

QYUTA

Trial Organiser's Pack



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1. Introduction

- 1.1 The aim of this document is to assist trial organising committees in the organising and running of a trial. It also aims to guide organisers in the safe and responsible handling of the public, the animals and themselves, in a way that will only enhance the sport and not affect it negatively. The QYUTA management committee are available to guide and advise trial organising committees to the best of their ability.

2. Committee

- 2.1 Contact details for the current management committee members are available on both the Facebook page and the website. All members of QYUTA are available to assist with any aspect you might need help with.

3. Finances

- 3.1 All payments to QYUTA will be arranged via the Treasurer whose contact email address is treasurer@QYUTA.com

4. Affiliation

- 4.1 QYUTA encourages all trial organising committees to affiliate their trial.
- 4.2 Affiliation is important to trial organising committees as it allows competitors to run under QYUTA's insurance, competition rules and allows competitors to accumulate points for end of year awards.
- 4.3 It also provides trial organising committees access to QYUTA's competition rule book, lists of judges and promotion of the trial to all QYUTA members and on QYUTA's website.
- 4.4 Trial organising committees agree that by affiliating their trial that they abide by QYUTA's Constitution, Competition Rules and Policies.
- 4.5 Affiliation allows trials access to sponsorship opportunities which may include pre-determined prizes or awards, cash or product designated to the event or specific classes.

5. Insurances

- 5.1 Public Liability

The Group's public liability is underwritten by Llyod's of London and Beazley. The limit of liability under the policy is AUD 20,000,000.

The Certificate of Currency and policy wording is available on the QYUTA website.

5.2 Voluntary Workers

The Group's voluntary workers insurance policy is underwritten by Chubb Insurance Australia.

The Certificate of Currency and policy wording is available on the QYUTA website. The Voluntary Workers policy covers all voluntary workers working in a voluntary capacity on behalf of the Policyholder. This includes volunteers who help setup and dismantle yards, backyard volunteers at the trial, volunteers on the timekeepers table and judges provided they are not paid a judging fee

The Voluntary Workers policy does have upper age limitations as regards benefit payments to those aged 75 or over. Please refer to page 33 of the Chubb policy wording for details of the benefit limitations. There are no age restrictions as to who is covered under the policy.

This policy excludes personal accident cover for members whilst they are competing. If you subsequently volunteer in the backyards, this policy will only cover you during the period/s of time that you are volunteering.

- 5.3 If you have any questions regarding QYUTA's insurance policies, please contact the QYUTA Secretary.

6. Competitors

- 6.1 All competitors must be current financial members of QYUTA. Day membership is available to non-financial competitors. Reciprocal membership is available to members of NSWYDA and VYUFDA at no additional cost, but they will not be eligible for annual points.
- 6.2 The current list of financial members and their category of membership is available for download on the QYUTA website.
- 6.3 Day membership lasts for the duration of the single event or trial for which they apply for or enter.

7. Trial Calendar

- 7.1 A trial calendar is available on the QYUTA website and social media. It is in the best interests of the trial organising committees to arrange a trial when it does not clash with another trial. Trial committee members should also consider the NSWYDA calendar and in particular those trials scheduled to run in the Northern Tablelands.
- 7.2 Trial Organising Committees are asked to provide details of their trial and nomination forms as soon as possible so that they can be uploaded to the website and accessible by all members. The cost of this is included in the affiliation fee.
- 7.3 Where possible QYUTA will send out a reminder for closing dates to members and to submit their entries.

8. Judges

- 8.1 A list of judges is available on the website or upon request from a member of the Management Committee.
- 8.2 Judges should not be paid for judging a trial, but they can be compensated for expenses (travel and accommodation for example).

9. Sponsorship and Obligations

- 9.1 QYUTA will provide trial organising committees with a list of sponsors, available products, display signage and a suggested script for announcing during the day and at presentations. It is of the highest importance that sponsors are recognised and acknowledged for their support, as it is their support that aids QYUTA and trial organising committees in keeping running and other costs to a minimum.
- 9.2 Trial organising committees are responsible for securing sponsors for the trial.
- 9.3 It is recommended to Trial Organising Committees that they source their own local sponsors and that they are promoted at the trial. Local sponsors should be just as valued as the larger sponsors to an organising group. Local sponsors, if they feel they are getting sufficiently promoted, will return the following year, and support the event again.
- 9.4 QYUTA has negotiated sponsors for affiliated trials and trial organising committees are encouraged to contact the Secretary to ascertain what QYUTA sponsorship is available for their trial.
- 9.5 Sponsors give their support in return for advertisement around our events. It is paramount that organisers promote sponsors and their products over social media, event advertisement and at the event itself.
When designing advertisement and/or setting up banners and signage, take note of sponsorship levels and place importance upon product placement for higher level sponsors.
- 9.6 To assist trial organising committees a sample sponsorship request letter is included at Annexure C – Sample sponsorship letter
- 9.7 For current list of annual sponsors, please see Annexure I

10. Classes

- 10.1 Types of classes are as follows:-
 - Local – for handlers who live within a designated distance from the trial.

