

# United States Police Canine Association, Inc.

## GUIDELINES AND REQUIREMENTS FOR SCOREKEEPERS

1. National Scorekeepers will be approved by following the procedures of the USPCA Scorekeepers committee. National Scorekeepers must have experience using the approved USPCA scoring programs and are encouraged to use these programs when possible. Any issues with the program should be reported to the Scorekeepers Chair (Lynn Howell) or the National Secretary. Lynn Howell's email is [southmsk9@comcast.net](mailto:southmsk9@comcast.net) or the National Secretary – [secretary@uspcak9.com](mailto:secretary@uspcak9.com)
2. National Scorekeepers are required to submit a membership application to the National Office by January 31<sup>st</sup> of each year. (no dues) National Scorekeepers are also required to scorekeep at least once every three years to be invited to attend a National Event.
3. Regional Scorekeepers are encouraged to submit membership to their respective region. Regional Scorekeepers are encouraged to use the USPCA scoring programs when possible. Any issues with the program should be reported to the Scorekeepers Chair (Lynn Howell) or the National Secretary.
4. TRIAL RESPONSIBILITIES for NATIONAL TRIALS: The Chief Scorekeeper for an upcoming National event should confirm with the National Secretary and/or the Host of the event to ensure that the scorekeepers room is adequate. They should also confirm that any needed supplies will be available. Chief Scorekeepers may choose to use their personal computers, or they may ask the Host to provide a computer as well as a printer. Supply lists are available from the Scorekeepers Chair or the National Secretary. The USPCA will provide the Chief Scorekeeper with a copy of the National Scoring program for Patrol Dog I trials, Narcotic Trials and Explosive Trials.
  - a. Scorekeepers at National Trials **will not change any scoresheet**. If there are changes or corrections that need to be made to a scoresheet, then **ONLY** the judge, Chief Judge or Chief Scorekeeper (at the request of the judge or Chief Judge) are allowed to make those changes.
  - b. Scores at a National Trial are unofficial until approved by the Chief Scorekeeper and Chief Judge before the awards event. **At no time shall any scorekeeper, judge or other official share the event scores without expressed permission from either the Chief Scorekeeper or the Chief Judge.** (The National Secretary will need the results ASAP to produce the program for the awards banquet) Because all scores are unofficial, they should be kept confidential. Any scorekeeper who shares scores without the above permission is subject to sanctions to include temporary or permanent removal from the National Scorekeepers active list.
  - c. Novice Scorekeepers should understand that their roll and responsibilities at a National Trial will likely be different than the roll they take at a regional trial. Novice Scorekeepers will adapt and conform to the directions given by the Chief Scorekeeper, which may not be the way they would score-keep at a regional Trial. The reason for this is that **National Trial scorekeeping must be kept consistent to keep the legitimacy of the National events.**

5. TRIAL RESPONSIBILITIES for REGIONAL TRIALS: The Chief Scorekeeper for an upcoming regional trial should confirm that the scorekeeper's room is adequate, if a room is necessary. They should confirm that the supplies needed will be available, if necessary.

a. It is not the responsibility of the scorekeeper to confirm membership or to send in the trial paperwork. The regional office and/or Chief Judge is responsible for membership confirmation, and the Chief Judge is responsible for approving the trial entry and confirming that the trial is forwarded within 30 days, to the National Secretary. Regional scorekeepers should make every effort to ensure that the judges and participants names, to include department and k9 name, are spelled correctly as this paperwork can and will be subpoenaed. Chief Judges are responsible for the rules of this Association and are to ensure that all information is complete and accurate on the trial paperwork.

b. Scorekeepers at Regional Trials **will not change any scoresheet**. If there are changes or corrections that need to be made to a scoresheet, then ONLY the judge, Chief Judge or Chief Scorekeeper (at the request of the judge or Chief Judge) are allowed to make those changes.

c. Regional scorekeepers are encouraged to apply for approval as a National Scorekeeper. Regional Offices are not required to assist regional scorekeepers with this task, but regional boards should consider assisting with any travel expenses to attend a National trial to obtain certification. See application and requirements.

It is the Chief Judges responsibility to ensure that trial paperwork is correct. It is also the Chief Judge's responsibility to ensure that the trial paperwork is uploaded or emailed to the National Secretary within 30 dates of the date of the trial.

Any questions can be directed to the Scorekeepers Chair, Lynn Howell, at the above email.