ALBERTA ASSOCIATION OF HARNESS DOG SPORTS ("AAHDS")

RULES & REQUIREMENTS FOR EVENT ORGANIZERS

Last updated:January 2023

1   SANCTIONING OF AN EVENT

1.1   Description

1.1.1   Upon completion of all requirements listed in this document, a sanctioned event has the full support of AAHDS. Sanctioning is completed when the organizer receives a letter of approval from the AAHDS board.

1.1.2   By submitting a request for sanctioning to AAHDS, the organizer undertakes to:
- Apply *AAHDS Rules & Requirements for Participants*
- Comply with the requirements listed in this document; and
- Work in conjunction with AAHDS to ensure that all participants comply with the regulations and ensure the event is as safe as possible.

1.1.3   By sanctioning an event, AAHDS undertakes to:
- Provide comprehensive regulations and procedures;
- Publish and promote the event to AAHDS members;
- Support the organizers as needed and in agreement with AAHDS;
- Approve an Event Official for the event;
- Include certain events in the Regional Circuit, according to the circuit criteria;
- Promote good practices in harness dog sports;
- Rent AAHDS equipment as may be available upon request;
- Assist the organizer to form the starting order; and
- Provide additional benefits as may be advised of by AAHDS.

1.2   Process for Sanctioning

1.2.1   The process to apply for sanctioning is as follows:
- Review all documents and rules applicable to the event;
- Complete and submit the "Sanctioned Event Application" to AAHDS;
- Receive response (either refusal or conditional approval letter) in writing from AAHDS;
- Provide AAHDS with confirmation of completion of all conditions and requirements; and
- Receive final approval in writing.

1.2.2   When applying for sanctioning, the organizer may write "to be determined' or "TBD"' on certain aspects of the event. However, all information must be provided and approved by AAHDS before the opening of registration. Only minor changes that have no impact on the level of difficulty of the event classes can be made after the opening of registrations, subject to the discretion of AAHDS. Whenever the organizer changes information or fills in information previously marked "to be determined" in relation to the event, they must inform AAHDS by sending an email to aahdsports@gmail.com. AAHDS agrees to adjust the information provided by the organizer on the "Notice to Participants" document within a maximum of 24 hours.

1.2.3   The information contained in the Notice to Participants will be kept up to date according to the information the Event Organizer provides to AAHDS. This is to ensure that there is no contradictory information on the different platforms used for marketing and to ensure participants disturb organizers as little as possible with questions when that information is accessible via the Notice.

1.2.4   When the Event Organizer makes a request for sanctioning, they agree to respect all requirements presented in these rules. Any exemption from these requirements must be made via a request to AAHDS at the time of the application or one (1) month before the event at the latest. AAHDS reserves the right to withdraw sanctioning approval if the Event Organizer fails to comply with one (1) or more of the requirements of this document.

1.2.5   When an event is in its first year or significantly modifies the route(s) used in a previous event, the organizers should provide a video and map of the course (for example a Strava route map). If it is difficult for the organizers to provide this information, please note that requests for exemptions are always possible. Although optional, it is recommended that organizers provide this information for subsequent events as well.

1.3   Deadlines

1.3.1   Event Organizers of Competitive, and Regional Circuit events are required to apply for sanctioning according to the following deadlines, subject to the discretion of the AAHDS board of directors or appointed committee:
- **Events on Snow**
  - Winter Season (December - March): No later than October 15
- **Dryland Events**
  - Spring Season (April - June): No later than February 15
  - Fall Season (September - November): No later than July 15

1.3.2   Organizers of Developmental Class events are required to apply a minimum of three (3) weeks in advance of the event, subject to the discretion of the AAHDS board of directors. Organizers of these events should refer to the document, "*AAHDS Rules and Requirements for Participants*"

1.3.3   Approval of one event, or of the same event in a prior year does not ensure approval for a subsequent year or additional event. The Event Organizer must submit an event application each year.

1.4   Events on the same day

1.4.1   Sanctioned events may include Competitive and Developmental Classes.

1.4.2   Two Sanctioned Events may be held on the same day, but AAHDS encourages the two Event Organizers to make an agreement among themselves to avoid two events being held on the same day, especially if they may offer similar disciplines.

1.4.3   Two Sanctioned Events which form part of the Regional Circuit can not be held on the same day if they offer the same disciplines and are less than 350 km away or if one of them takes place in a remote area.

1.5   Event Date Selection

1.5.1   The dates for Regional Circuit events are chosen according to the following rules:
(a) Organizers who held a Regional Circuit event in the previous season are considered "priority organizers" and take precedence over that date in the next calendar year (Example: 1st Saturday of October). To maintain this priority, the Event Organizer must reserve this date by:
(i)   January 1 for Spring Dryland season events
(ii)   May 1 for Fall Dryland season
(iii)   July 1 for Winter season on snow
(b) Dates not reserved by priority organizers prior to the reservation deadlines listed above are available for any event after the deadline has passed.
(c) The organizers must submit their sanction request according to the dates above. At the end of this period, the AAHDS event committee will review the requests. If the same available date has been requested by two organizers, the event committee will advise the organizers and invite them to discuss among themselves a solution for the benefit of participants and organizers. In the absence of an agreement, the event committee reserves the right to make one of the following decisions:
(i)   Accept both applications as Regional Circuit events for the same day;
(ii)   Accept one application as a Regional Circuit event and accept the second as an Off-Circuit event; or
(iii)   Accept both applications as Off-Circuit events for the same day.

1.6   Postponing an Event

1.6.1   In the event that an event should be postponed, regardless of the reason for delay of the event, the organizer must contact AAHDS before making the announcement public. The AAHDS event committee will then decide whether or not to maintain the event's inclusion on the Regional Circuit on the new date based on the criteria in Article 1.5.

2   Services Offered by AAHDS

2.1   General

2.1.1   The following table presents the different options open to organizers.

*Note: *These costs are charged to the organizer by AAHDS **per event**. If an event will take place over more than one day, the organizer will be charged an additional sanctioning fee per day.*

	Organizer Affiliated with AAHDS Club	Unaffiliated Organizer
Sanctioning Fee*	$25	$50
Event Official	$25	$25
Start Order / Timing Software	$0	$25
Supply Box *(organizer assumes cost of shipping)*	$0	$25

2.2   Event Official

2.2.1   An Event Official, as defined in the *AAHDS Rules & Requirements for Officials* document, must be allocated to each event. The Event Organizer must provide the name and contact information for their preferred Event Official in their application. The Chief Official will then contact the proposed official. An official must be approved by the Chief Official in advance of the event. The organizer may request a recommendation for an official by AAHDS, however it is the Event Organizer's responsibility to find a suitable official. The Event Official will be required to adhere to the document, *AAHDS Rules & Requirements for Officials*.