- Encourage – for handlers who have never won a trial. A handler may only win two Encourage classes before becoming ineligible to compete in this class, the exception being a handler competing with an experienced dog.
- Maiden – for dogs who have never won a trial. A dog may only win one Maiden before becoming ineligible to compete in this class.
- Novice – for dogs who have not won 2 Novice trials or any trial higher.
- Open – for all classes of dogs.
- Junior – for children under 16 to compete with any dog. Can compete with an adult to assist but will not be counted towards placings or yearly points until competing unassisted.

10.2 It is not necessary to hold all classes at one trial. It is suggested that a trial consists of a Local or Encourage and at least an Open competition. To save time, certain classes may run in conjunction (meaning one run to be counted towards both classes, if nominated); these classes are Local/Encourage, Maiden/Novice and Open.

10.3 If a dog breaks status, it does not come in effect until the end of the trial.

10.4 Suggested schedule of events for a two (2) day trial;

- **Saturday** Open Class followed by Maiden Class
- **Sunday** Novice Class followed by Encouragement Class
- **Finals to follow straight on** (from their respective class, time permitting)

The suggestion is set in this order in the prospective that the more experienced dogs and handlers will train the stock to the course and make it easier for the less experienced competitors. This is not a hard and fast rule and will be dependant on your stock and course.

11. Assigning Prize Money / Sponsorship

11.1 Assigning of sponsorship is a discussion between the organisers and their sponsor/s. You can lay out differing options to potential sponsors and allow them to choose how they would like to assist.

11.2 Sponsorship does not have to be in the form of cash prizes, it can also include one or several of the following:-

- Donation to the organization for running costs.
- Donation of products for prizes
- Samples to give away.
- Assistance in time or infrastructure (lights, transport, yards, sheep)
- Sponsorship of an entire class to 4th place
- Sponsorship of a special class or prize

11.3 If there is no sponsor for a class, prize money can be taken from nomination money or used to purchase products as prizes.

12. Entry/Nomination Form

12.1 The entry form should contain:

- Name of trial
- Type of Trial (Yard or Utility)
- Date of Trial
- Closing date for entries
- Venue
- Classes with respective nomination fees
- Handler information (Name, address, phone number and email)
- Nomination form
- Contact details for organiser
- Signature and date of competitors
- It is recommended that a check box for backyard or timetable volunteering is added to begin a roster of assistants and share the workload.

12.2 A sample entry/nomination form is included as Annexure B.

13. The Draw

13.1 Draws should be done close to the event and after the closing entry date.

13.2 All handlers should be written in one list, with their first nominated dog. Second, third and so forth number of dogs should be in their own list. The second round should not commence until all first dog handlers have had their run. The following rounds should follow the same order, minus the handlers with less dogs.

13.3 Making the draw can be a daunting process, don't hesitate to ask for help from experienced triallers or QYUTA management committee members.

14. Running of Trial

14.1 All events to be conducted in accordance with our Constitution, Rules and all other relevant policies and guidelines.

14.2 To help a trial run smoothly, it is best to assign jobs or segments of the trial to different people.

14.3 These people might be as follows:-

- **“The Table”**
 - In charge of the draw and responsible for any amendments;
 - Receiving the Judge's score page and transferring them onto a spreadsheet (manual or electronic) and a whiteboard;
 - Receiving entries on the day if applicable;

- Announcing over the loudspeaker sponsors names, the competitor currently running, and also the following competitors;
- Fielding any questions or enquires from competitors or general public and
- This is a big job, and it is recommended that it is shared between more than one person.

- **“Backyard-man”**

- In charge of the livestock and where possible should be an experienced stockman;
- Ensures that the correct number of sheep are in the trial ring and replaces any that are needed;
- Ensures welfare of the sheep at all times, taking notes if they are becoming too run down;
- Watches the course and makes adjustment if it is necessary for the safety of the sheep, dogs, competitors or judge, and
- Help is always appreciated in the backyard but, it is best practice that one person is put in charge and is responsible for this area.

14.4 It is imperative that trial organising committee ensure all parties involved in the running the trial, including volunteers, are kept up to date and checked on during the course of the trial.

14.5 It is recommended that Judges be provided with a spiral notebook with the handler and their dog’s name pre-written on each page. At the end of each run, the judge hands the page to the scoring table. This ensures that scores can be checked if there is a dispute or discrepancy.

14.6 Live scoring is a great way to keep the interested public and members who are unable to attend up to date. It also keeps participants updated in real time and take one more pressure off the table.

For assistance in setting up a live scoring link, contact the QYUTA secretary.

15. Special Courses

15.1 Special courses can be a fun and interesting way to encourage competitors to stay overnight or utilise other amenities that may be available (canteen, bar, stay for second day).

15.2 These could be:-

- Speed Course – fast time wins with time penalties for mishandling of stock or dog. Judges are asked to be more relaxed on assisting rules.
- Under lights trials – best to wait until full dark so that any shadows cast by the lights remain the same for each handler.
- Other courses can be proposed and trial organising committees will need pre-approval from the QYUTA Management Committee before finalising the program.

