



EVALUATOR PROGRAM

MANUAL

Version 1.0

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INTRODUCTION

Cyber Scent Work offers an opportunity for dog and handler teams to participate in the wonderful activity of Scent Work, earning titles and ribbons as well as opting to receive training feedback.

Cyber Scent Work offers two primary programs: Cyber Sniffing Games and Traditional Cyber Scent Work.

Cyber Sniffing Games offer individual skills-based challenges that test the skills dogs need to succeed in Scent Work trials. Instructors can easily integrate the Games into their regular classes.

Traditional Cyber Scent Work more closely resembles a formal Scent Work trialing experience. The Traditional program offers six levels of difficulty and four search elements (Interior, Exterior, Vehicle, Container).

There are two methods of submitting an entry to Cyber Scent Work:

Online assessment: Participants film themselves and submit videos of their searches to Cyber Scent Work where our Online Review Officials will review and score each entry video. Participants are provided an online scorecard which they may access via their dashboard. Participants may also opt to receive training feedback from the Online Review Official.

In-person assessment: Participants work in-person with an approved Cyber Scent Work Evaluator who will design and officiate the search, providing participants with a paper scorecard. The participant is then responsible for uploading a photo of this scorecard to the Cyber Scent Work website and paying the required recording fee to have their search counted toward any titles and ribbons.

WHY BECOME AN EVALUATOR?

Having the ability to further support your clients is an excellent reason to become an approved Evaluator!

Cyber Scent Work is a great addition to a Scent Work training program.

- Cyber Sniffing Games focus on individual skills and can be used as a great training exercise for a single class session.
- Both Cyber Sniffing Games and Traditional Cyber Scent Work can be offered as the final session in a multi-week class to assess the progress students have made.
- Approved Evaluators may offer in-person assessments during their private one-on-one lessons, in semi-private lessons, group training classes or as stand-alone large trialing events.
- Participants can track their progress toward earning titles and ribbons online through Cyber Scent Work. We take care of the administrative work of issuing title certificates and mailing ribbons to participants at no charge to the Evaluator.
- Students will want to continue their progress and may sign up for additional classes if Cyber Scent Work in-person assessments are offered.
- Approved Evaluators may offer Cyber Scent Work in-person assessments whenever it works best for their schedule, without the need for prior approval.
 - Instructors who are approved Evaluators can decide at their convenience when they want to offer a Cyber Scent Work assessment during one of their weekly classes. Alternatively, Evaluators can offer a separate event from their weekly classes.
 - Evaluators who are speakers may choose to offer in-person evaluations after their seminars or workshops.

This flexibility means Evaluators can offer what their clients need, further build their own training program and potentially generate additional income from such events.

EVALUATOR RESPONSIBILITIES

Cyber Scent Work Evaluators are responsible for designing and officiating Cyber Sniffing Games and Traditional Cyber Scent Work in-person searches.

SEARCH SETUP

Evaluators are responsible for setting up searches in compliance with the Cyber Scent Work Rules. Evaluators must ensure they are using the most recently

published version of the Rules. Changes to the Rules are infrequent, but new Games may be added to the Rules periodically. Evaluators should monitor their emails from Cyber Scent Work to keep up with the latest announcements.

Pay careful attention to the detailed requirements laid out in the Rules. Each type of search has its own one-page summary listing the requirements for the setup. Evaluators are encouraged to print and bring these one-page summaries to their events.

Search setups should be fair and not intentionally designed so that only a few participants will pass. Search setups should utilize best practices for search area cleanliness to avoid lingering odor from past searches. Please see the Rules for more details on search area requirements and refer to the Evaluator Certification course for more details on guidelines in designing and officiating a given search.

Evaluators are responsible for choosing and designing search areas, running and officiating the searches. Evaluators agree to take the necessary care and steps to ensure the safety of all participating dogs and handlers as well as any volunteers or public. Evaluators are not employees, representatives or agents of Cyber Scent Work, Inc. and release Cyber Scent Work, Inc., any employee, officers, directors, representatives or agents from any liability or responsibility.

SCORING A SEARCH

Evaluators will provide each participant with a paper scorecard. Evaluators are not required to keep a copy. Participants must submit a photo of the completed scorecard to Cyber Scent Work to earn any titles or ribbons; this is not the responsibility of the Evaluator.

Take care to make sure that all the information on the scorecard is complete and accurate, and that it contains your Evaluator number, date and signature. Participants must ensure they provide the dog's name and Cyber Scent Work registration number. No items on the scorecard should be left blank.

For Game entries, please ensure that both the Game Type and Game Title accurately reflect the name as listed in the Rules. Many Games have similar names, and it is critical that the exact name is captured correctly on the scorecard as this will impact the specific title that is earned.

The scorecard contains an optional “Evaluator Comments” field should you decide to provide additional feedback to the participant.

