



## **Trial Secretary Handbook**

***Last Updated: July 18, 2014 7:05 AM***

## General Overview

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The job of Trial Secretary at a Barn Hunt event is a critically important one. As Trial Secretary, you have the job of publishing the premium and entry form, accepting entries, issuing armbands, creating an initial running order, recording individual and class results, and submitting required electronic paperwork accurately to the Barn Hunt Association LLC within one week of the trial, as well as ensuring proper payment is submitted to the BHA. You also are responsible for keeping copies of paperwork for one year after the trial so any inaccuracies can be researched.

A Trial Secretary must be organized, timely, accurate, able to multitask, and be patient and cheerful even when under pressure. The secretary must be at the event sufficiently ahead of the event start for competitors to be able to check in and get numbers, and the gate steward to get the run order posted. It is critically important that the secretary have a good working email address and checks it often, because all communication from the Barn Hunt office is done through email.

## Preparing for the Trial

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- **Apply for the Trial.** The Trial Chair or Secretary should apply for the trial through the Barn Hunt website at [barnhunt.com/register.html](http://barnhunt.com/register.html). For new clubs, you must first apply for a club by creating a login and password (if the club official has a dog registered with Barn Hunt there is already a login and password). Then fill out the Club Application. After the club is approved, the club may apply for a fun test or trial. See the Rules and Regulations for information about when to hold a Fun Test and date limits for trials.
  - Fun test fees are \$25 per weekend (consecutive dates). No per-run fees are due for Fun Tests
  - Barn Hunt trial fees are \$25 per trial, up to two trials per day allowed. There is also a \$1.50 per-run fee. See the rules and submission information below for per-run fee calculation.
- **Purchase insurance for your trial.** See the rules for insurance needs and requirements.
- **Prepare and distribute a Premium for your test/trial.** The Premium should include the items outlined in the Barn Hunt Rules and Regulations and have an entry form. A sample Premium and fillable entry form are available in the Trial Packet. Competitors may enter trials using the “Create Entry” forms available on the Barn Hunt Register (the Register does not allow online entry, rather it fills out a form the competitor can print and mail to enter a trial).
- **Have software or resources to handle entries for your trial.** It is strongly recommended, but not required, that you purchase the *Barn Hunt Solution* software from Carolyn Johnson at [www.labtestedsecretary.com](http://www.labtestedsecretary.com). This software will handle your trial needs. It requires Microsoft Access in a PC based operating system. The software will record entries, produce email confirmations when linked with Outlook,

produce “armband” sticker-numbers, running orders and check in sheets. It will also produce a show catalog, record results on the day, collate results, produce postable sheets, a marked catalog, and a spreadsheet with vital information needed for the BHA to record show results to the permanent master record. All results are to be sent electronically to the Barn Hunt office, no paper results are accepted.

- **Receive entries and send confirmations for your trial.** Immediate email confirmations as soon as entries are received and processed are greatly preferred. This gives participants time to review their entry information and plan for the trial. A final confirmation must be sent after the trial closes (if the trial has a closing date.) or at least 2 weeks before the trial date, whichever comes sooner. In the case of a trial with no closing date, all entries received prior to two weeks before the trial must be sent confirmations at least two weeks in advance, and entries received after that time must be sent confirmations as quickly as possible. (*Note: Competitors who withdraw from competition prior to closing must get a full refund of all entry fees.*)
  - It is a good idea to remind competitors that incorrect barn hunt numbers do not constitute a valid entry; urge them to check their confirmations carefully.
- **Keep track of entries and limits in case the trial fills.** (*Barn Hunt Solution* can handle numbers tracking).
- **Send required information to the judge(s).** See the rules for information to be sent to the judge(s) at least 21 days in advance