2.3   Insurance

2.3.1   An Event Organizer must be covered by liability insurance which specifically covers all aspects of harness dog sports events. It should be noted, most "running event" insurance does NOT include coverage where dogs are involved.

2.3.2   Unless obtaining insurance through AAHDS, the event organizer must provide proof of insurance to AAHDS in advance of the event.

2.3.3   If the event organizer is obtaining their own insurance, AAHDS must be listed as an insured party.

3   Definitions

3.1   "Event"

3.1.1   "Event" means the full duration of the event held at a specific venue including all classes, awards presentations, etc. and may be held over multiple days.

3.2 "Class"

3.2.1 An Event is divided by classes. A class may be Regional Circuit or Off Circuit. Regional Circuit contains only Competitive classes, and will contribute to the continuous provincial ranking.

An Off Circuit Class is further divided by Competitive or Developmental Classes.

Please see the document, "*Regional Circuit Regulations*" for more information.

3.3 "Discipline"

3.3.1 "Discipline" means the sport being practiced and the number of dogs allowed. For example: "1-dog Scooter" and "2-dog Scooter" are two different disciplines. For the purpose of an event, a discipline will be defined as a start for the same discipline over the same distance on the same day. It takes up both the discipline and the distance.
Example: 1-dog Scooter Competitive Standard 5K

3.4 "Distance"

3.4.1 There are three (3) different denominations of possible distances. In general, distances are categorized as "Sprint", "Standard" and "Enduro". Please see Article 15 for sport-specific descriptions of these distance categories. The categorization of the distance must always be followed by the number of kilometers. The Event Organizer is responsible for indicating the distance as precisely as possible.

NOTE: A distance change due to temperature does not change the categorization of distance initially sanctioned. For example, a 7km Enduro distance which is shortened to 3.5km because of the temperature will remain sanctioned as an Enduro distance for the purposes of the Regional Circuit.

3.5 "Type"

3.5.1 There are three (3) types of classes:
- Regional Circuit Classes
  - Competitive Classes
- Off-Circuit Competitive Classes
  - Competitive Classes
  - Developmental Classes
- Off-Circuit Non-Competitive Classes
  - Developmental Classes

3.5.2 **Regional Circuit Classes:**

A class that is part of a Regional Circuit must be a class listed in the document "*Regional Circuit Regulations*" that meets the requirements of AAHDS, subject to minor exemptions which may be granted upon request. All Regional Circuit classes must be made up primarily of Competitive Classes.

No more than 50% of classes in a given discipline that is part of the AAHDS Regional Circuit may be sanctioned by AAHDS as a Developmental Class (for example, no more than 50% of the total events may be made up of Developmental Classes such as 2-dog Bikejor or may apply for a neckline exemption.)

Only one class for each discipline and distance combination may be included as a Regional Circuit class for each day of an event.

For example:
- If an event includes two sprint canicross classes, the Event Organizer must determine which class will be included in the Regional Circuit between the two sprint distances proposed. The other class may take place, but should be described as an "Off-circuit" class.
  For example:
  - Class 1: 1-dog Canicross Sprint 2K (Regional Circuit)
  - Class 2: 1-dog Canicross Sprint 3K (Off-Circuit)
- If the event day includes three (3) classes of the same discipline, each of which constitutes a different denomination of distance (Sprint, Standard or Enduro), each class may be part of the Regional Circuit.
  For example:
  - Class 1: 1-dog Canicross Sprint 2K (Regional Circuit)
  - Class 2: 1-dog Canicross Standard 5K (Regional Circuit)
  - Class 3: 1-dog Canicross Enduro 8K (Regional Circuit)

3.5.3 **Off-Circuit Competitive Class**
An Off-Circuit Competitive Class includes any class not counted in the Regional Circuit that satisfies the requirements of AAHDS and may include any of the disciplines listed in the document "*Regional Circuit Regulations"*, including Recreational or Training Classes.

3.5.4 **Off-Circuit Non-Competitive Developmental Class**
An event may also include a non-competitive class (also called a Developmental Class). Where an Off-Circuit non-competitive Developmental Classes are held during an event that includes a Regional Circuit event, Non-Competitive and Competitive classes must have separate starts and cannot be run simultaneously. For greater clarity, a non-competitive class may not be on the trail at the same time as a competitive class. Podiums should not be used nor should participants be ranked in order of their finish times. If the participants are timed, the results should be provided according to bib number and not finish place. Participants may not be ranked 1st, 2nd, 3rd, etc.

4 Awards & Ranking

4.1 Presentation of Awards/Podiums

4.1.1 **Events:** The Event Organizer may decide how to present awards at their events, including whether or not to use podiums.

4.1.2 **Regional Circuit:** Please see the document "*Regional Circuit Regulations*' ' for further

information regarding AAHDS annual rankings.

4.2   Age Categories

4.2.1   Age categories are as follows:
- **Under 18**: Any participant under the age of 18 on December 31 of the current year is part of this category.
- **18 + years:** Any participant of the age of 18 years old or older, on December 31 of the current year is part of this category.

Please note age categories may differ in locations outside of Alberta and event organizers are not required to award prizes according to age categories. Age groups are relevant for national team selections, however the applicable age groups for selections are determined by CAHDS and will be communicated in advance as part of the Alberta team selection process.

4.3   Gender

4.3.1   **Events:** The Event Organizer may decide whether or not to separate by gender or leave mixed.

4.3.2   **Regional Circuit:** Please see the document "*Regional Circuit Regulations*".

5   Exemptions

5.1   Request for Exemption from an Organizer

5.1.1   To obtain an exemption from any of these requirements, an Event Organizer must submit a request for exemption to AAHDS in conjunction with their sanctioning application. Acceptance or refusal of the exemption will be provided in writing to the Event Organizer by AAHDS. Where an exemption is granted, the Event Organizer must notify the participants and ensure that they are informed of the specific exemption prior to registration.

6   Start & Finish

6.1   Start Order

6.1.1   **Continuous Ranking:** AAHDS requires that the start order be determined according to continuous ranking for classes which form part of the Regional Circuit. AAHDS will provide the continuous ranking start order to the Event Organizer. In order to facilitate this process, the Event Organizer must provide AAHDS with the registration list for the class in an excel file no later than noon two (2) days before the start of the event.

Please see Article 5 of the document "*Regional Circuit Regulations*" for further information regarding AAHDS' calculation of continuous rankings.

6.1.2 **Small Group Raffle:** The organizer may also ask AAHDS to randomize the continuous ranking start order among participants. Groups of participants will be determined based on continuous ranking.

