.1 Accumulation of 30 or more points

Once a participant accumulates deductions worth 30 or more points, their performance shall be deemed to be “non-qualifying”.

2.4.2 Leash jerk

At no stage in the assembly area or the judging ring should a handler jerk on a dog's lead in a manner considered by the judge to be excessive. This does not apply where the lead is used to gently guide a dog around a turn although that action would incur a tight lead penalty. A handler seen by the judge "leash popping" a dog in the assembly area may be disqualified.

2.4.3 Dog unmanageable

When a handler cannot maintain control of the dog over at least 50% of the course or needs to resort to physical handling of the dog to bring it under control, then it will be deemed unmanageable and therefore NQ.

2.4.4 Consistently tight lead or consistently out of position

This deduction should be applied if the leash is tight or the dog is out of position for 50% or more of the stations.

2.4.5 Eliminates in ring during judging

If a dog toilets in the ring it shall be scored NQ.

2.4.6 Station not attempted

If a handler misses a station and begins performing the next exercise, then the round will be scored NQ. There can be no retry for this error.

2.4.7 Walking through or on the broad jump

If a dog walks on or between the boards of a broad jump an NQ shall be scored.

2.4.8 Dog clears jump in wrong direction

If a dog approaches and jumps from the wrong side of a jump it shall be scored NQ.

3 Classes and Titles

3.1 RALLY FOUNDATION® CLASS (a “standard class”)

All exercises are judged on leash and all dogs must enter and leave the ring on leash. The leash should be long enough to provide adequate slack, however, retractable leads are not allowed. Chain leads are not permitted. A flat buckle, clip collar or limited slip collar must be used. No check chains or prong collars are permitted in the ring. Harnesses, head halters and muzzles are permitted in the ring. A silent toy or food in a *closed solid container* may be carried in the ring but the team will be disqualified if these are used during the round.

Rally Foundation must have between 8–11 stations (Start and Finish not included) with a maximum of three (3) stationary exercises per class.

3.1.1 Eligibility

A dog may be any age to compete in Rally Foundation®.

A dog may be entered in this class until a qualifying score in Novice is attained.

A dog may be entered by more than one handler in this class but only its highest score on that day will be counted toward its title.

3.1.2 Rally Foundation Title

Three qualifying scores of 90 or better, earned under at least two different judges, are required.

The Foundation® title is designated as RF and occurs after the dog’s name.

3.2 RALLY NOVICE CLASS (a “standard class”)

All exercises are judged on leash and all dogs must enter and leave the ring on leash. The leash should be long enough to provide adequate slack, however, retractable leads are not allowed. Chain leads are not permitted. A flat buckle, clip collar or limited slip collar must be used and no check chains, prong collars, harnesses or head halters are permitted in the ring. Muzzles are permitted.

Rally Novice must have between 10–15 stations (Start and Finish not included) with a minimum of three (3) and a maximum of five (5) stationary exercises per class.

3.2.1 Eligibility

A dog may be any age to compete in Rally Novice.

Any dog may be entered in this class until a qualifying score in Rally Advanced is achieved. NZARO RF is not a prerequisite for entry to this class. A dog may be entered by more than one handler in this class but only one of any qualifying certificates earned on the same day may be counted towards its title. After a dog earns the Rally Novice (RN) title it may continue to compete in this class for milestone certificates until it achieves a qualifying round in Rally Advanced (RA).

3.2.2 Rally Novice Title

Three qualifying scores of 90 points or better, earned under at least two different judges, are required.

The Novice title is designated as RN and occurs after the dog's name.

3.3 RALLY ADVANCED CLASS (a “standard class”)

All exercises are judged off leash and all dogs must approach and leave the entrance to the ring on leash. A flat buckle, clip collar or limited slip collar must be used. No check chains, prong collars, harnesses or head halters are permitted in the ring. Muzzles are allowed.

Rally Advanced must have between 12–17 stations (Start and Finish not included) with a minimum of three (3) and a maximum of seven (7) stationary exercises; courses shall have a minimum of three (3) Advanced level stations plus one (1) required jump.

