



United States Police Canine Association

Region 1

Event Procedures Manual

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OBJECTIVES

This manual is an official publication of the United States Police Canine Association, Region One Incorporated. All rules and regulations included within this manual have been approved by the Executive Board, which has the sole responsibility of adding, deleting and/or amending any portion of this document. These rules and regulations are established to direct all members in carrying out their duties and responsibilities for specific tasks in the hosting of Field Trials and/or Special events. If it is deemed that any portion of this manual is in conflict with Region One by Laws or of the By-Laws of the National Association then the By-Laws shall supersede the said conflicting procedure contained within this manual.

SECTION I

HOSTING A CERTIFICATION EVENT

I. RESPONSIBILITIES OF THE HOST AGENCY

- A. A letter of intent shall be filed with the Region and signed by the chief law enforcement official of the host agency (or his/her designee) as soon as possible prior to conducting the event. This letter of intent shall state the officers wishing to host the event have the full backing and cooperation of the Agency involved and that facilities are available to conduct such an event. If the event is to be a field trial then this business will normally be conducted at the preceding regional certification process and presented at the general membership meeting. If the event is a seminar, this letter may be presented at any Executive Board meeting or forwarded to the region president via the host committee's vice-president.
- B. A seminar or certification committee will be formed as soon as possible. The committee will consist of an event chairperson, co-chairperson (if needed) and a treasurer. A regular member of Region One will be the chairperson of the seminar or certification committee. The decision to host the event will be coordinated through the respective vice-president of the area wishing to perform the task.
- C. The host for the event will work through the Region One event coordinator who will be provided by the Association. This event coordinator will work and assist the event chairperson. Expenses incurred by the event coordinator will be paid by the Region.

II. RESPONSIBILITIES OF THE EVENT CHAIR PERSON AND COMMITTEE

- A. The event chairperson will be responsible for:
 - 1. Selection of the treasurer
 - 2. Coordinating the selection of the event's chief judge. Assistance may be provided by any Association member.
 - 3. Coordinating all plans, information and functions with the regional events coordinator.
 - 4. Coordinating schedules of events, providing maps, contracts for liquor, outdoor facilities, etc. Providing audio and visual equipment, copying of documents and supplying any other equipment or personnel needed for the event.

5. Providing for the smooth operation of the event. Suggestions include, but are not limited to, the provision of stewards, adequate transportation for judges and score keepers to the event locations, provision of chairs, shade and rest room facilities for judges, provision of beverages and food for Judges and score keepers, provision for swift retrieval of score sheets and the transportation of the score sheets to the score keepers, a suitable location for the score keepers which is in close proximity to the event location, insuring that the facilities have adequate electrical power and rest room facilities, a command post that is accessible to contestants-ideally located at the contracted motel, the command post shall have electrical and phone service, a location for posting scores or any other information, coordination of any raffle or door prize give away, organization of evening activities public demonstration and procession to it, and provision for document copying.
- B. The event treasurer will maintain a provided ledger and report directly to the Region treasurer. Refer to the FINANCES section of this manual for detailed information concerning additional treasurer responsibilities.
- C. The following is a list of considerations when negotiating for a lodging establishment. As soon as possible, the event chairperson of the host agency shall present to the event coordinator the following information regarding the lodging establishment.

1. LODGING

- a. Motel rates at the time of the event and permission from the lodging establishment that canines will be allowed inside the rooms.
- b. Any added charge due to the canines being present.
- c. Rooms provided for the regional president, regional secretary and treasurer, chief judge, trial judges, etc. are available and will be provided, at no charge, to the individual. The host will pay for one half of the judges' rooms, with the Region paying the other half.
- d. A hospitality room will be provided as well as its costs, if any.
- e. The location of the banquet and any rental fees associated with the banquet facility.

- f. A suitable location, preferably at the motel, for the competitors' and judges meetings, which will be held after registration.
- g. A suitable location, preferably at the motel, for the executive board and general membership meetings. The general membership meeting, generally, will be held in conjunction with the competitor's meeting.
- h. The Region shall bear the responsibility of assigning rooms to all judges except the chief judge.
- i. Provision of a suitable site for breaking/relieving the canines at the lodging establishment.