6.1.3 **Connected Classes:**

Individual and Wave Starts: For classes with individual or wave starts, the start order for the second round, day or lap of a class of the same discipline will be determined according to the participants' rankings in the results from the first class (for example, in a 2 day class where Bib 9 places 1st and Bib 5 places 2nd on Day 1 in an individual start class, the start order for day two (2) would be: Bib 9 starting first and Bib 5 starting 2nd).

Dual Starts: For classes with dual starts (where participants start two by two), the start order will be determined by taking the first class or lap's ranking, dividing the participants into two groups, and then starting the first two participants from each group together. For example: In a class of 12 participants with a dual start, the participants would be ranked by fastest finish time from 1st to 12th and split into 2 groups. Group 1 would include participants who placed 1st to 6th and Group 2 would be those who placed 7th to 12th. The start order would then be 1st and 7th, 2nd and 8th, 3rd and 9th and so on. In the case of an odd number of participants the last will start on their own.

6.2 Start Type

6.2.1 **Individual Starts**
For classes with individual starts, each participant will line up one at a time on the same line and leave with an appropriate time delay between each participant's start.

6.2.2 **Dual Starts**
For classes with dual starts, two teams will line up at the same time on the same line and leave with an appropriate time delay between each start.

6.2.3 **Wave Starts**
- For classes with group starts, each group is called a "wave". During waves, participants in the same wave leave at the same time from the same line. Each wave should receive a countdown from 5 seconds.
- To assess the maximum number of participants that may start in the same wave, the Event Organizer must measure the width of the starting area divided by 30 if measured in inches (if measuring in centimeters, divide the width of the starting area by 75).
- The maximum number of participants that can constitute a wave is fifteen (15) regardless of the width of the starting area.
- The Event Organizer may also divide the waves by sex if they so choose.
- The Event Organizer must inform the participants of the composition of waves prior to the class start.

6.2.4 **Pursuit Starts**
- Pursuit-style starts may only be used for classes with two (2) laps of the same discipline.
- The start area must be very large and several volunteers must be present to ensure each participant leaves at the correct time.

- At the start of the second run, the winner of the first class or lap goes first, followed by the second place finisher, then the third, etc.
- The time between each participant is determined by the difference in time separating the two participants.
- Example:
    - Lap 1 result:
        - Participant 1 finish time = 15:00 min
        - Participant 2 finish time = 15:12 min
        - Participant 3 finish time = 15:34 min
    - Lap 2 Starts:
        - Participant 1 start = 0:00 min
        - Participant 2 start = 0:12 min
        - Participant 3 start = 0:34 min

6.2.5 Mass Starts

- During mass starts, all registered participants in the same class will leave at the same time from the same line.
- To assess the maximum number of participants that may start in a mass start at a given race location, the Event Organizer must measure the width of the starting area and divide by 30 if measuring in inches (if measuring in centimeters, divide the width of the starting area by 75)
- The wide start chute area before the teams merge onto the main trail must be at least 300m long.
- The mass start shall receive a 5 minute, 2 minute and 1 minute clear announcement before the start of the 10 second countdown.
- Event Organizers shall ensure the start signal is clear and visible/audible to all participants.
- Event Organizers shall ensure the start line can safely accommodate all the registered participants.

6.2.6 No Right of Way Zone

- The 'no right of way zone' is defined as the final approach (~400m to the finish line) to the finish line where the pass delay rule does not apply
- Passing and repassing shall be permitted in the no right of way zone.
- The 'no right of way zone' shall be clearly marked
- The no right of way zone shall be explained by officials in the race briefing.

7   General Rules Concerning Temperature

7.1   Measurement

7.1.1 The temperature is measured 50 centimeters from the ground, in the shade and sheltered from the wind.

7.2   Minimum & Maximum

7.2.1   No dogs may be harnessed or participate in any class, including non-competitive classes, when the temperature is above 30 degrees Celsius("℃") or below -30℃.

7.3   Temperature-Specific Safety Requirements

7.3.1   When the temperature exceeds 15℃, a small swimming pool or a body of water must be available for dogs to cool off near the finish area.

7.3.2   Notwithstanding the sport-specific heat schedules provided in Article 15, AAHDS shall at all times have the authority to require a route distance be reduced or class be canceled or rescheduled if, at the discretion of the AAHDS board or appointed representative, the temperature (inclusive of humidity and windchill) poses a safety risk to dogs. In case of extreme conditions, the Event Organizer, in collaboration with AAHDS may further modify or cancel an event or class to address temperature concerns.

7.3.3   Given typical temperatures in the Prairies in July and August, no classes will be sanctioned as "competitive" classes during these months. Non-competitive Developmental classes may be approved during this period, so long as the temperature is not above 30 degrees Celsius ("℃") on the day of the event and the sport-specific heat schedules provided in Article 15 are enforced in addition to the requirements in the document *AAHDS Rules & Requirements for Participants*.

8   Equipment

8.1   General Requirements

8.1.1   Please refer to the document *AAHDS Rules & Requirements for Participants* for sport-specific equipment requirements.

8.2   Equipment Verification Station

8.2.1   The Event Organizer must put in place a system to ensure compliance with regards to equipment used by participants in all event classes.

8.2.2   This station should have a copy of the *AAHDS Rules & Requirements for Participants* and/or posters outlining gear requirements for all disciplines being practiced at the event and a measuring tape so that participants may confirm their equipment meets AAHDS gear requirements. If uncertain, the participant may be referred to the Event Official.

8.2.3   The Equipment Verification Station may be located at the registration table.

9   Course Requirements

9.1   Trail Marking

9.1.1   In tight corners, intersections, and all areas requiring clarification tape at least 6 inches wide (or two strips 3 inches wide) of contrasting color to the environment and visible to

the dog should be used.

9.1.2 Flagging tape should be placed at eye level of a medium-sized dog (approximately the height of a human's knees).

9.1.3 The route must be marked in such a way so as to guide dogs to the safest route and avoid the most technical aspects of any obstacle.

9.1.4 The route should not have a significant obstacle in the middle of the trail (for example: a tree, large rock or root, etc.), except for cani-trail classes.

9.1.5 If the route passes through a field or a large space, it should include boundaries and/or barriers to direct dogs (for example: pylons, beacons, fences, piled snow, etc.).

9.1.6 Marking for participants indicating directions, areas requiring caution, number of kilometers completed, etc. should adhere to the following guidelines:
- Signs should be a minimum size of 30 x 30 cm placed at human eye level;
- Located before the obstacle or the highlighted trail section (excluding distance markers);
- If extra caution is required (for example for a very sharp turn or large obstacle in a canitrail course), a second sign must be placed directly on or at the height of the obstacle.