Verbal encouragement and/or inaudible signals using one or both arms and hands are allowed; the handler's arms need not be maintained in any particular position at any time. Handlers may not touch their dog or make any physical corrections with the exception of stacking the dog for a stand exercise.

3.3.1 Eligibility

A dog must be at least 12 months of age to compete in Rally Advanced.

To be eligible for this class dogs shall have won the Rally Novice (RN) title, prior to the close of entries. After earning the Rally Advanced (RA) title a dog may continue to be eligible in this class for milestone certificates until it achieves a qualifying round in Rally Excellent (RE). A dog may only be entered once in this class.

3.3.2 Rally Advanced Title

Three qualifying scores of 90 or better, earned under at least two different judges, are required. One of the three qualifying certificates must have been on 100 points.

The Advanced title is designated as RA and occurs after the dog's name.

3.4 RALLY EXCELLENT CLASS (a "standard class")

All exercises are judged off leash. All dogs must enter and leave the ring on leash. A flat buckle, clip collar or limited slip collar must be used and no check chains, prong collars, harnesses or head halters are permitted in the ring. Muzzles are allowed.

Rally Excellent must have between 15–20 stations (Start and Finish not included) with a minimum of three (3) and a maximum of seven (7) stationary exercises. Courses shall have a minimum of three (3) Advanced level stations, and a minimum of two (2) Excellent level stations, plus two (2) required jumps.

Verbal encouragement, and/or inaudible signals using one or both arms and hands are allowed; the handler's arms need not be maintained in any particular position at any time. Handlers may not touch their dog or make any physical corrections.

Two jumps must be used for this class. Jumps may be any jump or any combination of the jumps used as standard equipment in the NZKC agility classes. Jumps may not be used consecutively on the course.

3.4.1 Eligibility

A dog must be at least 12 months of age to compete in Rally Excellent.

To be eligible for this class dogs shall have won the Rally Advanced (RA) title, prior to the close of entries. A dog may only be entered once in this class.

3..2 Rally Excellent Titles

NZARO offers two streams of Excellent Titles for those wishing to carry on after achieving Advanced. They are described below. The highest currently-held Excellent title only, e.g. REM, RE, REB, RES *or* REG occurs after the dog's name.

3.4.1 Excellent Merit

To achieve the Excellent Merit title teams must attain six scores of 98 or better.

- Scores of 98 or 99 are counted;
- Scores of 100 may be counted;
- Dogs achieving three scores of 100 should apply for the Excellent title.

Scores must be earned under at least two different judges for each title. The Rally Excellent Merit titles are designated as REM, REM2, REM3 and REM4, and occur after the dog's name.

Upon completion of the Rally Excellent Merit title, qualifying scores may be accumulated from the Rally Excellent Merit class to earn Rally Excellent Merit 2, Rally Excellent Merit 3 and Rally Excellent Merit 4 titles as outlined below.

Title	Scores of 98–100 under at least two separate judges
Excellent Merit	6
Excellent Merit 2	9
Excellent Merit 3	12
Excellent Merit 4	15

Excellent

To achieve the Excellent title teams must attain three scores of 100. Excellent Merit is not a prerequisite for the Excellent title. Appropriate scores must be earned under at least two different judges. The Rally Excellent titles are designated as RE, REB, RES and REG, and occur after the dog's name.

Upon completion of the Rally Excellent title, qualifying scores may be accumulated from the Rally Excellent class to earn Rally Excellent Bronze (REB), Rally Excellent Silver (RES) and Rally Excellent Gold (REG) titles as set out below.

Title	Scores of 100 under at least two separate judges
Excellent (RE)	3
Excellent Bronze (REB)	6
Excellent Silver (RES)	9
Excellent Gold (REG)	12

3.5 ZOOM® TITLES

Zoom titles are currently offered at all levels – Foundation, Novice, Advanced, Excellent Merit and Excellent. The number of stations required at each level are bound by the regulations for NZARO standard rally classes (Rally Foundation®, Novice, Advanced, Excellent and Advanced/Excellent) set out above. There are no stationary stations but exercises include Spirals, Serpentine, Figure of 8's and changes of pace. Any sign may be used more than once. There may be some additional NZARO stations. Stations are to be carried out at normal (brisk) pace unless accompanied by a change of pace sign, in which case the change of pace will be maintained until the next normal pace sign appears. Married signs may be used.

