



# **EVALUATOR PROGRAM**

## **MANUAL**

### **Version 1.1**

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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 all while earning titles and ribbons.

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 directly to Cyber Scent Work to review and score each entry video. Participants are provided an online scorecard which they may access via their dashboard.

**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 count 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.

Approved Evaluators may offer Cyber Scent Work in-person assessments whenever it works best for their schedule, without the need for prior approval nor paying any event fees to Cyber Scent Work.

Participants may track their progress toward earning titles and ribbons online through their account on the Cyber Scent Work site. Cyber Scent Work issues title certificates and mails any earned ribbons directly to the participants at no charge to the Evaluator.

Possible ways Evaluators can leverage Cyber Scent Work in their program:

- The Cyber Sniffing Games Program focuses on individual skills which may serve as excellent training exercises for Evaluators to incorporate into their classes or programs.
- Evaluators may use Cyber Sniffing Games and Traditional Cyber Scent Work in-person assessments at the end of a given class session to test their client's progress.
- Evaluators may find that their client wish to continue their progress and sign up for additional classes if Cyber Scent Work in-person assessments are offered.
- Evaluators may opt to offer an in-person assessment during one of their weekly classes or as a separate event.
- Evaluators who are speakers may choose to offer in-person evaluations after their seminars or workshops.
- 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 trials and events.

This flexibility means Evaluators can offer what their clients need, further build their own training program, and potentially generate additional income from hosting in-person assessments.

## **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 Sniffing Games and/or Traditional Cyber Scent Work Program Rules and Regulations ("Rules"). Evaluators must ensure they are using the most recently

published version of the Rules. Changes to the Rules are infrequent, however, Evaluators should monitor their emails from Cyber Scent Work to keep up with the latest announcements.

Evaluators must 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.

Evaluator should review 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 members of the 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**

The Cyber Sniffing Games and Traditional Cyber Scent Work Programs 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 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.

Evaluators must take care to ensure all the information on the scorecard is complete and accurate, including the Evaluator's 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.

Should a scorecard submitted to Cyber Scent Work be incomplete, this will require Cyber Scent Work to reach out to both the client and Evaluator for clarification.

For Game entries, Evaluators must ensure both the Game Type and Game Title accurately reflect the name as listed in the Rules. Many Games have similar names, thus 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. Evaluators are welcome to provide feedback but are not required to do so.

Cyber Scent Work will provide blank and pre-populated versions of the scorecard files for the Cyber Sniffing Games and Traditional Cyber Scent Work Programs. These files will be available on the Evaluator Dashboard on the Cyber Scent Work website.

Upon providing the completed scorecard to a participant, Evaluators may direct their attention to the bottom of the scorecard as this will provide some information on how to submit this to Cyber Scent Work.

Should a participant earn a non-qualifying score during an in-person assessment, they do not need to submit this scorecard to Cyber Scent Work.

Only qualifying scorecards will be processed.

## **FEES**

Cyber Scent Work does not collect entry fees nor event 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. Participants will pay a recording fee directly to Cyber Scent Work 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. Participants will be unable to complete this 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.

Evaluators may 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. These Evaluators are using Cyber Scent Work to keep students engaged and increase client retention. In this scenario, participants may tackle the searches at no additional cost during the class. Those interested in earning titles and ribbons with 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 who 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 in-person assessment entry.

# HOW TO BECOME AN EVALUATOR

## QUALIFICATIONS

Evaluators are experienced professionals with a focused attention to detail, who can administer the Rule 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 (Cyber Sniffing Games and/or Traditional Cyber Scent Work) they will be offering.

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.

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

## **MAINTAINING GOOD STANDING**

Cyber Scent Work 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.

Evaluators may check their current standing on their Evaluator dashboard.

## **ASKING QUESTIONS**

Evaluators are encouraged to reach out to the President of Cyber Scent Work, Dianna L. Santos at [dianna@cyberscentwork.com](mailto:dianna@cyberscentwork.com) with any questions they may have.