## ***The Day of the Trial***

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- **Have a printed copy of the Rules and Regulations and Judge Guidelines available.**
- **Have at least one printed copy of the show catalog available.** The show catalog lists classes and competitors in each class. Either use Barn Hunt solution or produce a catalog which includes, sorted by class/level: dog name, call name, armband number, dog BH number, breed, DOB, owner/handler name and address.
- **Produce and have available running orders.** Note that run orders are fluid. The Barn Hunt Solution does not automatically sort handlers with more than one dog into different staged groups, and that will have to be done by hand. The printed running order is just a general guide.
- **Post the written judge’s briefing if provided.**
- **Work with the gate steward to shift running orders as necessary to split multiple dogs handled by one owner.** Dogs are run in sets of five, each set of five blinded from the course so tube locations cannot be determined. Once the sets are determined, handlers should stay within their set.
- **Print armbands (these may be put on stickers to be attached to a shirt).** Can be printed on 30 per sheet labels or 10 per sheet labels.

- **Print check-in sheets.** These sheets are for competitors to check in to the trial. May be combined with run order sheets.
- **Produce scoresheets for the judge/scribe.** Scoresheets are to be given to the judge with the following information already imprinted on the sheet: Dog Call Name, Arm-band #, Breed, Height (S/M/L), Handler Name, Club Name, Trial Date. *Barn Hunt Solution* produces and prints scoresheets with this information already imprinted. Alternately scoresheet examples are in the Trial Packet. Scoresheets should be printed four per 8.5 x 11 page then cut into four single sheets so that there is only one dog/handler per sheet. (*Note, competitors may not keep score sheets. Competitors may not view scoresheets or know their time until after the class is over and awards given*).
- **Record scores and times for each competitor, and produce pass/fail (Instinct) and class qualifying/placement sheets (Novice and above).** These sheets should be posted prominently after awards.
- **Print ribbon stickers.** Stickers may be affixed to the back of ribbons and must include class, dog name, handler date, club, time, placement (if applicable). Stickers are printed on 30 per sheet Avery label sheets. *Barn Hunt Solution* produces ribbon stickers.
- **Calculate the High in Class Awards: High Novice, High Open, High Senior, etc.** awards if the club offers them. In each case, this is the dog among all heights that has completed the tasks of that level in the shortest amount of time. (*Note, there is no such thing as High in Trial in Barn Hunt*).
- **Complete the Trial Summary Report.** This is a fillable pdf form and should be included with the results.

## At conclusion of trial

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- **Produce a marked catalog in pdf and/or Word format.** The marked catalog should include all information from the premium for each entry at the trial. It should be sorted by class, and include whether the dog qualified, did not qualify, score/time, and placement if the dog placed (for Novice and above, pass/fail for Instinct). Absences and excusals should also be marked in this catalog. At the bottom of each class should be a summary of dogs entered, dogs qualifying, dogs not qualifying. At the end of the document a total of dogs entered in that trial, dogs qualifying, and dogs not qualifying should be listed.
- **Produce a spreadsheet report (Excel or Libre Office) of the trial for Robin Nuttall at the BHA offices.** This spreadsheet should include all qualifying/passing runs for each trial, sorted by date and class. Either use *Barn Hunt Solution* or use the sample xls file included in the trial packet as a guide. The result upload program is very particular:
  - The column names must be exactly as listed in the xls file.
  - The file must have only passing results.
  - Under QNQ, the word should be “Pass”

- ClassName should be spelled out (i.e., Novice, Open, not RATN, RATO)
- Do not use an equation or algorithm to produce the date (it will load as random numbers)
- All trials for the event should be on one spreadsheet; it will record correctly as long as each entry has a correct date and correct trial number, either 1 or 2, for that date.
- No placements are recorded for Instinct.
- **Login to the Barn Hunt Register.** Go to Secretary Functions
  - *For paperwork*, click on Event Uploads. Choose the event associated with your trial, and upload all documents. An email will be sent to Barn Hunt confirming your upload
  - *For fees*, click on Run Fees. Input the numbers as asked; total number of entries/runs, plus total number of comped runs, minus any entries where you gave complete refunds (also see Payment below). The fee will be calculated for you and then you can pay through the PayPal portal. Fees are \$1.50 per run, including comped entries, absences and excusals.
- **Print a copy of all above reports and retain, with all scoresheets, for one year.**

*Note: The Barn Hunt Solution software produces these reports, under the “Reports” button.*

## Payment

In addition to the application fee for trials, there is a \$1.50 per run fee. This \$1.50 per run fee includes every run by any dog entered in the trial, regardless of whether that dog actually shows in any given class. It also includes any runs which are “comped” by the club. Only if a dog’s entry fees are returned due to an injury or illness is the per-run fee waived.