3.6 HANDY DOG[®] TITLE

Handy Dog titles will be offered at all levels – Foundation[®], Novice, Advanced, Merit Excellent and Excellent. The number and type of stations required at each level corresponds with NZARO standard rally classes (Rally Foundation[®], Novice, Advanced, and Excellent) set out above. Exercise stations will predominantly comprise equipment and will include changes of side and possibly pace. Married signs may be used.

3.7 MILESTONE[®] AWARDS

Merit certificates will be awarded for performances earning between 70 and 90 points at qualifying events for classes Foundation, Novice and Advanced. Only performances achieving 98 or 99 will be eligible for a merit certificate in Excellent. For each multiple of 10 certificates (may be a combination of qualifying and merit) collected a request should be sent to the NZARO Secretary together with the appropriate fee, on receipt of which the applicant will be sent a milestone badge, e.g. 10RM, 20RM, 30RM.

4 Jump Heights

It is the handler's responsibility to determine the height at which their dog is eligible to jump (the purpose of this exercise is to demonstrate control rather than how high the dog can jump).

Exceptions to the height suggestions listed below can be made at the judge's discretion in the case of physical disability or age of the dog.

4.1 BAR JUMPS

Dog's Height at Withers	Appropriate Jump Height
Under 380 mm	110 mm or less
380 mm to 510 mm	210 mm or less
510 mm or more	310 mm or less

4.2 BROAD JUMPS

The broad jump will cover a distance equal to twice the height of the vertical jump height setting for each dog.

5 Judge's Guidelines

5.1 RESPONSIBILITY TO HOST, EXHIBITORS AND SPECTATORS

Judges are expected to be friendly and courteous to all exhibitors. Judges should refrain from making personal comments to exhibitors and keep all remarks professional and positive. Judges are never to leave the ring while a team is running a course.

The judge's primary concerns should be that all exhibitors understand the course and can perform all of the exercises safely. Judges may modify courses on the day of a trial, due to adverse ring conditions in order to ensure the safety of dogs and exhibitors. Judges are expected to listen carefully to suggestions and comments made by exhibitors. The judge may decide not to act upon a comment, but is expected to consider all comments fairly.

The judge may discuss an exhibitor's performance with the handler if requested by the handler at a suitable opportunity if possible.

The judge should be aware that spectators form their opinion of the sport of rally through seeing the actions of the judge and the working teams. Judges should always maintain a professional and positive appearance.

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

If a questionable situation arises during the judging of a performance, the judge should make note of this and check the guidelines before turning in the score sheet. Judges are encouraged to compete in Rally with their own dogs. As a judge, you are expected to meet these criteria:

Knowledge: To judge an NZARO rally qualifying event you must meet the requirements set down by the NZARO Judges' Panel and be approved by NZARO Committee.

Impartiality: It is critical that exhibitors have complete faith in the impartiality and competence of judges. Judges have full discretion within the framework of NZARO Rally Guidelines. Judges must exercise this authority impartially.

5.2 ACCEPTING ASSIGNMENTS

The judge requires that all host clubs follow up verbal invitations to judge with an NZARO Judges' Contract. The judge must then sign and return this letter to the host club within two weeks.

If for any reason a judge cannot fulfil an assignment because of illness or other serious occurrence, the judge must immediately notify the trial secretary. If a judge is delayed en route to a trial, every effort to contact the trial secretary and/or trial manager should be made.

5.3 MISBEHAVIOUR

The judge may excuse any dog from the ring that demonstrates uncontrollable misbehaviour such as leaving the handler and refusing to return after a reasonable amount of time and effort, leaving the ring, constant jumping up on the handler and/or knocking down the handler.

The safety of the judge as well as the handler in the ring is of paramount importance. If a dog attempts to bite or attack the judge or handler, the dog must be immediately removed from the ring. The judge will advise the show secretary as soon as possible and from this point the NZARO disputes procedure should be followed.