See Appendix 1 for further information regarding signage.

9.2 Abrasive Surfaces

9.2.1 The route must <u>not</u> be composed of abrasive or dangerous surfaces that will negatively affect the dogs' pads or legs. If the route includes one or more asphalted sections, they cannot be longer than 50 meters each. Where a route includes multiple asphalted sections it will be analyzed by AAHDS. Asphalt surfaces should be avoided wherever possible and are prohibited on the first 500 meters of the event course. AAHDS reserves the right to evaluate the surface of the proposed course prior to approving an event. Any potential inclusion of asphalted sections on the course must be disclosed at the time of sanctioning. Non-disclosure is grounds for immediate removal of sanctioned status and may result in further disciplinary action if the host or Event Organizer is an AAHDS member or member club. Please review the document *AAHDS Code of Conduct, Ethics and Animal Welfare* for further information.

9.3 Crossing Streets

9.3.1 If the route crosses a street, the street must be blocked with compulsory stoppage of traffic where the street intersects with the class route.

Note: Event Organizers must have the appropriate permits and/or permissions from the municipality or property owner where the event is to be held to require these stops and cross streets.

9.4 Head-on Passing

9.4.1 Any section of the route where teams must pass head-on must be safe and wide enough to separate the trail in the center by means of pylons, fences, or piled snow in order to minimize visual contact between dogs. An "X" crossing is not generally permitted, but may be the subject of a request for exemption if appropriate measures are taken by the Event Organizer to avoid accidents. Direction of travel must be clearly marked in advance of the passing lanes.

9.4.2 Head-on Passing shall NOT be permitted where Event Organizers are offering neck-line exemptions for Developmental Classes.

9.5 Inaugural Course Approval

9.5.1 Before an event will be sanctioned, the course must be viewed by a representative appointed by AAHDS. Where not possible, the event organizer must provide a full, unedited course video, the GPS track and elevation chart of the race course to the board for review. The Event Organizer must await this approval before any events may begin. AAHDS reserves the rights to make additional recommendations on modifications to the course for safety upon seeing the course live.

9.5.2 The official may be required to check the course(s) at subsequent events at the discretion of AAHDS. The Chief Official will notify the Event Official and the Event Organizer if this is required.

10 Timing

10.1 General

10.1.1 AAHDS recommends that the Event Organizer have a system to double check and verify the event results (for example: two timers, photos, video, etc.)

10.1.2 Please see Appendix 6 for further information on managing event starts.

10.2 Timing Methods

10.2.1 **Recommended Timing Methods**
- **Chip Timing**: Chip Timing is not required, but if chip timing is used the following requirements must be adhered to:
  - The chip should be attached to the dog (Event Organizer must specify chip placement).
  - If a chip trap is used for skijoring the mat must not create any irregularity in the snow surface. If the mat cannot be covered with snow, it must not be higher than the snow-covered surface and must be made of a material safe for skis.
- **Duel Stopwatch Timing**: Stopwatch timing requires two persons, each with an accurately synced stopwatch.
- **AAHDS Timing Software**: Where the Event Organizer desires to use non-chip timing, they may request access to AAHDS' WebScorer account. The Event Organizer is not required to use this software, however it is highly recommended, easy to use, and available to organizers of all AAHDS events which have received sanctioning approval for competitive and/or non-competitive classes.

This system also simplifies the submission of results (see Article 11) as all results may be posted and are then immediately accessible by AAHDS.

10.2.2 **Start Type-Specific Timing Methods:**
- **Individual Starts:** For an individual start, the start time should be determined by one of the following methods:
  - Chip time (using start mat or arch);
  - Event Clock time (classes begin at their designated time on a designated event clock); or
  - Signaled Time (classes begin when the person in charge of the start line gives the signal for departure).
- **Dual or Wave Starts:** For dual or wave starts, the start time should be determined by one of the following methods:
  - Chip time (using start mat or arch)
  - Event Clock time (classes begin at their designated time on a designated event clock); or
  - Signaled Time (classes begin when the person in charge of the start line gives the signal for departure)

11 Results

11.1 General

11.1.1 The results of each class must be sent to AAHDS by the Event Organizer within one (1) week of the event. Instructions regarding the information that must be provided will be provided to the Event Organizer in advance.

12 Communication & Marketing

12.1 General

12.1.1 The *AAHDS Rules & Requirements for Participants* and *AAHDS Code of Conduct, Ethics and Animal Welfare* must be posted or a link to these documents must be posted to the Facebook event, event website and/or registration page in advance. All participants must acknowledge having read both documents at the time of registration (Note: If using a platform such as Race Roster, this can be included in the custom waiver or added as a specific registration question).

12.1.2 The AAHDS logo must be visible on all visual marketing (for example, on posters and pamphlets advertising the event). A .png file of the AAHDS logo will be provided to the Event Organizer for this purpose.

12.1.3 AAHDS requires all organizers of sanctioned events (competitive and non-competitive) to create a Facebook event for their event and add AAHDS as a co-host. Please see Appendix 2 for further information on using this feature of Facebook.

12.2 Recommendations

12.2.1 Please see "Appendix 2" of this document for further recommendations to assist with

marketing.

13   Participant Registration

13.1   General

13.1.1 **Form & Waiver**
The registration form and waiver for an event must allow for the collection and classification via an excel file containing the following information:
- Human Participant: surname, first name, sex, date of birth, full civic address, telephone number, e-mail address, club association or competing unattached, AAHDS membership number if applicable, and confirmation that the participant is healthy to participate.
- Dog(s) participating in each class: name, class, date of birth, sex, and confirmation the dog(s) are healthy to participate.
- All participants must acknowledge that they have read the *AAHDS Rules & Requirements for Participants* and will adhere to them in full.
- A PDF or link to the *AAHDS Rules & Requirements for Participants* must be posted where it is accessible to participants.

13.1.2 **AAHDS Member Discount**
AAHDS may require the event organizer to provide a discount to AAHDS members on registration. Event Organizers who provide registered AAHDS members with a discount corresponding percentage reduction of their sanctioning fee. Details of this discount will be determined between the event organizer and AAHDS embers on a race-by-race basis.

13.2   Online Registration

13.2.1 Online registration is required. Having an option for participants to register offline is recommended but not required.

13.2.2 AAHDS recommends the use of Race Roster for online registration purposes, as this allows "club affiliation" and easy discounting for AAHDS members.

13.2.3 The Event Organizer must email AAHDS with links to the Facebook event and online registration venue, as well as a photo for publication on the AAHDS website and Event Guide.