D. FINANCES

1. ALL EVENT PROJECTS MUST BE APPROVED BY THE EXECUTIVE BOARD.
2. THE HOST AGENCY IS ENTRUSTED WITH KEEPING ACCURATE RECORDS OF ALL FINANCIAL TRANSACTIONS.
3. ANY MONIES LEFT OVER AFTER THE EVENT WILL BE TURNED INTO THE REGION TREASURER. THESE MONIES WILL BE DIVIDED BY THE TREASURER WITH FIFTY PERCENT (50%) GOING BACK TO THE HOST AGENCY AND THE OTHER FIFTY PERCENT (50%) REMAINING IN THE REGION TREASURY.
4. The host committee will be responsible for attempting to make the event self-supporting. This is usually performed by donations, the sale of t-shirts, advertisements and raffle ticket sales.
5. The host committee will open a checking account in the name of the local chapter of the U.S.P.C.A., Region One (Example: Palm Beach Chapter, U.S.P.C.A Region One). Many times financial institutions will provide this service free of charge.
6. The host committee shall be provided with the Region's tax exempt number, when available, to assist with any purchase which is made in the Region's name.

7. Any purchase or contact agreement in excess of \$1000.00 must be approved by the Region treasurer or the event coordinator.
8. **All monies received and paid out will be recorded in a separate ledger. All books and records along with monies will be turned over to the Region treasurer with a complete statement, for review, within sixty days after the conclusion of the event. The executive Board may, if needed, grant an extension of up to thirty days. If at the end of this ninety-day period these records and monies are not turned in for review THE HOST AGENCY WILL FORFEIT THEIR PORTION OF THE 50/50 SPLIT.**
9. Although the host committee may assess charges for various items or extra events, the cost of the registration of the seminar or trail will be decided by the Executive Board.
10. Any business or individual wishing to make a donation or contribution may be given a receipt for tax purposes for the amount of the donation, be it money or property.
11. Any deficit incurred, or anticipated; as a result of hosting an event shall be immediately reported to the Region president and the event coordinator.
12. The host agency will collect all monies with the exception of membership dues.
13. The host agency is responsible for paying all expenses incurred. The host agency is also responsible for paying the judges/instructors/score keepers fee at a rate set by the Executive Board.
14. In the event the costs incurred pertaining to the hosting of the event exceed the monies collected then the difference will be made up by the Region after a review by the Executive Board. Any deficit incurred will be audited by the Region treasurer and reported to the Executive Board for review.

E. REGISTRATION

1. The host committee shall coordinate the registration process with the Region secretary.

2. The host committee shall, at the time of registration, provide signs that warn of a police dog within a motel room.
3. Fees for registration will be set by the Executive Board.
4. A competitor's packet should be developed containing the following:
 - a. Maps to all competition/practice fields and seminar locations.
 - b. Brochures of local tourist attractions.
 - c. Discount tickets to restaurants, attractions, etc.

F. TRIAL RESPONSIBILITIES (GENERAL)

1. It is the responsibility of the host committee to select and pay for the transportation of the Chief Judge. The Region will pay \$.25/per mile round-trip for all other judges. Out of state judges will also be paid by the Region, at the same rate, \$.25/per mile, up to a maximum of 400 miles.
2. Some amenities which the chief judge might be offered, and at no cost, are as follows:
 - a. Rental vehicle
 - b. Judges fee
 - c. Appreciation gift to be presented at banquet
 - d. If the commute for the Chief Judge is over 4 hours, an extra hotel night will be available.
3. All judges, with the exception of the chief judge, will be selected by the Regional Judges Committee. The host agency will pay \$50.00 a day to each judge selected by the Committee.
4. If seminars are to be offered, the host committee shall be responsible for providing all instructors, materials, rooms, teaching aids, etc. at no cost to the Region.

5. An adequate number of chairs shall be provided for the judges.
6. A suitable structure for the scorekeepers, which necessitates the availability of electricity.
7. Adequate food and drinks for all judges and score keepers.
8. Adequate communications for judges and scorekeepers.
9. Arrangements should be made for a veterinarian to be on call during the period that the event is held. This information should be placed in the competitor's packet and/or posted at some designated location.

