



ALBERTA ASSOCIATION OF HARNESS DOG SPORTS ("AAHDS")

RULES & REQUIREMENTS FOR OFFICIALS

Last updated: August 2022

1 General

1.1 Definitions

- 1.1.1 "Official" means the Event Official at an event sanctioned by AAHDS.
- 1.1.2 "Head Official" means the Official in charge of AAHDS event officials. AAHDS will designate a Head Official bi-annually. The Head Official's name and contact information are available by request.

2 Roles & Responsibilities

2.1 Role

- 2.1.1 The Official ensures the safety of the premises and as such is responsible for ensuring that all AAHDS rules and regulations are respected during the event. The Official has exclusive jurisdiction at an event sanctioned by AAHDS. The Official acts as an arbitrator to settle any dispute that may arise during an event. The Official acts as the official representative of AAHDS at sanctioned events by enforcing all AAHDS rules and regulations.

2.2 Responsibilities

- 2.2.1 The Official must contact the Event Organizer to determine when they will be required at the venue (preferably when team sign-in begins). If an official is unable to locate contact information for the Event Organizer, they should request this information from the Head Official.
- 2.2.2 The Official must answer all exemption requests for an event for which they are responsible as soon as possible or within three (3) days of receipt of the request.
- 2.2.3 The Official is the only person who has the jurisdiction to provide an exemption.

- 2.2.4 The Official must arrive at the venue with all equipment required to complete their tasks. The required equipment is listed in Article 6 of this document.
- 2.2.5 The Official may not be assigned to additional volunteer tasks. The Event Organizer is responsible for appointing individuals to all other volunteer roles. The Official should be focused on their position.
- 2.2.6 The Official must ensure the proper functioning of the system of counter-verification of timing, for example: departure and arrival cameras, or doubled up timing devices.
- 2.2.7 If there is a complaint from a competitor related to a possible error of time, the Official shall investigate the complaint and, depending on the result, render a decision concerning the official results of the test.
- 2.2.8 The Official must know all of the current rules and regulations.
- 2.2.9 The Official is in charge of ensuring that the course(s) for each class is/are safe. Further to Article 9.5 in the document, "*Rules & Regulations for Event Organizers*" the Official must approve the course before the organizer may begin sending teams onto the trail(s). The Official may personally check the trail(s) or delegate a volunteer to do so.
- 2.2.10 The Official must follow the procedure outlined in Article 5.5.3 of the document, "*Rules & Requirements for Participants*". When the official receives a protest, they must take notes and be able to complete a protest report. Ideally this would be submitted before Monday evening following the event.
- 2.2.11 If there is an infraction with respect to the organization of the event pursuant to the document, "*Rules & Requirements for Event Organizers*" the Official must file a protest against the Event Organizer.
- NOTE:** It is important to keep in mind that this procedure is **ONLY** to be initiated for constructive purposes and **NOT** to discredit an organizer. Protests are the primary continuous improvement tool AAHDS uses to uphold and promote best practices at sanctioned events and should only be used where necessary to support this purpose.
- 2.2.12 All Event Officials approved by AAHDS must sign a Letter of Commitment to AAHDS annually to retain their status. This document will be provided by the Head Official.

3 Guidelines

3.1 Decisions

- 3.1.1 When the Official makes a decision, they do **not** have to justify the appropriateness of the decision to the participant. Written reasons for the original decision of the Official may be provided where the decision is appealed.
- 3.1.2 The Official takes into account:
- The impact on the safety of participants and their dogs;
 - The impact on the smooth running of the event;
 - Any relevant regulations.

- 3.1.3 Any decision rendered on a request for an exemption, whether favorable or not, must be justified with reasons provided and filed in the appropriate Google Drive folder under "Requests for Exemptions". Officials will be provided with access to the "Requests" folder, however, *AAHDS* must retain access to this folder at all times.

4 Training

4.1 Decisions

- 4.1.1 *AAHDS* ensures, through the Head Official, that each Event Official receives training in connection with the documents produced by *AAHDS*. Once training is complete, the Official's name and contact information are added to the "List of *AAHDS* Officials" managed by the Head Official. This is the bank of officials to be used by *AAHDS* to allocate officials to each event. However, new officials may be approved at any time upon completion of training and may be recommended by Event Organizers.
- 4.1.2 The Head Official is responsible for the ongoing training of officials. The Head Official's duties include:
- When there are changes to *AAHDS* documents, the Head Official must notify each listed official and ensure they understand all changes and any impact they may have on the official's role at events.
 - At the present time, this document acts as the primary training tool for officials as it contains all elements relating to their role and responsibilities as well as links to additional documents and tools.

5 Expenses

5.1 Reimbursement

- 5.1.1 The Event Official will be compensated for their services with a stipend in an amount noted in the document, "*Rules & Requirements for Event Organizers*" at Article 2.
- 5.1.2 Additional compensation or reimbursement may be negotiated by the Event Official and the Event Organizer.

5.2 Meals & Accommodations

- 5.2.1 The official is responsible for finding their own accommodations where accommodations are necessary. Meals & accommodations will generally not be reimbursed by *AAHDS*.

6 Equipment

6.1 Official's Kit

- 6.1.1 The Official's Kit includes:
- A copy of the latest version of each of the following documents:
 - *AAHDS Code of Conduct*

- *AAHDS Rules & Requirements for Organizers*
- *AAHDS Rules & Requirements for Participants*
- *AAHDS Regional Circuit Regulations*
- A notepad to take notes if there is a protest
- 2 stopwatch (if chosen Timing Procedure is Stopwatch)
- 1-3 yellow vests
- A clipboard (8½ X 11)
- A copy of the start orders and/or run sheet. The Official will obtain these the morning of the event from the Organizer. The Official must advise the Organizer in advance that copies of these documents will be required the morning of the event.
- If the event includes a Mass Start:3 Starting Flags, 1 of each: Red, yellow, and Green.

7 Safety Officer

7.1 Responsibilities

- 7.1.1 The Safety Officer is responsible for promoting the safety of participants, their dogs, and spectators at the event. Safety Officers are under the supervision of the Event Official. They should wear a yellow vest at all times during the event.
- 7.1.2 When a Safety Officer sees a breach of a regulation or a failure to comply with certain instructions whatsoever, they must notify the Official as soon as possible by giving instructions clear as to what happened and the description of the people or dog (s) who were involved in the breach.
- 7.1.3 The Safety Officer has no jurisdiction with respect to complaints, so may not receive protests, settle disputes, or apply a penalty to a participant. *AAHDS* strongly encourages all Event Organizers to have a volunteer separate from the Event Official who is in charge of safety and security. The Safety Officer may advise the Event Organizer accordingly with respect to obtaining safety officers.
- 7.1.4 If the number of participants is less than 100, the Event Organizer is not obligated to recruit a safety representative;
- 7.1.5 If the number of participants is greater than 100, the Event Organizer is required to recruit at least one safety representative.