16. Special Prizes

16.1 Special prizes can be offered as well as or in addition to regular classes. These may be:-

- Lady Handler – Highest scoring female handler over the whole event;
- Best Maiden Dog – Highest scoring dog to only enter into the Maiden or lower class (nominating to Novice or Open disqualifies for this prize);
- Best Junior Handler – when a separate junior class is not held, highest scoring under 16 handler;
- Encouragement Prize – a prize that recognises a handler's hard work and journey to improving themselves and their dog, and
- Stockman's Prize – ask the Judges to keep an eye out for someone who puts stockmanship above the competition.

17. Finals

17.1 Finals are decided by the number of placings plus one. There must be a minimum of four (4) placings in each event, but organisers can expand upon this, if they so wish. Finals must be at a minimum of five (5) dogs. If several dogs qualify for the lowest score, then they all must run in the final.

17.2 Finals are not mandatory but, if time allows, it is recommended that one is run for each class.

18. Presentation of Prizes

18.1 It is recommended that prizes be presented at the end of the event, but they can be held in a brief ceremony after each final.

18.2 Ensure that photos are taken with sponsor advertisement and products, as well as names of the handler and dog who placed.

19. Submitting Results

19.1 Results must be submitted to the QYUTA Management Committee within seven (7) days of the end of the trial. This can be in the form of an email to the Secretary or submitted through the online form.

20. Designing a Yard Course

20.1 Course design is the province of the trial organising committees. Judges and QYUTA management committee members may offer advice or consult if asked or if they see a safety or welfare issue.

20.2 Courses should be designed to be completed by the majority of competitors.

20.3 Course MUST include:-

- Working area
- Drenching Race
- Separate Let Out and Put Away

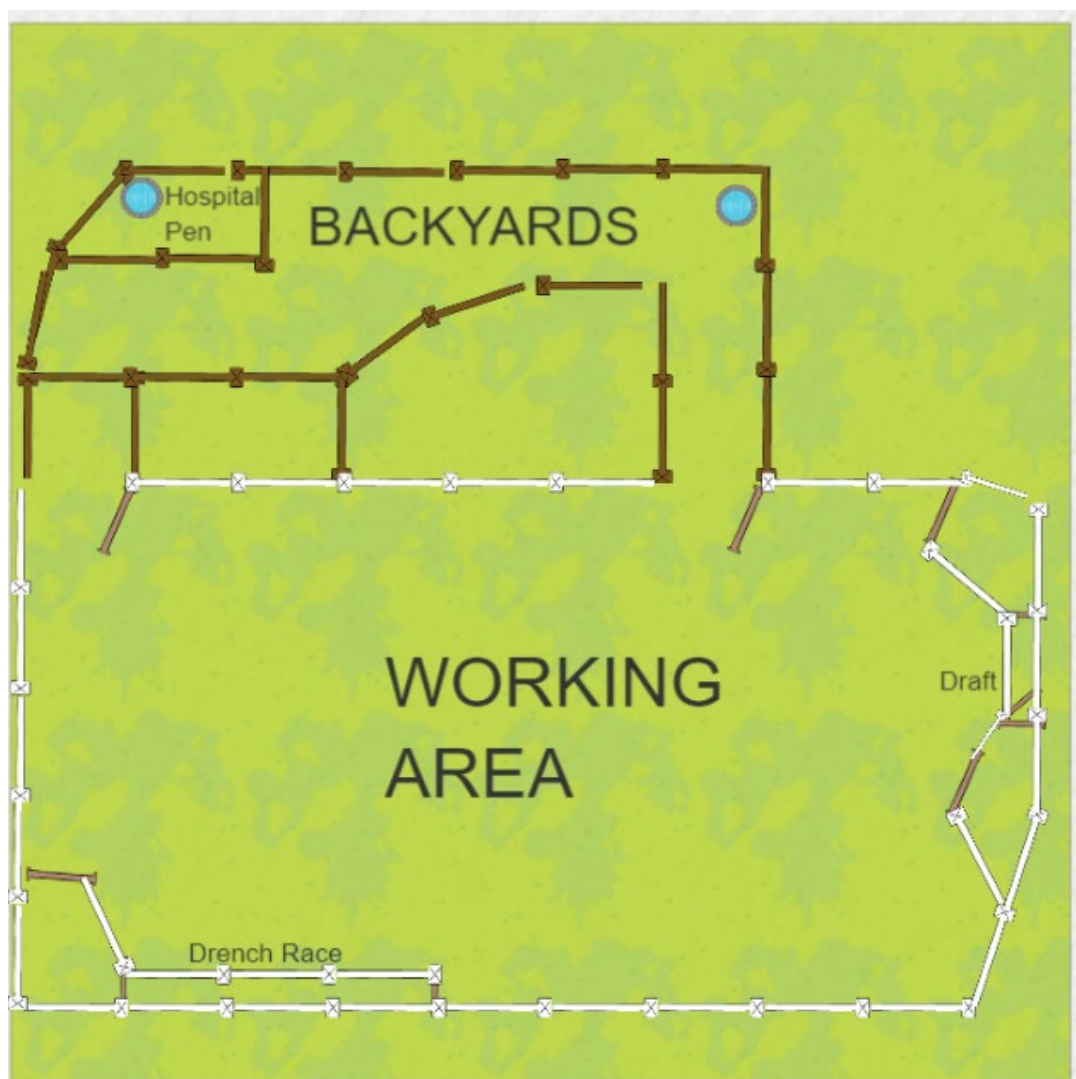
20.4 Course MAY include

- Loading Ramp
- Draft
- Trailer/Truck
- Any object reasonably expected in a farm's yards.