G. PUBLIC DEMONSTRATION

1. The host committee will be responsible for the organization of a public demonstration, which is usually held at the end of a trial or event. The host committee shall have the additional responsibility of the following:
 - a. Acquiring a suitable location to hold the public demonstrations and obtaining any required permits or agreements. THE HOST COMMITTEE MUST ESTABLISH IF THERE IS TO BE A CHARGE ASSESSED FOR THE USE OF ANY FACILITY INCLUDING FEES FOR ELECTRICITY, CONCESSIONS, CUSTODIAL SERVICES, ETC.
 - b. Acquiring any parade permits necessary to hold a procession from the lodging establishment to the public demonstration site.
 - c. Adequate media coverage is a must. Notification via radio, television, and fliers/posters placed at local businesses and schools is essential.
 - d. Organizing any skits to be performed.
 - e. Recognizing those officers and canines placing as the top finishers as well as the top.
 - f. A narrator should be provided. A local radio personality would give the event a personal touch.

- g. The donation of both a boys' and girls' bicycle has been popular. Color-coded tickets would be given at no charge to children attending the public demonstration. Usually, the host agency's chief law enforcement official would make the presentation.
- h. **PREPARATION FOR THE DEMONSTRATION EVENTS SHOULD BEGIN AT REGISTRATION.**

H. AWARDS

1. The host agency will handle all purchases of awards unless the Region can negotiate a better deal. The fees and style of the awards shall be approved by the Executive Board or the Event Coordinator.
2. Top Finishers Trophies/Medallions; Trophies will be awarded to the top twenty finishers at the Spring or Main Trial. All trophies shall designate the place in which the competitor finished.
3. Achievements for individual certification categories (obedience, agility, etc.) shall be recognized in the following manner:

Trophies for first place (1st Place)
Medallions for places 2 through 3

TO QUALIFY FOR ANY PLACE OR CERTIFICATION CATEGORY AWARD, A COMPETITOR MUST ACHIEVE A MINIMUM SCORE OF 70% IN BOTH THE OBEDIENCE AND CRIMINAL APPREHENSION PHASES AND ACHIEVE A MINIMUM OVERALL SCORE OF 490 POINTS.

4. Team Awards: to qualify for a team award, all team members must attain a PDI certification. Failure to attain a PDI certification disqualifies the entire team from competition. Team awards will consist of two categories: two officer/canine teams and four officer/canine departmental teams.

In the two man team category, Departments with 2 or fewer Canine Units, where only one is competing, will be allowed to combine with a like Department to form a two man team. First place trophies will be awarded in both categories; second and third place will receive

medallions. Additionally, the following awards will be presented to the top teams:

- A team trophy will be awarded to each member of the team; both two and four man teams, including the alternate. Also, a trophy will be awarded for presentation to the team's respective department.
 - The large, departmental team trophy will be awarded to the top four officer team along with a plaque depicting the top honors accomplishment. The plaque will remain with the department indefinitely but the trophy will be rotated at each field trial to the succeeding winners.
5. Special awards: the Region has elected to provide the following special awards at each trial.
- a. FRED WHEELER AWARD will be awarded to the canine team scoring the highest in combined categories of obedience and criminal apprehension.
 - b. TERRY SCHOENBORN SPORTSMANSHIP AWARD will be awarded if a canine officer demonstrates a degree of sportsmanship well above the norm.
 - c. BILL MARTIN HUMANITARIAN AWARD
 - d. SUSAN ROGERS TOP DUAL DOG AWARD
 - e. ROY PARKER TOP NOVICE DOG AWARD
 - f. RON BOWLING TOP DOG AWARD
 - g. "PATROL CARE OF THE QUARTER AWARD" and "PATROL CASE OF THE YEAR AWARD" will be presented to the canine team demonstrating heroism and/or outstanding performance regarding the apprehension of criminals.
 - h. "NARCOTICS CASE OF THE QUARTER AWARD" and "NARCOTICS CASE OF THE YEAR AWARD" will be presented to the canine team demonstrating outstanding performance regarding the arrest of the narcotic offender and the seizure of illegal drugs.

- i. The following will be the guidelines used when distributing Case of the Quarter and Case of the Year awards in each category:

- First place = plaque or trophy
- Second and third place = citations

The Regional Executive Board shall be the selecting body of all special category awards with the exception of the Sportsmanship Award. This award recipient will be selected by the judges who Judge the field trial. The judges may receive input from the Executive Board. The decisions will be final.

