



ROLE OF THE TRIAL SECRETARY

AKC Scent Work

A Training Guide for New Trial Secretaries



What Is the Trial Secretary?

The Trial Secretary is the administrative backbone of every AKC Scent Work trial. You manage entries, coordinate with judges, handle paperwork, and ensure compliance with AKC regulations from start to finish.



Before the Trial

Applications, premium lists,
entries, and logistics



During the Trial

Check-in, scoring, results, and
problem-solving



After the Trial

AKC reporting, records
submission, and follow-up

Key Relationships

The Trial Secretary works closely with several key stakeholders throughout the event.



Event Committee

At least 5 club members who plan and conduct the event. You coordinate logistics and ensure compliance.



Trial Chairperson

Your closest partner — shares oversight of the trial. Together you handle exhibitor issues and event flow.



Judges

You manage judge assignments, ensure judging limits are met, and coordinate the judging program.



AKC

You submit event applications, premium lists, results, and certification pages per AKC requirements.

BEFORE THE TRIAL

Planning, Applications & Entry Management

Event Application & Licensing



AKC Event Application

Submit a complete application to AKC for approval. Your club must be licensed to hold Scent Work trials.



Date & Venue Selection

Check distance conflicts with other events. Secure a suitable venue with search areas for all elements.



Judge Assignments

Confirm judges, verify eligibility, and ensure judging limits are met. Handle any assignment changes per AKC rules.



Event Committee

Appoint at least 5 club members to the Event Committee. Assign roles including Trial Chairperson.

Premium List & Entry Management



Premium List

- Use the AKC premium list template
- Include all classes, elements, and levels offered
- Specify entry fees, limits, and opening/closing dates
- List judge assignments for each class
- Upload to AKC before entries open



Processing Entries

- Accept entries via first-received or random draw
- Verify dog eligibility and class eligibility
- Manage entry limits and waiting lists
- Handle class transfers per regulations
- Assign armband numbers to exhibitors

Judging Program & Catalogs

Task	Details
Judging Program	Create the running order showing each class, judge assignment, and schedule. Distribute to judges and stewards.
Catalog Preparation	Compile exhibitor information, armband numbers, dog names, and class entries. A catalog is required for each trial.
Score Sheets	Prepare Judge's Score Sheets for each class. Ensure forms match the current AKC templates.
Handler's Briefing	Coordinate with judges on briefing logistics. Ensure all exhibitors attend before competing.
Gate Sheets	Print gate check-in sheets to verify exhibitor attendance and manage the running order at each search area.

DURING THE TRIAL

Check-In, Scoring & Day-of Operations

Day-of Check-In & Operations

1

Exhibitor Check-In

Verify armband numbers, confirm entries, handle last-minute class transfers and move-ups.

2

Staging & Flow

Designate a staging area separate from search areas. Coordinate with gate stewards to control dog flow.

3

Handle Issues

Address exhibitor conflicts, misconduct reports, and emergency situations. Document all incidents.

4

Equipment & Supplies

Ensure score sheets, ribbons, timers, and all supplies are available and replenished throughout the trial.

Recording & Posting Results



Scoring Process

- Collect completed score sheets from judges after each class
- Record qualifying (Q) and non-qualifying (NQ) results
- Calculate placements based on time for qualifying runs
- Post preliminary results promptly for exhibitor review



Results & Awards

- Award qualifying ribbons and placement ribbons
- Print result labels for exhibitor records
- Handle any exhibitor challenges to results
- Maintain a master results log throughout the day

AFTER THE TRIAL

Reporting, Records & AKC Submissions

Post-Trial Reporting

All records must be received by AKC within 7 days of the event.



Trial Secretary Report

Complete the official report form with all class results, entry counts, and incident documentation.



Certification Page

Both the Trial Secretary and Judge(s) sign the certification page verifying result accuracy.



Recording Fees

Submit applicable recording fees to AKC along with your results package.



Submit to AKC

Mail to: Event Operations – Scent Work, PO Box 900051, Raleigh, NC 27675. Or email: eresults@akc.org.

Essential Forms & Resources

Core Trial Forms

- Event Application
- Premium List Template
- Entry Form Template
- Judge's Score Sheet
- Trial Secretary Report

Supporting Documents

- Certification Page
- Trial Chair Report
- Class Transfer Form
- Disaster & Emergency Plan
- Misconduct Report Forms

Download all forms from the AKC Scent Work Club Resources page at [akc.org](https://www.akc.org)

Tips for Success



Know the Regulations

Read the AKC Scent Work Regulations cover to cover. Keep a printed copy at every trial for quick reference.



Use Software Tools

Trial management software like Secreterrier can automate entry processing, score sheets, gate sheets, and AKC form population.



Build Your Team

Recruit reliable stewards, timers, and gate helpers early. A well-staffed trial runs smoothly.



Plan Ahead

Start months in advance. Create detailed checklists for every phase and submit your AKC application with plenty of lead time.

Why We Use Secreterrier

(aka, what your \$1 fee buys for you and the club)



Simplifies entry and payment

Simple point and click fields. No forms to hand right or decipher. No checks to write, cash, or reconcile.



You create one accurate profile for many uses

Your profile is available to use across many venues not just Scent Work – e.g., Barn Hunt, NASDA, Fast CAT, Fetch, Farm Dog, Obedience, Rally, Temperament Tests, UKC events, Happy Ratters.



Offers a real-time run-order viewer

Exhibitors can set their status – i.e., here, conflict, scratch. Gate stewards can set additional statuses – i.e., in line, running, ran. Scorers can enter the score for real-time viewing of scores too!



Efficient reporting of results

Results can be printed as soon as a class closes when Secreterrier is used for scoring.

THANK YOU

Your dedication keeps AKC Scent Work trials running smoothly.

AKC Scent Work Department: 919-816-3857 | scentwork@akc.org