20.5 Remember to consider class when designing a course. Encourage and Maiden dogs are less experienced and the course should therefore be less complex.

20.6 There must be no sharp objects or safety hazards for any animal or person in the ring. Ideally, all gates should swing with easy to operate latches.

20.7 An example of a yard course design can be:-



21. Designing a Utility Course

21.1 Utility courses combine paddock work and yard into one competition.

21.2 The course must include a cast, lift and draw and there must be a minimum of three (3) obstacles in the paddock section and can be any combination of the following:-

- Winding peg
- Bridge
- Gap
- Race
- Pen
- Any obstacles likely to be found in a paddock situation on a property

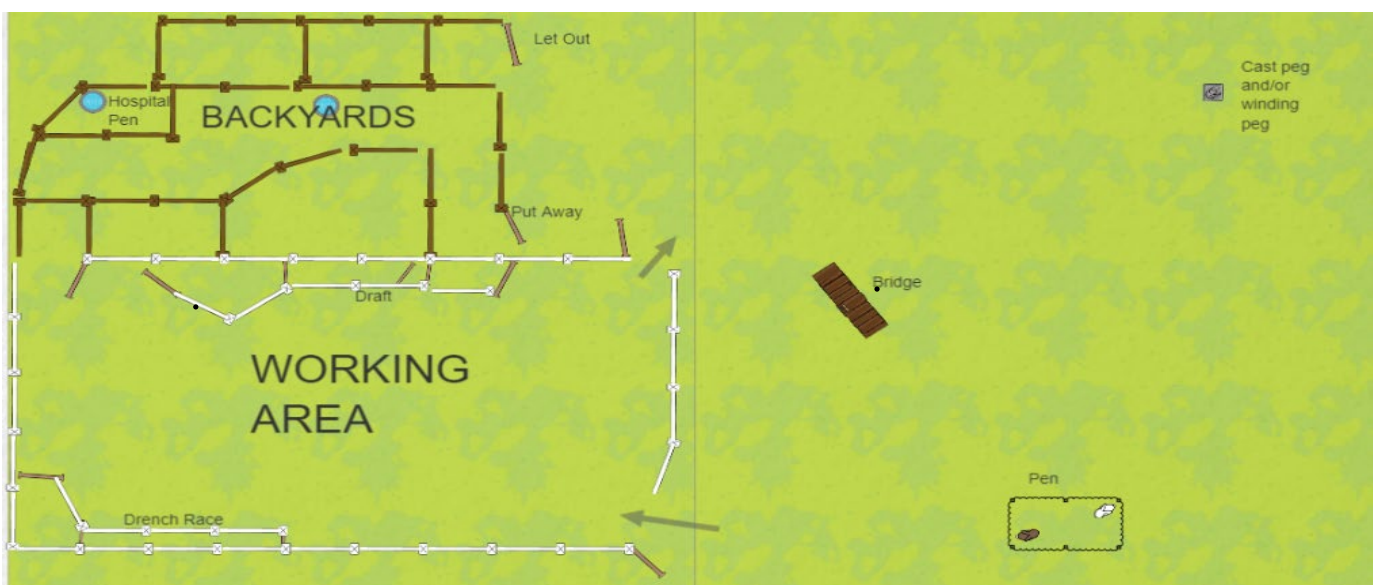
21.3 The yard section MUST include:-

- Gather of stock
- Drenching race
- Drafting race

21.4 The yard section MAY include:-

- Trailer/truck
- Ramp
- Fill woolshed
- Put away
- Any obstacle found in farm yards.

21.5 Utility Course Design Sample



22. Risk Management

- 22.1 Understanding risk and the chances of it occurring has become second nature to organising any event. All trial organising committees and any other person in a position of authority at a trial should be aware and familiar with the Trial Organisers Pack, the QYUTA Competition Rules, policies and procedures.
- 22.2 Consider the course and grounds from all perspectives to highlight any potential problems. These perspectives should include the judge, the competitor, the dog, the livestock, the public and the backyard volunteers.
- 22.3 Annexure A – Form 6 Event Checklist/Risk Assessment Form
- 22.4 Should an incident occur at the event, trial organising committees are required to complete an Incident Form (Annexure E).