You may choose to print out blank copies of the scorecard and fill in all items completely during the search. Alternatively, you may seek to pre-populate some of the informational fields ahead of time before printing copies (e.g., Game Type, Title, Evaluator Number, etc.). The PDF scorecard document includes dropdown selections to help speed up this process.

Cyber Sniffing Games and Traditional Cyber Scent Work have different scoring criteria as outlined in the Rules. Evaluators are expected to apply their knowledge and expertise when officiating searches. While faults and disqualifications are possible, Evaluators should not strive to identify ways to penalize participants. The Evaluator’s decision is final in all searches.

Details on how Evaluators may officiate and score various searches are covered in the Evaluator Certification course.

Evaluators may refer participants to the instructions at the bottom of the scorecard which provide directions for uploading their scorecard to Cyber Scent Work.

FEES

Cyber Scent Work does not collect entry fees from Evaluators.

Cyber Scent Work collects all recording fees directly from participants.

Participants receiving a qualifying score from an Evaluator may choose to submit their qualifying entry to Cyber Scent Work where they will pay a recording fee to receive credit toward earning titles and ribbons.

Evaluators should never collect recording fees from entrants on behalf of Cyber Scent Work. Participants are required to pay the recording fee directly to Cyber Scent Work during the scorecard upload process and participants will be unable to complete that process without paying during checkout.

Evaluators may charge participants for acting as an Evaluator. Evaluators set their own rates and there is no minimum or maximum rate required by Cyber Scent Work.

Some Evaluators choose not to charge for their services. This is more common among Scent Work instructors who conduct Cyber Scent Work-compliant searches during their regular class time and simply use Cyber Scent Work as a fun way to keep students engaged and increase client retention. This allows all students in class to participate in the search exercises at no additional cost, while only those students interested in Cyber Scent Work will upload their scorecards and pay a recording fee to Cyber Scent Work.

Alternatively, Evaluators may set up a separate class or trial date for Cyber Scent Work searches and charge participants an admission fee to attend.

Evaluators that choose to charge a separate fee must make the pricing clear in advance for participants. Specifically, Evaluators must clearly explain that their fees cover access to the search area and judging fees, but that participants will still be charged a recording fee directly by Cyber Scent Work.

Any announcements or notices with pricing information should also mention that those fees do not include the additional recording fee required by Cyber Scent Work.

The current recording fee is \$15.00 per entry.

HOW TO BECOME AN EVALUATOR

QUALIFICATIONS

Evaluators are experienced professionals with a focused attention to detail, who can administer the program rules (Games or Traditional) fairly and accurately.

Evaluators must meet at least one of the following criteria:

- 3 years of experience as a Scent Work instructor
- Be an approved and active Scent Work trial official
- Be a professional detection dog trainer and/or handler

Evaluators must be familiar with the Rules of the program they will be offering (Games or Traditional).

Evaluators must be 18 years or older and be physically able to complete the tasks of designing and officiating searches.

APPLICATION PROCESS

Complete the [Evaluator Application](#) and submit the \$25.00 application fee.

Choose whether you are seeking approval as a Cyber Sniffing Games Evaluator, Traditional Cyber Scent Work Evaluator or both.

Cyber Scent Work will review your Evaluator Application and contact you within 7 business days.

Upon approval of your application, you will be required to complete the Evaluator Certification course. This will provide you with helpful information when designing and officiating your searches. This course is offered through Scent Work University for a \$65.00 fee.

The final step in the approval process is to complete a multi-choice open book online exam for your preferred program (Cyber Sniffing Games, Traditional Cyber Scent Work or both). Cyber Scent Work will score the exam and contact you within 7 business days with the results.

Once fully approved, you will receive an Evaluator number, which must be included on all completed scorecards, and you may begin to offer in-person assessments.

You may check the status of your Evaluator application and approval process through your account on the Cyber Scent Work website.

Approved Evaluators may opt to be included in the public Cyber Scent Work listing of approved Evaluators, add a short bio write-up and the profile photo.

MAINTAINING GOOD STANDING

CSW Evaluators are approved for a 3-year term.

There are no continuing education credits required.

Any Evaluators that have been inactive for more than one year without having evaluated any entries may be required to retake the test again. This ensures our Evaluators are familiar with the latest Rules.

Evaluators should be friendly, respectful and considerate of others. Evaluator approval may be revoked at any time at the sole discretion of Cyber Scent Work.

A few examples of areas that could lead to termination of an Evaluator's credentials include:

- Conducting searches that are not compliant with Cyber Scent Work Rules.
- Unprofessional conduct toward participants, assistants, volunteers or the public.

You may check your current standing on your Evaluator dashboard. The dashboard will provide the expiration date of your credentials and whether you are approved for Games, Traditional or both.