13.3   Refund Policy

13.3.1 When a Regional Circuit or Off-Circuit class is shortened, the Event Organizer is not required to provide a refund to participants.

13.3.2 When a Regional Circuit class publicized as such is changed to an Off-Circuit class, the Event Organizer will refund or credit 75% of the participant's fees.

13.3.3 When an event is cancelled or postponed to a later date, it is up to the Event Organizer to advise in advance of their refund policy. AAHDS recommends the Event Organizer refund or credit the participant's entry fee(s) excluding any fees charged by the online registration platform in this situation.

13.3.4 When a participant chooses not to attend an event for personal reasons, the Event Organizer is not required to provide any refund.

13.4 Rules Regarding Course Infrastructure

13.4.1 General

13.4.1 The updated schedule for the event must be accessible by participants.

13.4.2 An event clock indicating the official time is recommended, but not required;

13.4.3 AAHDS recommends, but does not require, access to a heated space for spectators and participants with dogs sensitive to cold where dogs may be crated indoors for short periods during winter events;

13.4.4 AAHDS recommends, but does not require, use of a sound system allowing participants to hear organizers and the Event Official more easily.

13.4.5 The Event Organizer must inform the audience and participants that any dogs that are not participating in the current class must be kept away from the course, particularly the start and finish area.

13.4.6 Please see Appendix 5 for recommendations regarding volunteer infrastructure.

14 Post-Event Requirements

14.1 Event Report

14.1.1 The Event Organizer must complete and send a report to AAHDS within one week of the event. Instructions regarding completion of this report will be provided by AAHDS.

14.2 Photos of the Event

14.2.1 The Event Organizer is encouraged to provide AAHDS with photos of the event following its completion.

14.2.2 AAHDS reserves the right to obtain and retain pictures of the event.

15 Sport-Specific Requirements

15.1 Bikejoring

15.1.1 Course Requirements:
- The trail must be wide enough (1.20 meters or more) to allow for safe passing on at least 70% of the course.
- The course may involve minor technical difficulties (turns, climbs, descents, small rocks and roots, etc.), without being dangerous. The majority of the course must allow for good traction by the dog.

15.1.2 Distance Definitions
- Sprint = maximum 3 km (1.9mi)
- Standard = 3 - 6 km (1.9 - 3.7mi)
- Enduro = 6+ km (3.7+ mi)

15.1.3 Temperature Schedule:
- Between 10 and 15 ° C: maximum 8 km (5mi);
- 16 to 23 ℃: maximum 3.5 km (2.2mi);
- 24 ℃ at 28 ℃: Only non-competitive Developmental Classof a distance of 2 km (1.2mi) or less may take place

15.2   Fatbikejoring

15.2.1 Course Requirements:
- Course requirements are the same as regular bikejoring, except that the course must be covered with well-compacted snow.

15.2.2 Distance Definitions
- Sprint = maximum 3 km (1.9mi)
- Standard = 3 - 6 km (1.98 - 3.7mi)
- Enduro = 6+ km (3.7+ mi)

15.2.3 Temperature Schedule:
- Where the temperature is more than 0 ℃ and the snow may be too soft for the safety of the dogs, the Event Organizer, in collaboration with AAHDS, may adapt the course according to the conditions of the trail.

15.3   Scooter

15.3.1 Course Requirements:
- The trail must be wide enough (1.20 meters or more) to allow for safe passing on at least 70% of the course.
- The course may involve minor technical difficulties (turns, climbs, descents, small rocks and roots, etc.), without being dangerous. The majority of the course must allow for good traction by the dog.
- NOTE: Scooters are less capable of effectively crossing obstacles than bikes as they are lower to the ground. Obstacles that would be impassable or greatly increase the danger to drivers of scooters should be avoided.

15.3.2 Distance Definitions

- Sprint = maximum 3 km (1.9mi)
- Standard = 3 - 6 km (1.98 - 3.7mi)
- Enduro = 6+ km (3.7+ mi)

15.3.3 Temperature Schedule:
- Between 10 and 15 ° C: maximum 8 km;
- 16 to 23℃: maximum 3.5 km;
- 24 ℃ at 28 ℃: Only non-competitive Developmental Class of a distance of 2 km (1.2mi) or less may take place

15.4   Canicross

15.4.1 Course Requirements:
- The course may involve minor technical difficulties (turns, climbs, descents, small rocks and roots, etc.) without being dangerous. The majority of the course must allow for good traction by the dog.

15.4.2 Distance Definitions
- Sprint = maximum 3 km (1.9mi)
- Standard = 3 - 6 km (1.98 - 3.7mi)
- Enduro = 6+ km (3.7+ mi)

15.4.3 Temperature Schedule:
- Between 10 and 17 ° C: maximum 8 km;
- 18 to 23℃: maximum 3.5 km;
- 24 ℃ at 28 ℃: Only non-competitive Developmental Classof a distance of 2 km (1.2mi) or less may take place

15.5   Canitrail

15.5.1 Course Requirements:
- The course may involve more pronounced technical difficulties (sharper turns, steeper climbs & descents, rocks and roots, wooden bridges safe for dogs' pads, small bodies of water, streams, etc.) without being dangerous. The majority of the course must allow for good traction by the dog.
- At all times, it must be possible to get to the participant and their dog to return them to the venue of the event in case of accident or injury;
- The Event Organizer must inform the participants of the level of difficulty of the course and advise participants of the need to be in constant control of their speed.

15.5.2 Distance Definitions
- Sprint = maximum 3.5 km (1.9mi)
- Standard = 3.5 - 10 km (1.9mi - 6.2mi)
- Enduro = 10+ km (6.2+ mi)

15.5.3 Temperature Schedule:
- Between 10 and 17 ° C: maximum 8 km;
- 18 to 23 ℃: maximum 3.5 km;
- 24 ℃ at 28 ℃: Only non-competitive Developmental Classof a distance of 2 km (1.2mi) or less may take place

15.6   Skijoring

15.6.1 Course Requirements:
- The quality of the skijoring track for a class admitted to the Regional Circuit should be as close as possible to the expected quality in nordic ski centers which offer grooming for skate skiing. Please see Appendix 3 for further information relating to skijoring courses.
- The track must be a minimum width of 2.1 meters.

15.6.2 Distance Definitions
- Sprint = maximum 5 km (3.1mi)
- Standard = 5 - 10 km (3.1mi - 6.2mi)
- Enduro = 10+ km (6.2+mi)

15.6.3 Temperature Schedule:
- Where the temperature is more than 0 ℃ and the snow may be too soft for the safety of the dogs, the Event Organizer, in collaboration with AAHDS, may adapt the course according to the conditions of the trail.