23. Venue

- 23.1 Consider venues that are suitable for:-

- Stock access by vehicle
- Sound yards
- Spectator fencing
- Public Facilities
- Parking

24. Livestock

- 24.1 Animals must be sufficiently healthy to participate in the event. Weakened animals are more likely to be hurt during transport or in competition. Do not allow low numbers of available animals sway your decision to not postpone a trial. If animals are injured or die during an event this reflects poorly upon the trial organising committee, QYUTA and the sport as a whole.
- 24.2 Financial compensation for the loss of stock must be agreed upon with the owner before the start of the event.
- 24.3 Trial organising committees should be aware that if during the course of the trial, the actions of the competitor/dog contribute to the death of an animal, the competitor will be liable for the agreed market value of the animal. In all other cases during the course of the trial, the trial organising committee will be liable.
- 24.4 It is good practice to remind competitors of competition rule 17.3.
“If during the course of the trial, the actions of the handler/dog contribute to the death of an animal, the handler will be liable for the agreed market value of the animal.”

25. Transport

25.1 An accident during transportation is always a risk. To minimize this, it is important that the trial organising committee utilise an experienced and responsible transport company. The owner of the livestock may recommend a transport company.

25.2 Incidents to be aware of include but are not limited to:

- Overloading
- Collapsing decks

25.3 It is suggested that if assistance is required in the loading and unloading of livestock that, if required, one (1) experienced stock handler is designated to assist the truck driver/s at both ends of the journey.

26. Yards

26.1 Yards must be sturdy and capable of containing the stock being used. Sharp edges, wire and any other hazards must be eliminated or minimised.

26.2 It is suggested that there is a secondary fence or visual barrier to keep spectators away from the ring side and out of harm's way.

27. Spectators

27.1 It cannot be assumed that spectators will position themselves in a safe manner that does not affect the running of the trial. It is suggested that areas where spectators can congregate be clearly marked, this area should also be away from anywhere 'lost' sheep might jump or run to.

27.2 Competitors are to be aware that mingling with a crowd could elicit a bite from a dog and to avoid taking their dog/s through large groups of people. Trial organising committees should provide an area where competitors can empty out their dogs.

28. Animal Welfare

28.1 There is a duty of care to all animals involved in our sport.

28.2 Be sure to induct backyard volunteers to how the yards should work. **LESS IS BEST.** Where possible, the less people, less movement and less noise the stock are exposed to, the calmer they will remain and be less likely to injure themselves or others.

28.3 QYUTA has developed a policy on animal welfare and trial organising committees are requested to familiarise themselves with this policy. This policy is summarised as follows:-

- No tolerance for animal cruelty;
- Adhering to all legislation policies and regulations;
- No tolerance for mistreatment of stock or dogs and their welfare (including failure to aid a distressed animal), and
- Yards to be designed in a manner that considers welfare of the dog and stock.

29. Weather Policy

29.1 In addition to the above Animal Welfare, weather conditions should be taken into consideration when running a trial.

29.2 See Competition Rules 17.14 and 17.15

29.3 On trial days where the weather and circumstances may cause distress or harm to the stock, workers or dogs, a meeting of the Judge, Stock Owner (or their representative) and Organizer will decide if it is safe to continue.

29.4 Weather that may affect trial running includes but is not limited to:

- Excessive heat
- Excessive humidity
- Electrical storm
- Heavy rain or hail
- Excessive wind
- Excessive mud or ice on the ground
- Integrity or safety of the yards and surroundings

29.5 If any of these conditions are a concern, the trial should not proceed, and any nominations be refunded. Trial organising committees are encouraged to contact the QYUTA Secretary to discuss their concerns prior to making a final decision.

30. Coronavirus (COVID 19)

30.1 Trial Organisers are encouraged to review the Queensland Government website for any updates to [health alerts](#). Trial Organising committees should also ensure they have reviewed the [COVID-19 Symptoms Summary Sheet](#) from the Queensland Government.

- 30.2 As a trial organising committee you should review your continuity plans and ways you can mitigate the risks associated with COVID-19.
- 30.3 Consider safety measures including during the welcome to triallers at the commencement of the trial that you enquire with triallers that no one feels ill and that no one has been in contact with a person who has tested positive to COVID-19 in the past 5 days.
- 30.4 Trial organising committees should be observant during the course of the trial if the health of any handler deteriorates.

31. Social Media & Event Flyer

- 31.1 Trial organising committees are encouraged to promote their event by producing an event flyer. A sample event flyer is attached at Annexure D. QYUTA can provide assistance to trial organising committees in producing an event flyer.
- 31.2 QYUTA will promote the affiliated event on their website and social media pages. Trial organising committees are encouraged to setup their own Facebook page and post to this page trial updates and the trial draws.

32. Trial Report

- 32.1 At the conclusion of the trial, the Organising Committee is asked to submit a trial report to the Management Committee. This report will be used in the Association's newsletter. A report form is included in this Trial Organiser's Package.

33. Complaints

- 33.1 A complaint can be made by a member of the public or a competitor attending the trial.
- 33.2 Trial organising committees should endeavour to resolve a complaint received by a member of the public on the day. Notwithstanding any such complaint received from a member of the public has been resolved, all complaints must still be reported to the QYUTA Secretary on the form attached as Annexure F – QYUTA Affiliated Trial Complaint Form.
- 33.3 If a complaint is received from a competitor, the QYUTA competition rules at rule 19 set out the procedures to be followed.

