

2018 Water Trial Manual Changes

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Add Working Water Dog Excellent Certificate... 17

Page 10, Following Working Water Dog

Working Water Dog Excellent (WWDX)

Dog and handler will qualify two more times at the Working Water Dog level at two different sites under two different judges.

Page 19, following last WWD exercise

WORKING WATER DOG EXCELLENT CERTIFICATE

To attain the Working Water Dog Excellent certificate, dog and handler must qualify two more times at the Working Water Dog level. At least one of the three qualifying performances must be at a different site than the other two, and at least one of the three qualifying performances must be under a different judge than the other two (minimum of 2 different sites and 2 different judges). It is not necessary that the dog be handled by the same person in all three qualifying trials. Working Water Dog Excellent is an optional certificate. Only the Working Water Dog title is required for a dog to advance to the Courier Water Dog level.

Page 35, Under Duties of the PWDCA

Duties of the PWDCA

The PWDCA Water Trial Committee ("PWDCA Committee") shall review and rule on the acceptability of all applications to host a sanctioned water trial, shall maintain a record of all sanctioned water trials, shall maintain the judge's worksheets for each such trial as forwarded to the PWDCA Committee by the water trial host, shall maintain a record of all certified and titled dogs, shall provide to the owner(s) of each such dog certificate(s) reflecting the certification or title(s) earned by the dog and shall publish attainment of such certifications/titles in THE COURIER.

The PWDCA shall permit the use of the highest water title earned by a dog following the dog's registered name and AKC titles in all official PWDCA publications. (The Junior Water Dog and Working Water Dog Excellent certification and Master Water Dog program are not considered titles for this or any other purpose.)

Page 37, first paragraph, second sentence

The PWDCA shall be empowered to certify as a Junior Water Dog, Working Water Dog Excellent, or award the title of Apprentice Water Dog, Working Water Dog, Courier Water Dog or Courier Water Dog Excellent, or award the Master Water Dog to any purebred Portuguese Water Dog individually registered with the AKC or individually registered with a foreign registry organization recognized by the AKC or any Portuguese Water Dog with an AKC PAL/ILP (Purebred Alternate

Listing/Indefinite Listing Privilege) number who passes the relevant test exercises set forth in this Water Trial Manual.

Page 46, first paragraph

A dog may enter the Apprentice Water Dog titling level without having a Junior Water Dog Certificate if it is at least 12 months of age on the day of the trial (or as outlined in the first paragraph of this section). A dog must have earned an Apprentice Water Dog title in order to be eligible to enter the Working Water Dog level. A dog must have earned a Working Water Dog title (Working Water Dog Excellent is an optional certificate and is not required) to be eligible to enter the Courier Water Dog level. A dog must have earned a Courier Water Dog Excellent title to be eligible to enter the Master level. No dog may be entered more than once at the same test level at a trial.

Page 46, Non-regular Entries:

Non-regular entries received before the closing date includes "exhibition entries". These are entries of: (1) dogs that have earned titles/certificates at the level entered more than 30 days before the trial date, including Working Water Dog Excellent entries, (2) dogs that have earned a title before the trial date and are entered at the Junior Water Dog level. Non-regular entries also include: (3) entries received after the closing date ("post entries"), including day of trial entries, (4) day of trial move-ups and (5) any other entries which do not qualify as regular entries.

The Host Committee shall decide whether and under what circumstances any non-regular entries will be permitted at a trial and must provide this information in the premium list.

Page 50: Grievance Procedure

A grievance is a protest of the action or inaction of any water trial official, participant or spectator. Examples of such actions are (but are not limited to):

- Mistreatment of a dog by its owner
- Altercations/verbal abuse/harassment of any officials, stewards or exhibitors
- Refusal to follow judge or trial official's directions or instructions
- Double handling of any dog

Grievances must be filed no later than one hour following the completion of the day's judging. Grievances pertaining to an occurrence on the official practice day for a water trial (immediately preceding a water trial) must be filed no later than one hour following the completion of the first day's judging. Grievances must be filed utilizing the Grievance Form, available with the Trial Secretary or on the PWDCA website.

If a grievance filed on the day of the trial involves an obvious violation of the water trial rules, the Host Committee will immediately convene to make an effort to resolve any issues raised. At least three members of the Host Committee shall be present during the trial and up until one hour following the conclusion of each day's judging to resolve any grievances.

If the Host Committee is unable to resolve any filed grievances on the day of the trial (due to the absence of witness statements when the Host committee convenes), the Trial Secretary or Trial Chair will forward a copy of any unresolved grievance to the Host Committee and to all parties named in the grievance within 72 hours of the conclusion of the trial. The Trial Secretary or Trial Chair will advise the parties that they may respond to the grievance in writing and notify them of the date by which any such written statements must be received by him/her. This date must be not later than 7 days after the date on which the Trial Secretary or Trial Chair sent the grievance to the parties. Members of the Host Committee may interview parties named in the grievance or any other persons having information regarding the protested incident and will make written records of any such interviews. All such statements and records shall be forwarded to all members the Host Committee, along with a report of any observations personally made in the course of investigating the grievance. Any members of the Host Committee which are named in the grievance (as either a witness, complainant, or respondent) may recuse him/herself from the deliberation of evidence.

After consideration of all the statements and other evidence forwarded to it, the Host Committee will adopt a resolution stating its findings, deciding the issues raised by the grievance and recommending any disciplinary action it deems appropriate. A copy of the resolution shall be sent to all parties named in the grievance within 3 days of the resolution and shall be included with the Trial Report.

