Field trial Secretary Step by Step Guideline

A Field Trial Secretary (FTS) is responsible for the administration, compliance, and organization of a spaniel field trial, acting as the primary liaison between the club, competitors, and governing bodies (e.g., AKC, CKC, or The Kennel Club). They manage entries, handle logistics, ensure adherence to rules, and report final results to authorities. All spaniel field trials are conducted in accordance with the Sporting Spaniel Field Trial Rules and Regulations (SSFTRR). CKC Spaniel Rule Book

FIELD TRIAL PLANNING

1.0 Event Date Application: CKC Event App

Field trial dates, stakes, judges, grounds, committee, etc. will be decided at regular local spaniel club meetings of the host club.

The FTS shall then, within 180 days (see SSFTRR 2.3), apply to the CKC for event date approval including stakes being run. Upon approval, you will receive a CKC Events(s) Approval Letter with CKC assigned Event Application Numbers.

Note 1: Event Numbers are required when completing the Statement of Event Fees form at the conclusion of the field trial.
Note 2: even if your club has approved Priority Dates, you must complete an Event Date Application for each event.

The CKC Events(s) Approval Letter, once received, shall be forwarded to Dogshow.ca (becky@dogshow.ca) so that event dates can be posted to the website.

2.0 Judging Panel Application: CKC Judges App

Submit a Judging Panel Application to the CKC 120 days prior to the event. Upon approval, you will receive a CKC Judging Panel Approval Letter. Judge information can be found on the CKC and AKC judge directories.

CKC Judge Directory

AKC Judge Directory: https://www.apps.akc.org/apps/judges_directory/index.cfm

When you have received Judges approval, send a copy of the CKC Judging Panel Approval Letter to each judge, confirming their judging assignment. Also forward approval to Dogshow.ca for posting on the website and to facilitate Premium List (PL) generation.

COMMUNICATING FIELD TRIAL EVENT INFORMATION

3.0 Premium List

A premium list must be published by all clubs holding Spaniel Field Trials under the CKC Sporting Spaniel Field Trial Rules and Regulations. When a club has been granted permission to hold a trial, and has received approval of its selected judges, a premium list must be prepared and made available, along with entry forms, to prospective entrants.

3.1 Premium List Preparation

CKC Sporting Spaniel Field Trial Rules and Regulations - Section 4.1 Premium List

Premium list and entry forms shall be such size, in such form and contain such information as prescribed by the CKC. The following information must be listed on the cover (or first inside page, excluding the inside cover) of the premium list:

a) The words "Official Premium List"
b) The name of the club or organization holding the event
c) Type of event being held
d) Dates of the events and starting times
e) Date and closing time for entries. No entries may be accepted, altered, cancelled or substituted after the official closing date and time for entries except as provided for in these rules
f) A statement setting forth the time, date and exact place at which draw will take place

The following information must appear in a premium list:

a) Exact location of the event (may include a map showing the location of the site
b) The statement "These events held under the rules of The Canadian Kennel Club"
c) A list of the club officers (address may be given if desired)
d) A list of the Field Trial Committee including the Field Trial Chairman
e) The address and phone number of where entries are to be sent (if different from the Event Secretary)
f) A statement as to where entries are to be sent
g) A listing of the judges and their mailing address
h) A complete list of the judge's assignments broken down for each day
i) A list of awards and prizes (if offered)
j) The amount of entry fee for each stake

k) The name of the Chief Executive Officer of The Canadian Kennel Club and the address of the Head Office
l) The name, address and telephone number of the CKC Board Member and the CKC Spaniel Council Representative for the zone in which the trial will be held
m) A statement as to the stake or stakes that will be provided
n) A statement as to how the running order will be decided
o) Such other general information as the trial-giving club deems advisable. Where such additional information is in the form of a rule governing the trial, care should be taken to ensure that the rule does not contravene any CKC field trial rule or regulation
p) The statement "A listing fee as established by The Canadian Kennel Club must accompany the entry of a dog for which a Canadian Kennel Club individual registration number or Event Registration Number (ERN) is not shown on the entry form
q) Type of game to be used in each stake
r) At least one copy of an official entry form with the CKC logo
s) A statement to include the wording of section regarding indignities

3.2 Premium Lists to Prospective Entrants

At the time of distribution to prospective entrants, copies of the premium list must be sent to The Canadian Kennel Club. The completed PL must be sent to Dogshow.ca to be posted on the website. Becky at Dogshow often assists with PL generation.

Clubs are free to include other rules and regulations as they deem necessary. However, if other rules are included, they become part of the premium list and will be enforced.

The trial secretary shall assume the responsibility of collecting all listing fees for the CKC, which shall be stated in the premium list. This is done automatically via the Dogshow website.

ENTRIES, RUNNING ORDER AND CATALOGUE/CALLBACK SHEETS

4.0 Processing Entries

All entries are processed through Dogshow.ca. They may be done online by the entrant, and/or by the Field Trial Secretary if mail in entries are accepted.

4.1 Create Running Order (the Draw)

CKC Sporting Spaniel Field Trial Rules and Regulations – Section 6.6.3

The order of running shall be decided by lot at the draw. Dogs handled by the same person should be separated when possible and care should be taken to minimize the possibility of the same dog running first in consecutive trials on the same weekend by ensuring they have different numbers each day.

The running order numbers are then to be assigned to each dog in the Dogshow platform. The running order in PDF shall be uploaded to the Dogshow website by the FTS after the closing date, at a reasonable time. Print enough copies of the running order for everyone at the trial.

4.2 Create a Catalogue

CKC Sporting Spaniel Field Trial Rules and Regulations - Section 4.2 Catalogue

An official catalogue must be provided for all approved field trials. The official catalogue must be printed or typed. The following information must be listed on the outside front cover or the first page of the catalogue:

a. Name of the club or association holding the trial
b. The dates of the trial
c. The statement “This event held under the rules of The Canadian Kennel Club”
d. Exact location of the trial
e. List of the Field Trial Committee including the Field Trial Chairman
f. Name, email address and phone number of the Field Trial Secretary
g. A complete list of the judges and their email address
h. A listing of each judge’s assignments for each day

The information in the catalogue on each dog must be in the following order:

a. Catalogue number of the dog
b. Registered name of the dog (in capital letters only)
c. Canadian Kennel Club registration number
d. Date of birth
e. Name of breeder
f. Registered name of sire
g. Registered name of dam
h. Place of birth
i. Name of owners
j. Email address of owners
k. Agent (if applicable)

Catalogues must show all the information about competing dogs that are called for in the entry forms. The name and email address of The Canadian Kennel Club, and the name, address and telephone number of the CKC Board Member and the CKC Spaniel Representative for the zone in which the trial is to be held must appear on every catalogue or running list.

The information for each dog is automatically generated by the Dogshow entry platform. The FTS then can copy this information into a main catalogue body of a format that suits the host club and fulfills all other CKC requirements. The completed catalogue in PDF is to be uploaded and posted to the Dogshow website platform. Printed copies may be made available at the field trial.

AT CONCLUSION OF FIELD TRIAL

5.0 Enter Results in the Dogshow platform within 3 days. Enter scratches and withdrawals as well.

Under the "Reports" tab on Dogshow, download and email the Accounting report and the Statement of Event Fees to the club treasurer. At this time the FTS can request payment from Dogshow and have all event fees automatically deposited into the club account, once all refunds have been processed.

5.1 Mail to CKC within 21 days:

a) ***Field Trial Placement Report-Form No-151-13-70 for each stake***

***Ensure judges sign before leaving trial grounds! ***

b) Statement of Event Fees for each stake. ***
c) Payment of event fees (cheque)
d) All entry forms ***
e) An unmarked catalogue ***
f) Premium list ***

***These are all generated automatically or downloadable from the Dogshow platform.

Keep a digital and/or paper file of all field trial documents.