34. First Aid

- 34.1 First Aid kits should be available at key places and checked before the event that it is current and well stocked.
- 34.2 Animal first aid should be at hand in the backyards as well and should include a wound treatment spray – useful to both treat any bites or minor injuries that may happen but also mark any animals that are lame or limited. Such animals should be sectioned off into a hospital yard and have food and water available.

35. Volunteers

- 35.1 Volunteers are covered at affiliated events by our Voluntary Workers Insurance Policy (See 5. Insurances).
- 35.2 Organisers should have a sign in sheet, so that each person is accounted for, in case of emergency or incident.
- 35.3 It is to be noted that the policy has upper age limitations for those volunteering aged 75 or older. This affects payout in case of incident, not excluding these individuals from volunteering.

Annexure A – Form 6 Event Checklist/Risk Assessment Form

Queensland Yard & Utility Trial Association Inc.
Form 6 – Trial/Event Planning Checklist & Risk Assessment Form

Event Name:	Event Location:
Event Start Date:	Event End Date:
Name of Person Completing Checklist:	Telephone #:

This checklist serves as a guide to ensuring that Trial Organising Committees (TOC)/Event Organisers (EO) identify hazards and risks. This checklist will assist them in the identification and management of risk. The completion of this Event Planning Checklist/Risk Assessment Form is a mandatory requirement of QYUTA. This form is to be available for inspection at the event sections 39 to 41 are to be completed past event.

Hazard/Risk	Yes	No	N/A	Comments (if applicable)
Extreme Weather Conditions				
1. Are the conditions hot? If YES then implement the hot weather policy, maintain hydration facilities to dogs and livestock. Ensure adequate shade is provided. Encourage the use of sunscreen, hats, sunglasses and protective clothing. Ensure there is adequate rotation of volunteer workers and implement more frequent breaks for the judge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1a Is shade available for volunteers, sheep and dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1b Is water available for dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the conditions cold? If YES then implement the cold weather policy, ensure adequate shelter is provided. Encourage the use of protective clothing. Ensure there is adequate rotation of volunteer workers and implement more frequent breaks for the judge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2a Is shelter available for the volunteers, sheep and dogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a risk of bushfires? If YES, then be aware of the threat, ensure an escape route is planned and that vehicles have sufficient fuel to leave the threat area. Consider cancelling trial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3a Is it a day of severe fire danger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3b If severe fire danger is forecast, are all competitors, judges, volunteers and public aware of a safe escape route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there the threat of storms? If YES, monitor weather reports from the BOM. Cease event and ensure all persons are under shelter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yards				
5. Are there any obvious hazards – eg trip hazard, including behavior of animals and any sighting of snakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5a Are all competitors, judges and volunteers aware of these hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are the yards secure? eg loose wires, dropper caps, sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Form 6 – Trial/Event Planning Checklist & Risk Assessment Form

Hazard/Risk	Yes	No	N/A	Comments (if applicable)
7. Are all yards adequate to secure livestock? (Safe, appropriate height, no hazards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7a Do all gates and latched work properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Has Spectator safety been reviewed? <ul style="list-style-type: none"> • Have spectators been separated from high risk areas? • Are fences appropriate height to prevent animals and spectators mixing? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Have all volunteers in the let out/backyards been inducted as regards low stress stock handling and safe manual handling practices and signed attendance sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are all volunteers prepared to rotate tasks and take regular breaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Can escaping livestock be contained effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is Perimeter fencing adequate to prevent livestock from entering public area and roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Livestock & Working Dogs				
13. Have livestock been inspected for condition upon arrival?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are all livestock sound and fit for purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Is adequate water and feed available (where appropriate) for livestock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Shade and shelter for livestock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is a hospital pen available for sick/injured livestock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is there a plan for the treatment or removal of injured livestock or working dog?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. All appropriate paperwork regarding livestock and transport completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Where possible hessian or similar is to be placed between trial course and livestock holding area/let out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. All dogs competing in general good health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Discussion with judges re importance of animal welfare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COVID 19				
23. Has the Qld Health website been reviewed for any updated concerning health alerts for COVID?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Is a copy of the COVID 19 Symptoms Summary Sheet clearly on display and accessible by all competitors, volunteers and judges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid				
25. Is a first aid kit available and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Queensland Yard & Utility Trial Association Inc.
Form 6 – Trial/Event Planning Checklist & Risk Assessment Form

Hazard/Risk	Yes	No	N/A	Comments (if applicable)
26. Are all competitors, volunteers and judges aware a first aid kit is available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____			<input type="checkbox"/>	
27. List the names of person/s with first aid qualifications				