I. AWARDS CEREMONY/BANQUET

The host committee is charged with the following duties regarding the awards ceremony/banquet:

1. The responsibility of organizing the awards ceremony/banquet. The Region president should be consulted as to whether or not there should be a head table for dignitaries.
2. The host committee should extend an invitation to the host agency's chief law enforcement official or their designee and, additionally, making sure that the chief law enforcement official is properly recognized at the awards ceremony/banquet.
3. Negotiating the lowest possible price per dinner. The final price will be determined by the host agency.
4. Organizing the methods to which banquet admission will be controlled and monitored.
5. Provide a speaker for the event, possibly the host agency's chief law enforcement official or their designee.

J. TERMINATION OF THE EVENT

1. The host committee must make sure that all event sites have been thoroughly policed and cleaned.

2. It is imperative that a list be kept of everyone who assisted with the event. This list should be presented to the Region secretary, or designee, as soon as possible during the event, if recognition is wanted during the banquet.
- 3 All event sponsors should be presented with a certificate or letter of appreciation.
4. Any serious problems that have arisen as a result of hosting the event should be immediately reported to the Region president.

SECTION II

REGIONAL CERTIFICATION/FIELD PROCESS PDI

I. GENERAL:

- A. It is imperative that the host committee/agency provide all competitors with a practice field separate from the actual location of the certification process.
- B. The following equipment will be provided by the Region:
- Clipboards & envelopes
 - Pencils & sharpeners
 - Score sheets
 - Stop watches
 - Articles
 - Recall light
 - All entry forms/applications
 - Certificates
 - Competitor numbers
 - Computer & supplies
 - Rule books
 - Batteries
 - Communications equipment
 - Sleeve measuring device
 - Safety pins
 - Criminal apprehension order cards
 - Receipt books

I. THE HOST COMMITTEE/AGENCY RESPONSIBILITIES:

A. Obedience:

The host committee / agency will provide the following equipment for the obedience phase of the certification process:

- Traffic cones or other suitable markers
- Chalk line for the starting line and the fifty foot mark which is at the chief judge's discretion
- Two stewards, one to give the commands and one to check the canine team's equipment

- The location of the obedience field shall be in a suitable flat area, which is composed of short grass. The field is to be clear of any obstacles, holes or anything else, which could obstruct a fair process.
- Attention should be paid to any overt distractions, which may be present (i.e.: excessive traffic, aircraft, construction, etc.)

B. Agility:

The host committee / agency will provide the following equipment for the agility phase of the certification process:

- Agility equipment built to USPCA standards (see rule book)
- Cones or other suitable markers to designate each fifteen foot line
- Chalk line between cones
- Shovel and suitable cleaning solution in the event of contamination
- Two stewards, one to give the commands and one to check the canine team's equipment
- The location of the agility field should be in a suitable, flat area which is composed of short grass. The field is to be clear of any obstacles, holes or anything else which would obstruct a fair process.
- Be prepared to make minor changes as deemed necessary by the chief judge
- A practice field should be made accessible to the competitors. The equipment used at the practice field may be the same equipment which will be used during the certification process

C. Article search:

The host committee / agency will provide the following equipment for the article search phase of the certification process:

- Two stewards will be needed, one to stage the canine teams and one to assist the judges

- The location of the article search field should be in a suitable area consisting of grass and/or brush with foliage of at least twelve inches in height. A minimum of one, thirty-foot square should be cut for each competitor. Additional squares should be cut in the event of area contamination
- All squares should have at least a three foot lane mowed around the boundary of each square.
- Contact should be made with the property owner more than once so that this area is not completely mowed prior to the event
- A practice area similar to the competition field should be made available to the competitors
- Articles will be provided by the Region

D. Box search:

The host committee / agency will provide the following equipment for the box search phase of the certification process:

- Six boxes which are constructed according to the USPCA standards (see rule book)
- Shovel and suitable solution for cleaning in the event of contamination
- Buckets
- Chalk line to designate the ten-foot center lane
- At least two stewards will be needed, one to check the canine team's equipment and on to assist at the staging area
- Two to four decoys will be needed; they should all be of the same approximate weight and of the same sex.
- The box search field should consist of a suitable area consisting of short grass. The field is to be clear of any obstacles, holes or anything else, which would obstruct a fair process.
- The location of the box search field should be large enough to place the boxes according to the USPCA requirements (see rule book).