15.7   Kicksled, 2 dog Sled & 4-dog Sled

15.7.1 Course Requirements:
- Classes must be performed on a trail that is maintained and groomed such that the sled can slide easily while being controlled by the driver.
- The surface must be groomed flat over its entire width and free from holes, piled snow and obstacles.
- The course must be a minimum width of 1.20 meters or more to facilitate passing over at least 70% of the course.

15.7.2 Distance Definitions
- Sprint = maximum 3.5 km (2.2mi)
- Standard = 3.5 - 6.6 km (2.2mi - 4.1mi)
- Enduro = 6.6+ km (4.1+mi)

15.7.3 Temperature Schedule:
- Where the temperature is more than 0 ℃ and the snow may be too soft for the safety of the dogs, the Event Organizer, in collaboration with AAHDS, may adapt the course according to the conditions of the trail.

15.8 6-dog Sled

15.8.1 Course Requirements:
- Classes must be performed on a trail that is maintained and groomed such that the sled can slide easily while being controlled by the driver.
- The surface must be groomed flat over its entire width and free from holes, piled snow and obstacles. Please see Appendix 4 for further information relating to sled courses.
- The course must be a minimum width of 1.20 meters or more to facilitate passing over at least 70% of the course.

15.8.2 Distance Definitions
- Sprint = maximum 9.5km (5.9mi)
- Standard = 9.5km - 16km (5.9mi - 9.9mi)
- Enduro = 16km+ (9.9mi+)

15.8.3 Temperature Schedule:
- Where the temperature is more than 0 ℃ and the snow may be too soft for the safety of the dogs, the Event Organizer, in collaboration with AAHDS, may adapt the course according to the conditions of the trail.

15.9 Sled events Greater than 6 dog

15.9.1 Course Requirements:
- Classes must be performed on a trail that is maintained and groomed such that the sled can slide easily while being controlled by the driver.
- The surface must be groomed flat over its entire width and free from holes, piled snow and obstacles.
- The course must be a minimum width of 1.20 meters or more to facilitate passing over at least 70% of the course.

15.9.2 Distance Definitions
- 8 dog Sprint = 14km - 28km (8.6mi - 17.4mi)
- 10 dog - Open/Unlimited Sprint = 22.5km - 56km (14mi - 35mi)
- Mid Distance = 80km - 250km (50mi - 156mi)
- Long Distance = 161km+ (100mi+)

15.9.3 Temperature Schedule:
- Where the temperature is more than 0 ℃ and the snow may be too soft for the safety of the dogs, the Event Organizer, in collaboration with AAHDS, may adapt the course according to the conditions of the trail.

APPENDIX 1: Trail Marking & Signage

Last updated: August 2022

Scales for decision-making in relation to signs indicating turns (for example, arrows):

# of Arrows	Indicates	Description
1	Moderate Turn	Less than 45 degrees
2	Sharp or Right Turn	Between 45 & 90 degrees
3	<u>Very</u> Sharp Turn	90 degrees or more

General Guidelines:
- A course exclusively used for canicross on a wide trail where turns are easy to predict has virtually no need for signage;
- A slow course (climbs, technical and slippery sections, etc.) for canicross or canitrail needs only directional posters for turns of more than 90 degrees;
- A course marked for high-speed sports (scooter, bikejoring, rig, skijoring kicksledding, large team sled), will require more signage. Due to the speed at which participants approach turns and changes in the trail it can be difficult to predict the direction to take, so indicators placed in advance are a necessary safety precaution. A good way to determine if your signage is appropriate is to imagine yourself traversing the route at 35 or 40 km / h.
- Where there is a possibility of participants going down the wrong path, a "WRONG WAY" sign should be used.

APPENDIX 2: Communications & Marketing

Last updated: August 2022

Objectives:
- **Ensure that participants have all information necessary to participate safely in the event.**
- **Ensure that AAHDS and all Event Organizers receive as few questions as possible by presenting the event in as clear, unambiguous and non-repetitious a manner as possible.**

General Guidelines & Tips:
- **Automatic Redirection:** AAHDS recommends Event Organizers redirect people to one location in all publications, including e-mail, website, registration site, posters, announcements, and Facebook. For example, we recommend redirecting people to the Facebook event, so you can easily consolidate the information and updates you provide.
- **Social Media:** Create a Facebook event for your event. Be sure to add AAHDS as a co-host. This helps AAHDS ensure uniformity of events sanctioned by AAHDS and makes it easy for members to find your event.

Procedure for creating a successful Facebook event:
1. Create a Facebook event from a page (your club or company for example, or ask AAHDS to create the event page for you). Do not create an event from a personal profile, as this will minimize the available exposure of the event.
2. Add AAHDS as a co-host. Note that AAHDS will <u>not</u> answer any questions or post in the event unless requested to do so by the Event Organizer and will not otherwise interfere with the Event Organizer's promotion of the event.
3. Indicate the event is sanctioned by AAHDS.
4. In the "About" section, put all the details of your event as you would in an online registration page.
5. In the "Where" section: Display the exact address of the venue and make sure that the GPS link takes participants to the parking area for the event.
6. Email AAHDS with a link to your Facebook event and registration page, as well as a photo for publication on the AAHDS website and Event Guide. If you do not have photos for publication, please contact AAHDS for recommendations or permissions to use photos supplied by AAHDS. AAHDS does not support the theft of images that you do not own or do not have permission to use and will not share such images.

APPENDIX 3: Preparation of a Skijoring Course

Last updated: August 2022

General
- Like all harness dog sports, the human must be able to work in harmony with his canine teammate. If the track is badly prepared, the human's ability to assist will be hampered creating a situation in which the dog is simply dragging the human, which is counter to the vision of harness dog sports supported by AAHDS (see Article 3.1.1 in the *AAHDS Rules and Requirements for Participants*).
- Preparing the track for a skijoring class requires substantial expertise and machinery. As an organizer of such an event, it is your duty to understand and apply the following guidelines.
- Please feel free to contact AAHDS for further direction regarding any of the below.