28. Identify the nearest medical facility:				
Insect Carrying Diseases				
29. Are all competitors, judges and volunteers aware of these and the need to wear protective clothing and insect repellent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General/Administration Matters				
30. Has Affiliation fee been paid to cover event for insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Have you verified that all competitors are current QYUTA members incl day members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Are all competitors financial members (excluding day members).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Day membership forms, incl waiver and day membership fees have been received by TOC/EO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Is there a designated and signed "Assembly Area" in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Briefing of all involved and in attendance of exit points and assembly area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Course inspection by Judge and TOC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Refreshments organised for Judge, Volunteers and Officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Has the Risk Management Plan Policy been reviewed. 38a If no, please provide an explanation.				
Post Event				
39. Did any reportable incidents/complaints occur? If Yes ensure an Incident/Complaint Form is completed and submitted to QYUTA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. All borrowed equipment/signage returned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. All documentation/results submitted to QYUTA Sec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signature of person completing form	_____		Date Completed:	_____
QYUTA Admin	QYUTA Date Received _____		QYUTA Checked	_____
QYUTA Admin	Is a form 4A Affinity Incident required & reportable?:		Date reported to Affinity	_____
	YES <input type="checkbox"/>	NO <input type="checkbox"/>		

Annexure B – Sample Nomination Form

NoWhere Yard Dog Trial
15 – 16th of June 2033
CLOSING DATE 10TH JUNE 2033
NoWhere Showgrounds
HANDLER: _____

Dog	Encourage (\$XX)	Maiden (\$XX)	Novice (\$XX)	Open (\$XX)

TOTAL DUE: _____

Address: _____

Contact : _____

Email : _____

Please contact Joe Blo 04***** or joeblo@exampleemail.com
By signing below I agree:

Notice to Competitors

By submitting this entry form the competitor, who must be a current member of QYUTA, acknowledges that they will not hold QYUTA, its management committee, its members nor the Trial Organising Committee responsible for any illness or injury that may occur as a direct or indirect result of attending this trial.

The competitor accepts that working with livestock may put the competitor at risk of illness or injury and that in attending this trial, I accept that I may be injured from both foreseen and unforeseen events associated with working livestock and dogs.

The competitor/owner of the dog certifies that the entered dog/s is/are not a hazard to any persons, livestock or property.

The organisers reserve the right to alter or cancel the program at any time.

- I will not hold the organisers or QYUTA responsible for any injury, loss or damage.
- I will abide by QYUTA competition rules, Code of Conduct and all relevant policies
- I give leave for any photos taken by QYUTA or Trial Organisers can be used to promote the sport and for sponsors' own use.
- I will conduct myself in a sportsman-like manner

Annexure C – Sample sponsorship letter

NoWhere Yard Dog Trial

ABOUT US	NoWhere Working Dog Committee are hosting an event 15 th and 16 th of July. The committee is committed to making this an annual event and furthering the ability and comradeship of working dogs in our community.	
EVENT	<p style="text-align: center;">Special Prizes</p> <ul style="list-style-type: none"> • Lady Handler • Stockmanship • Encouragement Award 	<p style="text-align: center;">Yard Trial</p> <ul style="list-style-type: none"> • Encourage • Maiden • Novice • Open • Local
SCOPE OF ADVERTS	<ul style="list-style-type: none"> • Sponsor signs/banners spread all around trial arenas and trial grounds where possible. • Announcing *Business* sponsorship at all sponsored events • Word of mouth in everyday conversations • Links with social media • Promotion on social media 	
PROPOSED TEAM CONTACT	<p>Name</p> <p>Phone Number</p> <p>Email</p>	
COMMITMENT TO QUALITY	<p>It is in the Committee’s best interest for all those presenting to be dressed and to act in a professional manner.</p> <p>Our goal is to encourage all members to present a united front when it comes to sensible, safe and effective stock handling.</p>	
SUGGESTED METHODS OF SPONSORSHIP (Including but not limited to)	<ul style="list-style-type: none"> • Signs • Banners • Products for prizes and to sell • Sample products 	<ul style="list-style-type: none"> • Merchandise to sell • Merchandise for prizes • Monetary donations • Cross promotion on social media
EVENT SUMMARY	Detail what makes your event and location unique and how best you will promote the business/sponsor you are reaching out to.	

Annexure D – Sample event flyer

15 – 16 TH JULY 2023

NOWHERE YARDDOG TRIAL

NOWHERE
SHOWGROUNDS
POWERED CAMPING
AVAILABLE

CONTACT BOB LOWE
04XX XXX XXX
SAMPLE@NOWHEREYARD.COM

A WEEKEND OF GREAT
FUN & COMPETITIVE
SPORT

9AM SATURDAY

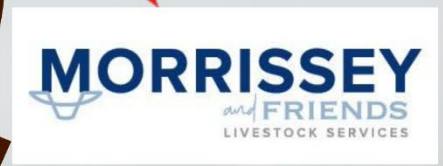
NOVICE & LOCAL

6PM FINALS UNDER
LIGHTS

SUNDAY

OPEN & ENCOURAGE

PRIZES FOR
STOCKMANSHIP &
HIGHEST POINTED
LADY HANDLER



Annexure E – Form 4 QYUTA Incident Report Form & Form 4A Affinity Form

INCIDENT REPORT FORM – FORM 4

INSTRUCTIONS

Fill out this form to report an incident that resulted in injury, illness or a near miss to person, livestock or dog. Please return completed form to: secretary@qyuta.com. If the incident may involve a potential public liability insurance claim, the Affinity Incident Report Form (Form 4A) will also need to be completed. Confirm with QYUTA President if this is required.