- A staging area must be available and far enough from the competition field so that those teams waiting their turn are not able to hear the box being called.
- A practice field should be available which is separate from the competition field. The boxes used for the practice field must have the approval of the chief judge prior to being used for the certification process.
- If the chief judge permits spectators to observe the box search has then an area should be designated for this purpose.

E. Criminal Apprehension:

The host committee / agency will provide the following equipment for the criminal apprehension phase of the certification process:

- Cones or other suitable markers
- Chalk lines marking the start and eighteen foot line.
- Electrical power
- Extension cords
- The recall light will be provided by the Region
- Three stewards will be needed, one to check the canine teams' equipment, one to check the sleeve diameter and one to examine the revolver and blanks. Additional personnel could be used in staging areas and to assist the judges as needed
- The location of the criminal apprehension field should consist of a suitable flat area composed of short grass. The field should be clear of any obstacles, holes or anything else, which would obstruct a fair process
- If gunfire is present, it should not be heard at any other field

SECTION III

DISTRICT CERTIFICATION PROCESS PDI

I. GENERAL:

1. An agency desiring to host a certification process will contact the Region vice-president assigned to the agency's area. He will in turn, notify the Region One President and attempt to contact all board members for approval.
2. This certification process will be limited to a maximum number of thirty-five (35) canine teams. The minimum number will be left up to the area vice-president who will make the determination based upon the judges' availability and that the trial will be self-supporting.
3. The trophy distribution, if Host Agency elects to provide, for a certification process will be as follows:
 - 1-15 dogs, Top 3 canine teams
 - 15-35 dogs, Top 5 canine teams
4. The registration fee for the certification process will be seventy-five dollars (\$75.00) or as set by the Executive Board. Each additional certification is twenty-five dollars (\$25.00). Example: If a handler is certifying PD1 and Detector, PD1 - \$75.00 + Detection \$25.00 for a total of \$100.00
5. The host agency will select the chief judge and judges for this event. The host agency will contact the judges' committee for approval of the utilized judges.
6. The host agency is responsible for all needed equipment.
7. The district certification process must be self-supporting in relation to costs.
8. Only certificates will be issued in the district certification process unless the funds are available for both plaques and certificates.
9. District Certifications for PDI will only be held after the Spring or Main Trial is held, unless approval is obtained from the Executive Board prior to setting up the District Certification.

SECTION IV

SPECIALTY CERTIFICATION

I. RESPONSIBILITIES:

The responsibilities of hosting a specialty certification process shall be similar to that of a PDI process in that:

1. Buildings, vehicles and/or fields large enough to conduct the event must be obtained.
2. A letter of support from the host agency must be submitted to the Region president or his/her designee. The letter should be from the host agency's chief law enforcement official.
3. Plans for the event must be routed through the area's vice-president.
4. The host agency should have a copier at its disposal for the copying of training materials.
5. The chief judge should be contacted prior to the event to determine any special needs that he/she may require.
6. The host agency is charged with inquiring if any charge is connected with the utilization of any property, facility and/or equipment.

II. TRACKING:

1. EQUIPMENT NEEDED: cones, flags or other suitable markers.
2. PERSONNEL NEEDED: enough to satisfactorily lay tracks for all participation teams.
3. The Region will supply the following:
 - Score sheets
 - Certificates
4. Judges supplied by the host agency with approval of the Judges Committee or the Executive Board.

II. DETECTOR:

1. The host agency will be responsible for providing the following equipment:
 - A sufficient supply of the required narcotics/drugs (see rule book for quantities)
 - Cleaning solvent and towels
 - Tools for aiding in the concealment of the narcotics
 - Sufficient search areas, rooms and vehicles

2. The Region will supply the following:
 - Score sheets
 - Stop watches
 - Certificates

3. Judges will be supplied by the host agency with approval of the Judges Committee or the Executive Board

SECTION V

EXECUTIVE BOARD MEETINGS

I. DURATION OF MEETING AND TRAVEL TIMES:

- A. When the meeting duration plus travel time to and from the meeting exceed eight hours, a room for one night will be provided for each affected Executive Board Member.
- B. When the one-way travel time to a meeting exceeds six hours, the Executive Board Member will be given a room for two nights or a room for one night plus an additional \$25.00 per diem.
 - 1. The room will be for the night before and the night of the meeting.
- C. Each Executive Board Member in attendance at the meeting will be paid \$50.00, plus \$.25/per mile/round-trip.