Overview for Skijoring

AAHDS is proud to sanction events that offer participants courses specifically adapted to the sports they practice and as such a skijoring track must be well prepared and properly adapted to the sport. It is important for the Event Organizer to have some basic understanding of cross country skiing, even if they do not practice it at a high level. To that end, we provide the following overview:

In cross-country skiing, there are two styles:
- **Classic:**
    - The following video demonstrates the classic style. Pay special attention to the trail and "tracks" inlaid in the snow:
      https://www.youtube.com/watch?v=Gqb09bLVdoM .
    - Classic cross-country skiing is **NOT** ideally suited to skijoring for the following reasons:
        - The boots are not rigid enough and the human tends to fall often;
        - The technique used does not allow the human to help their dog effectively, as it does not allow the human to reach the speeds achieved in skijoring;
        - The parallel tracks in the snow are intended to embed the skis and are easily broken by dogs. Keeping the dogs out of the parallel tracks does not fix this issue as it forces the dogs to run off-centre from their human teammate and therefore can cause overuse injuries and unnecessary strain.
        - It is NOT appropriate for persons to skijor in classic tracks or to cause damage to groomed classic tracks while skijoring.
    - Classic cross country skis will be allowed as equipment for AAHDS events, but tracks will not be groomed. It is important to note classic cross country ski equipment is NOT permitted at other CAHDS events and participants should strive to improve their skills and equipment prior to registering for those events.

- **Skate:**
    - The following demonstrates the skate ski style. Pay close attention to how the track is groomed and how the skis penetrate the groomed snow only **very** slightly: https://www.youtube.com/watch?v=CUBGWDUM4Ck
    - Skate skiing is ideal for skijoring. A good skier and their dog(s) are able to work together to achieve their maximum potential.

Preparation of the Course

Preparation of a course to be used for a sanctioned skijoring class begins before the first snow (cutting branches, leveling, drainage etc.). Following the first snow, the grooming work begins.

Note: any trail marking done after the first snow should be done by volunteers on skis where possible as this minimizes the damage to the trail. Where trail marking must be done by snowmobile, the trail must be properly groomed afterward to erase any damage caused by the snowmobile tracks. An experienced maintenance person will know how many hours before the start of the class it will be ideal to groom the track. For example, under certain circumstances, you may need to:
- Groom immediately before the event;
- Groom at sunset the day before the event;
- Groom the morning of the event.

Further to Article 15.5.1 of this document, a skijoring track must be a minimum of 2.1 meters (8 feet) wide. The surface must be compacted evenly over the entire width of the track without any buildup of snow or bump in the center. Skate skis are usually no more than 2 cm high, so the track must be very firmly compacted and not too soft. No imperfections may be present in the snow, such as rocks, sand, branches, kleenex, plastic bags, feces, oils, etc.)

To practice skate skiing properly, the surface of the snow must be relatively smooth. Most cross-country ski centers that offer skate skiing trails already have the machinery and the expertise necessary to prepare a route for a class to be sanctioned by AAHDS. The machinery plays a major role in the preparation of a track.

A resurfacer for compacted snowmobile trails will be inadequate to prepare a sanctioned skijoring track, as this type of machinery is not sufficiently wide so requires multiple passes creating dangerous ridges in the track and can also create ice buildup making it impossible for skate skis to properly grip the snow. Trails prepared by a snowmobile track resurfacer may be reasonable for training, but are inadequate for a sanctioned skijoring class.

Please contact AAHDS with any questions regarding ski surface preparation.

APPENDIX 4: Preparation of a Sprint Sled Course

Overview for Sprint Sled

AAHDS is proud to sanction events that offer participants courses specifically adapted to the sports they practice and as such a speed sprint track must be well prepared and properly adapted to the sport. It is important for the Event Organizer to have some basic understanding of high-speed sprint racing, even if they do not practice it at a high level. To that end, we provide the following overview:

Preparation of a course to be used for a sanctioned sprint class begins before the first snow (cutting branches, leveling, drainage, etc.). Following the first snow, the grooming work begins.

Methods will vary according to various terrain, temperature, snow depth, and snow texture. No single trail packing method will work 100% of the time in any given area. However, packing trail will be required as soon as the snow arrives (unless a large snow cat machine is used) Snow packing requires slow-moving weight to remove air that causes pockets. When air pockets are left under the snow, they can create holes which can collapse under the dogs,risking injury.

Ensure you are aware of the wind, rain, and other weather challenges during the preparation of the trail for your event. These challenges may vary on each section of the trail. Many custom drags for tracked machines and other ideas have been created over the years .The overall goal is to create a fast trail that is safe and provides enjoyment for both the driver and dogs.

Note that trail marking is extremely important in on-snow classes, particularly where there are turns or forks in the trail. These areas should be indicated in advance with appropriate and clear signage.

APPENDIX 5: Volunteer Requirements

Last updated: August 2022

Objectives:
- To inform and educate organizers, with or without experience organizing harness dog sports events, regarding the tasks to be performed by volunteers and give a general idea of the minimum number of volunteers required for a successful harness dog sports event.

General:
- The use of the term "volunteer" throughout this appendix means anyone assisting with the event whether or not they are rewarded in some capacity for their assistance.
- Although not recommended, volunteers may be participants in the event. If this is the case, it is up to the Event Organizer to ensure that everything runs smoothly and everyone is in their allotted place at the allotted time. For example, if a Timing Volunteer participates in two disciplines, this can cause delays to subsequent class starts in addition to being a possible conflict of interest.
- During an event, the following volunteers are necessary in the following quantity:
  - 1 X Event Organizer
  - 1 X Event Official
  - 1-2 X Registration
  - 1 X Announcer (usually also Event Director)
  - 1 X Start Timer
  - 1 X Start Steward (2 if possible)
  - 2+ X Course Marshals (varies depending on event course)
  - 1 X Finish Timer
  - 1 X FT Assist (2 if possible)
  - 1 X Results Entry
  - 1 X Volunteer responsible for collecting bibs
  - 2+ X Trail Marking Volunteers
- Some volunteers are optional although recommended:
  - Assistant Event Organizer
  - 1 X Safety Officer (required for events with 100+ participants) (Vet & First Aid)
  - 1 X Sweeper

Description of Volunteer Positions

All volunteers should be advised to stay out of the dogs' space and to avoid handling the dogs in any manner whatsoever unless requested to do so by the participant. These dogs are working and should not be interfered with. Their human teammate is best able to assess their needs and is responsible for their safe and efficient handling at all times.