THIS FORM SERVES TO DOCUMENT: *tick all that apply*

<input type="checkbox"/>	INJURY	<input type="checkbox"/>	FIRST AID	<input type="checkbox"/>	INCIDENT	<input type="checkbox"/>	CLOSE CALL	<input type="checkbox"/>	OBSERVATION
INJURY TO: <i>tick all that apply</i>									
<input type="checkbox"/>	PERSON	<input type="checkbox"/>	LIVESTOCK	<input type="checkbox"/>	WORKING DOG				

INDIVIDUAL AFFECTED To be filled in by the Injured person / Involved, if possible

NAME OF PERSON COMPLETING FORM	PERSON FROM TRIAL ORG COMM	DATE OF REPORT

PERSON(S) INVOLVED	ANIMAL/EQUIPMENT INVOLVED

INCIDENT DETAILS

LOCATION	DATE OF INCIDENT	TIME

WITNESSES

--

INCIDENT DESCRIPTION Describe what was being performed and sequence of events. Attached additional pages as necessary

--

Was event/injury caused by an unsafe act (activity or movement) or an unsafe condition (livestock or weather)?

--

TO BE COMPLETED ONLY IF INJURY OR FIRST AID WAS REQUIRED

TYPE OF INJURY SUSTAINED:	
Was medical treatment necessary? If Yes, name of hospital / Doctor	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

PERSON INVOLVED SIGNATURE	DATE	TRIAL ORG COMM SIGNATURE	DATE

QYUTA USE ONLY	INCIDENT #:	DATE RECEIVED:	DATE CLOSED:
Reportable to Affinity	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, date Reported	

FORM # 4

VERSION: 1

LAST UPDATED: 19 December 2022

Annexure F – QYUTA Affiliated Trial Complaint Form

COMPLAINT FORM – FORM 3

INSTRUCTIONS

Fill out this form to make a complaint. Please return completed form together with the prescribed fee (if applic) to: secretary@qyuta.com



Name.....

Given Name

Surname

Address.....

Telephone #..... Email

COMPLAINT:
DATE OF INCIDENT:
LOCATION OF INCIDENT:
WHAT HAPPENED: <i>Further information may be attached on additional pages.</i>
WITNESSES: <i>Include anyone with knowledge of what happened.</i>

Signature:	DATE:
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QYUTA USE ONLY	REF #:	DATE RECEIVED:	DATE CLOSED:
FORM #3	VERSION:1	LAST UPDATED: 19 December 2022	

Annexure G – Trial Report Form

2023 NoWhere Yard Dog Trial					
OPEN					
Judge:					
Place	Handler	Dog	R1	F	Total
1					
2					
3					
4					
U/P					
NOVICE					
Judge:					
Place	Handler	Dog	R1	F	Total
1					
2					
3					
4					
U/P					
MAIDEN					
Judge:					
Place	Handler	Dog	R1	F	Total
1					
2					
3					
4					
U/P					
ENCOURAGE					
Judge:					
Place	Handler	Dog	R1	F	Total
1					
2					
3					
4					
U/P					
STOCKMANSHIP AWARD					
#	Handler				
1					
ENCOURAGEMENT AWARD					
#	Handler				
1					

Annexure H – Checklist

Organising Jobs

- Date Set
- Type and Classes Decided
- Affiliation Fee Paid
- Stock Organized
- Yards Organised
- Transport Organized
- Judges Organized
- Sponsors
- Nomination Form
- Risk Assessment Form
- Assistants / Volunteers Organised

Eve of Trial

- Draw
- Setup Yards and Course
- Stock Arrival
- Water Available for Stock
- Water Available for Dogs
- Paperwork Ready
- Assistants / Volunteers Prepped / Informed of Responsibilities

After the Trial

- Clean Up
- Return Borrowed Items and Gear
- Submit Reports to QYUTA
- Submit Extra Paperwork (if applicable) – Complaints, Incident Reports
- Wrap Up on Social Media, Sponsors and AWSDM Write Up

Annexure I – 2024 Annual Sponsors

Platinum Level Sponsors

- Enduro Pet Products
 - o QYUTA contact – Callum Storey 0488 776 047 / president@qyuta.com
 - o Bags of working dog biscuits

Gold Level Sponsors

- Sagro Working Dogs, Collars & More!
 - o QYUTA contact – Chloe Owen 0407 245 150
 - o PVC and bio-thane products / customized drinkware

Silver Level Sponsors

- Suttons Stockdog Supplies – **Sponsoring Best Performing Bitch**
 - o QYUTA contact – Chloe Owen 0407 245 150
 - o Working dog collars
- Surefoot Kelpies
 - o QYUTA contact – Chloe Owen 0407 245 150
 - o 1 day working dog training voucher

Bronze Level Sponsors

- CLEAR Dog Treats
 - o QYUTA contact – Chloe Owen 0407 245 150