Payment is made through Paypal ([www.paypal.com](http://www.paypal.com), click Transfer, then Send Someone Money) sent to [info@barnhunt.com](mailto:info@barnhunt.com).

## Report/payment submission deadline

Reports and payment must be submitted to the Barn Hunt Association no later than seven days after the conclusion of each trial.

## Dealing with errors and mistakes

It is important to be meticulous in your recording of numbers, legs, qualifying scores, etc. Mistakes not only harm your club but the sport as a whole. It is especially important to have correct Barn Hunt registration numbers matched with your entry. All Barn Hunt numbers start with “BH-” followed by a series of 5 numbers. There are never fewer

than 5 numbers after the initial “BH-”, even if the leading number or numbers include zeroes. Common mistakes include no dash, two dashes, extra spaces, the letter o instead of the number 0, etc.

If you make an error in your report, BHA LLC will send the results back to you to re-view/edit before processing the trial. If the error is yours, correct it and return as quickly as possible. If it is the entrants, pass the contact information along to the BHA, who will contact the entrant. After January 1, 2014, entry forms submitted with incorrect barn hunt numbers, if it is an exhibitor error, will have all legs for that trial withdrawn.

## ***Invalid entries***

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An invalid entry is one which cannot be entered into the trial due to owner issue/error. The following constitute invalid entries:

- **Returned check.** Be sure to leave yourself enough time after the closing date to submit all checks to the bank, in order to make sure all have cleared prior to the trial. A returned check entry is an invalid entry.
- **Unsigned entry form.** All entry forms must be signed to be valid.
- **Invalid or incomplete Barn Hunt number.** All entry forms must have a valid Barn Hunt Registration number. It is not acceptable for entrants to leave that section blank or write “pending.”
- **Conditional entry.** Any entry which the person attaches a condition to is not a valid entry. An example of a conditional entry is one in which the competitor states that the check cannot be cashed until a certain date.

In the case of any invalid entry, the secretary must set that entry aside. They may either mail that entry back to the competitor marked “invalid entry,” and cite the reason, or they may contact the competitor by email. ***A spot or place in the trial cannot be held for any invalid entry.*** If the issue is corrected in a manner acceptable to the secretary and club prior to the show date, and if there is still room in the trial, that competitor may be allowed to enter the trial, but only sorted after all valid entries, including those that were received after his or her original entry was received. After January 1, 2014, entry forms submitted with incorrect barn hunt numbers, if it is an exhibitor error, will have all legs withdrawn.

## ***Day of Show entries***

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Clubs may elect to accept day of show entries, in which case you must process them like any other entry. Be aware that no judge may judge more than 120 runs total per day, and all competitors will still have to have valid BHA registration numbers prior to the show. So day of show entries should only be accepted if there is room, and can never be “pending” BHA registration numbers.

## ***Complimentary (Comp) entries***

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Clubs may choose to offer “free” entries to certain trial workers (Secretary, judge, etc.) It is totally at the discretion of the club whether to offer comped entries.

If offered, those entries must be treated like any other entry. A \$1.50 per run fee applies to each comped entry. The entries must be entered into the *Barn Hunt Solution* program or club program like any other entry and must show in the marked catalog and all reports identically to any other entry.

## ***Data security***

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Barn Hunt is electronic-data driven. Reports are all submitted and stored electronically. Trial secretaries must print and keep one copy of all reports for the period of one year in case of computer failure. Trial secretaries should also use a computer backup system to back up all data in case of file corruption or failure. External hard drives or backing up to a cloud system are both acceptable. In addition, it is strongly recommended that trial secretaries take a thumb drive or other other external device to the show and copy all results to the drive at the end of each day in case of accident or computer failure over night.