6 Stewards Guidelines

6.1 EQUIPMENT CHECKLIST

- Course signs, numbers and holders
- Whiteboard for running order
- Cones for spirals and weaves
- Copies of course for competitors
- Judge's scoresheets and tally sheets
- Timing equipment and stopwatch or 2 stopwatches
- Copy of course and means to display it
- 3 chairs (for judge and two stewards)
- Running order and means to display it
- 3 x clipboards
- Current copy of *NZARO Handbook*® and *NZARO Signs and Descriptions*®
- Collecting area and sign
- Bottles of water
- Assembly and safe exit area (marked out with cones)
- Table
- Pens
- NZARO Certificates

6.2 PRIOR TO COMPETITION

- Check numbers are in correct order.
- Obtain a copy of the course and prepare the signs in the order required for the course.
- Fill out 10 gold and 10 white certificates with host club name, date and printed Judge's name.
- Number score tally sheet to approximate number of entries expected.

6.3 COMPETITION DAY

- Ensure signs, numbers and holders are ready for the Judge to place on the course.

- Arrange chairs and table in a suitable position appropriate to weather conditions.
- Put up a sign for an area where competitors can wait their turn.
- Assist Judge to lay out course. With Judge decide how walk-throughs are going to be conducted.
- Check lunch time and where presentations are to be made with event manager.
- Ensure sufficient score sheets and a clipboard and pen are ready for the Judge.
- When competitors arrive ensure their details are entered on score tally sheet in entry number order.
- As competitors are ready to run, write their number on a running board.
- When competitor ready to go, cross their number off the running order board.
- Call next competitor to be ready.
- Collect the score sheet from the Judge, check totals (or complete if Judge hasn't already done so).
- Fill out certificates.
- Total tally sheet and help judge work out placings.
- Assist with presentations.

7 Sportsmanship

- 7.1** It shall be deemed “unsportsmanlike conduct” if a person, during the running of or in conjunction with an event, abuses or harasses a judge, trial official or any other person present in any capacity with the event.
- 7.2** Any handler who displays unsportsmanlike conduct or who is seen to kick, strike or otherwise roughly manhandle a dog at any time during the holding of the event, may be expelled from the trial by the event manager.
- 7.3** A judge shall also have the authority to expel a handler from a trial if they observe unsportsmanlike conduct on the part of the handler or see the handler kicking, striking or otherwise roughly manhandling a dog whilst the event is in progress. It will be the duty of the judge to report promptly to the event manager where a handler has been expelled.
- 7.4** From this point the NZARO disputes procedure should be followed.

8 Disputes Procedure

- 8.1** Any disputes arising at an NZARO event should be referred to the event manager as soon as practicable but no more than two days after an incident occurs. The event manager shall attempt to resolve the issue.
- 8.2** If no resolution is forthcoming, the complaint will be taken to a disputes committee (see [1.1.4](#)) appointed for the purposes of that particular event.
- 8.3** The disputes committee may make a ruling which may be appealed.
- 8.4** Alternatively, the disputes committee may refer the matter to the NZARO Executive Council.
- 8.5** If the complainant wishes to appeal the decision, this must be done within 21 days of the decision. A \$50 fee is required to be paid to NZARO by the complainant with a written request for an appeal.
- 8.6** The appeal will then be taken to NZARO Executive Council or a committee appointed by NZARO to deal with that issue.
- 8.7** The decision of NZARO is final.

Glossary

Brisk, briskly keenly alive, alert, energetic

Forge (*see also surge*) occurs when the dog works so far forward as to be deemed out of position.

Halt where a halt appears on a sign this means the dog should sit beside the handler in the heel position.

Incorrectly Performed Station (IP) one or more principal parts of a station not performed or performed incorrectly.

Lag occurs when the dog falls behind correct heel position.

Pause a complete stop of forward motion by the handler for at least one second.

Pivot turning in the circle occupied by the handler before they started the turn; a turn in place.

Position See 2.1.1 “Out of position”.

Present dog sits in front of and facing the handler.

Repeat of Station/Retry a station that is repeated in its entirety, including the approach, before beginning the next station.

Station not attempted by the handler a station skipped/missed by the handler before attempting the next station.

Surge (*see also forge*) occurs when the dog works so far forward as to be deemed out of position.