**In addition, dogs hear sounds at a much louder volume than humans do and some dogs may be frightened by loud noises and shouting and volunteers stationed throughout the course should be advised to avoid the use of horns, bells, and megaphones in the vicinity of dogs and to limit their shouts of encouragement if the dogs appear fearful.*

***Participants may have a handler of their choosing assist them with their team at the start line in all disciplines apart from canicross and canitrail.*

Volunteer Position	Task
Event Organizer ("EO")	In charge of: ● Final decisions for contentious issues that are not the responsibility of AAHDS; ● Coordination of volunteers; ● Distribution of documentation (Start list, schedule, results, etc.) ● Any other task related to the smooth running of the event. ● This is the contact person for AAHDS EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone or radio, contacts for all volunteers
Event Official ("Official")	The Event Official is appointed or approved by AAHDS and is responsible for ensuring AAHDS regulations are adhered to. The Official has a specific task to accomplish and their role may not be combined with other volunteer roles. EQUIPMENT NEEDED: Official's Kit. See *AAHDS Rules & Requirements for Officials*.
Assistant EO	Assists the EO at the event. This person is a pair of extra eyes in order to increase the safety of all participants and help to ensure compliance with AAHDS regulations. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone or radio
Registration	Main tasks to sign in pre-registered participants, hand over bibs, may include other tasks such as providing directions and general information to participants and spectators. Should be aware of where spectators are allowed to stand & should have a copy of the

	event day schedule so can advise as to what classes begin when. 1-2 volunteers are required at this station. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone or radio
Announcer	Usually the EO. Responsible for providing route briefings and generally guiding people through the day. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone or radio
Start Line Timekeeper	Responsible for giving countdowns and indicating each start. Minimum 1 volunteer required. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone and/or radio
Finish Timekeeper ("FT")	Will begin at the start line with the start line timekeeper in order to sync their start times on their timing devices (usually cell phone or ipad if using Webscorer). Must go directly to the finish line once they have started the class on their timing device. Then responsible for clocking each finish time as participants cross the finish line. The finish line timekeeper must press "finish" and to say the finish time out loud as the nose of the dog crosses the line. This volunteer should also be aware that if a human crosses the line before their dog or is visibly pulling their dog in their sight, this disqualifies the participant from results and should be reported to the Event Official. 1 volunteer required. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone and/or radio
Assistant FT	Responsible for assisting the Finish Timekeeper at the finish line. This volunteer will note the event clock finish time next to the participant's name as the Finish Line Timekeeper calls it out. This ensures that if the Finish Line Timekeeper misses a button, there is a backup in place. 1 volunteer recommended. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone and/or radio
Start Steward	Responsible for ensuring participants approach the start line in the correct wave, etc. and that any missed starts wait until all other waves have gone before they start.

	1 volunteer required. 2+ recommended. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone or radio
Course Marshals	Responsible for pointing participants in the correct direction where necessary (should not shout or cheer as this can be distracting to the dogs) and directing non-participants away from the course. Course marshals should be stationed at any access points to the course regardless of signage indicating trail closures. They may also be responsible for moving barriers where the route changes between classes & as such should be kept informed of the progress of the day (i.e. when each class is complete and the next is starting) Number of course marshals needed will vary depending on the difficulty of the course and the number of trail access points. EQUIPMENT NEEDED: Event Day Run Sheet (including all start lists), pen, cell phone or radio, camera if also taking photos
Extra Handlers	These volunteers will mostly be needed to assist participants by holding their equipment. For example, in bikejoring classes, they may be asked to hold the seat of a participant's mountain bike until the start timer says "go". In rare cases and only where requested, they may be asked to assist with walking dogs to the line or holding them until the start timer says "go". Persons assisting in this capacity should have experience handling dogs in dog sports and should always defer to the participant's instructions. Typically, they should ask the participant if they want assistance and where as the participant approaches the line. The number of handlers needed will vary depending on start type. **Note:** Where handlers will not be provided, the Event Organizer should advise participants as follows: *"Please note, there will be no extra handlers available at this event. Participants must provide their own handlers for all events where handlers are allowed"*
Results Compilation	Responsible for compiling, confirming and posting results and award list. Typically requires 1 volunteer. EQUIPMENT NEEDED: Run Sheet, computer, internet if possible, pens, notepad.
Security Officer	Responsible for organizing and managing First Aid and Veterinary

	Aid where needed. See *AAHDS Rules & Requirements for Officials*. 1-2 volunteers recommended. <u>Required</u> for events with 100+ participants.
First Aid	Responsible for administering First Aid where necessary EQUIPMENT NEEDED: First Aid kit
Veterinary Aid	Responsible for administering veterinary aid where necessary and assessing canine fitness throughout the day. EQUIPMENT NEEDED: Canine first aid kit
Bib Collection	Responsible for collecting all AAHDS bibs used for each class. Should be on hand at the finish area to take bibs as participants finish, as some will leave directly after their class ends. 1 volunteer required (often the same volunteer as registration).
Sweeper	Responsible for biking/running/skiing the course after the last participant starts to ensure all participants complete the course safely and repair any signage that is damaged or insecure. 1 volunteer recommended. If not sending a sweeper after each class start, <u>must</u> send a sweeper out if a participant does not return within a reasonable time. In this circumstance, the sweeper may cycle the course in reverse from finish to start. EQUIPMENT NEEDED: Bike or skis, back pack, flagging tape, duct tape, zip ties, scissors, rubber mallet, phone and/or radio (basic first aid kit also recommended)
Trail Markers	Responsible for marking the trail & checking the trail prior to the class start to ensure no debris or dangerous obstacles are in the path of participants and no trail markers have fallen down 2+ volunteers required (may be participants, other volunteers, etc). EQUIPMENT NEEDED: Back pack, flagging tape, duct tape, zip ties, scissors, rubber mallet, signage (and any cones, barriers, etc. required), phone and/or radio, bike recommended

APPENDIX 6: Managing Race Starts

Participants will arrive at the departure area and will likely be very spread out.

The Start Line Guide will need to group participants by wave according to the order established on the most up-to-date start list in the area behind the start line.

Each wave will then make its way closer to the official start line until they are in the "waiting wave line" (the line directly behind the group on the start line). AAHDS strongly recommends the organizer mark the waiting wave line to minimize confusion and safety. At the start line, each wave will wait for the count given by the Start Line Timer.

At the start line, the start timer should loudly and clearly call out:
- "30 seconds" (immediately after calling out "GO" for the preceding wave's start)
- "20 seconds"
- "10 seconds"
- "5-4-3-2-1 - GO"

IMPORTANT: The Start Timer should be provided with an up-to-date start list and pen in order to note any misconduct such as non-compliance with the dog regulations on the line, early departure early, or other rule breakage. Any such issues should be reported to the Event Official who will then decide on penalties, if any.

REMINDER: Neither the start timer nor the line guide may ever touch the participant's dogs. Regardless of the situation, the participant is the primary person responsible for their canine companion and knows them best. All other volunteers should be directed to avoid contact with the dogs - particularly on the course and in the start and finish areas.

SPECTATORS: The red area in the diagram below is the limit where supporters should be allowed in the start area. In order to avoid distraction of the dogs, spectators should stay in the background where they are minimally visible to the dogs.

* SEE DIAGRAM OF START AREA ON NEXT PAGE *

DIAGRAM OF START AREA: