

UNITED STATES POLICE CANINE ASSOCIATION, INC.

Tracking / Tracking Exceptional

**Certification Package
2012**



**Certification: a Start
Not an End of Training**

CERTIFICATION TRACKING PACKAGE 2012

Certificates of Certification, Certificates of Attendance need to be ordered at least two week prior to your certification trial.

Contact Melinda Ruopp National USPCA Secretary

uspcasec@heartofiowa.net

Completed trial paper work is to be mailed or E-mailed to National Secretary

Melinda Ruopp

1575 Wallace Ave.

Marshalltown, IA 50156

uspcasec@heartofiowa.net

Questions on Judges, Judging / Trial Procedure

Judges Committee Chairman

Chairman Gary Pietropaolo

Gfpk9@aol.com

Mail Master Originals To:
National Secretary
Melinda Ruopp
1575 Wallace Ave.
Marshalltown, Iowa 50158

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CHIEF JUDGE RESPONSIBILITIES

BEFORE TRIALS BEGIN

1. When asked to be a chief judge you have to be on the eligible list before accepting with dues current, if unsure check with the national secretary or executive director..
2. Check with host if a competition package and certificates have been ordered.
3. Verify that host has all equipment, testing substances and amounts needed
4. When you arrive verify that a competition package is in hand.
5. Verify all copies needed have been made, score sheets for each event, high/low, etc.
6. Verify that all participants (K9 Teams & Judges) are current members.
7. Personally check testing locations, rooms and vehicles to be useable and safe.
8. Review with host all logistic issues.
9. Have available suitable facilities for score keepers containing tables, lighting, ventilation and communications with officials.
10. Assign judges with one certified judge on each event.
11. Assign a senior judge on each event to fix responsibility and resolve minor issues.
12. If explosive detection certification is offered verify ORT equipment is available.
13. Determine the number of stewards needed and verify availability
14. If there were any issues with non-certified judges, it is the Chief Judge's responsibility to document it and send it to the Chairman – Judges Committee.

AFTER THE TRIALS ARE OVER

1. The chief score keeper will compile (at a minimum) three packages containing originals and the other copies of all trial paper work.
 - A. Master Score Sheet
 - B. Judges and Scorekeepers list
 - C. Judges Sheets that are the high/ low recorded scores

The chief judge takes the original paper work and it is the chief judges' responsibility to mail or email the complete package to the National Secretary within 30 days of the end of trials. Payment for travel for the chief judge may be held until the trial work is received.

The second package is retained by the chief judge for his/hers records. The third package is left with the region secretary for their records.

The national or chief judge does not rule on trophies or questions of award(s) eligibility and criteria. Trophies and Awards are the sole responsibility of the host region. Any deviation from trial rules, requirements will be noted on the master score sheet.