For all grievances, the PWDCA Committee shall do one of the following:

1. Uphold the Host Committee's decision and recommend disciplinary action to the PWDCA Board of Directors if appropriate;
2. Return the grievance to the Host Committee for reconsideration or further investigation (with instructions as to the reason(s) reconsideration is

- appropriate and what further investigation, if any, is necessary); or
3. Overrule the Host Committee's decision and substitute its own decision, which may include recommendation of disciplinary action by the PWDCA Board of Directors.

Notice of the PWDCA Committee's decision must be sent to the Host Committee and all parties named in the grievance within 10 days after the date of the decision.

Appeal Process: Any person dissatisfied with the Host Committee's findings or decision may ask that the matter be reviewed by the PWDCA Committee. The request for review must be in writing and must be received by the PWDCA Committee Chairperson within 7 days after the date on which the Host Committee sent copies of its resolution to the parties.

The PWDCA Committee will review the appeal and all documents included in the Trial Report and make a decision on the grievance within 21 days after the PWDCA Committee Chairperson's receipt of the appeal. The PWDCA Board of Directors is to be notified of any appeal request and the decision made on it immediately following PWDCA Committee action.

Disciplinary Action - Grievances

The PWDCA Committee shall forward to the PWDCA Board of Directors any recommendation of PWDCA disciplinary action in connection with a grievance, whether received from a Host Committee or generated by the PWDCA Committee in review of a grievance. At its next meeting following receipt of any such recommendation the PWDCA Board of Directors shall consider the recommendation. All parties named in the grievance shall be notified in writing of the PWDCA Board's decision on any such recommendation.

The PWDCA Board of Directors has the authority to institute disciplinary action against any person or organization violating the water trial rules. Such action may include, without limitation, suspension of PWDCA membership or eligibility to enter/host sanctioned water trials and/or fines.

1. All grievances shall be made a permanent part of the record with the PWDCA.

**PWDCA WATER TRIAL REPORT OF PROTEST (GRIEVANCE) FORM
(PLEASE PRINT)**

Host Committee: _____ Date: _____

Name(s) of individual(s) filing grievance:

Name(s) of witness(es) of the incident:

This grievance is being filed against (circle): Judge Host Committee Individual

Name(s): _____

Please write a concise description of the action (or inaction) you think constitute an infraction of the Water Trial Manual. Please be as specific as possible when stating names of those involved, locations, and times of the alleged action (or inaction). Use the back if needed.

I affirm that the information on this form is true and that I personally witnessed the action/inaction described.

Signature: _____ Phone #: _____

email address: _____

Host Committee Use only:

Received by: _____ Date: _____

Official Capacity: _____ Time: _____

If for any reason the grievance cannot be resolved on the day of the trial, this report shall be forwarded to all parties named within 72 hours of the conclusion of the trial.

All resolutions by the Host Committee shall be forwarded to all parties named above within 3 days from the time of the resolution. A copy of all witness statements, this form, and the resolution shall be included in the Trial Report.

PWDCA WATER TRIAL DOG AGGRESSION OR GRIEVANCE WITNESS STATEMENT

Host Club: _____ Trial Date: _____

Witness Name: _____ Phone: _____

Witness email: _____

Check one: Grievance Dog Aggression

Please provide a concise description of the event(s), action(s) or inaction(s) that you witnessed in relation to the Grievance or Aggression incident. Please be as specific as possible when stating names of those involved, locations, and times of the alleged action/inaction. (Use the back of this page if needed.)

I affirm that the information on this form is true and that I personally witnessed the action/inaction described.

Signature: _____ Date: _____

PWDCA WATER TRIAL DOG AGGRESSION OR GRIEVANCE WITNESS STATEMENT

Host Club: _____ Trial Date: _____

Witness Name: _____ Phone: _____

Witness email: _____

Check one: Grievance Dog Aggression

Please provide a concise description of the event(s), action(s) or inaction(s) that you witnessed in relation to the Grievance or Aggression incident. Please be as specific as possible when stating names of those involved, locations, and times of the alleged action/inaction. (Use the back of this page if needed.)

I affirm that the information on this form is true and that I personally witnessed the action/inaction described.

Signature: _____ Date: _____

Page 53: HOW TO BECOME AN APPROVED PWDCA WATER TRIAL JUDGE

The Minimum Qualifications

1. Active or Foreign membership in the PWDCA for one year.
2. Handled a dog and attained all water titles through Courier Water Dog, on at least one dog at each level.
3. Participation in at least one water trial as a Host Committee member.
4. Completion of one observer judging assignment with satisfactory ratings, and approved by the PWDCA Water Trial committee.
5. Completion of two provisional judging assignments with satisfactory ratings, and approved by the PWDCA Water Trial committee.
6. Possession of a current copy of the PWDCA Water Trial Manual and working knowledge of the rules.

Process to follow to be an observer judge

1. The applicant completes Section One of the PWDCA Water Trial Judge Application, sends it to the PWDCA Water Trial Committee to receive permission to proceed. The PWDCA Water Trial Committee will approve or reject the applicant's request within 14 days.
2. The applicant submits a written request to observe the judging at a sanctioned trial to the trial's Host Committee Chair at least 8 weeks prior to the water trial date. A copy of the Application with Section One completed shall be forwarded to the Host Committee Chair.
3. The Host Committee Chair forwards the written request to the judge.
4. The judge and the host committee together shall decide to accept or reject the request within 14 days.
5. The Host Committee Chair will send written notice of such permission or refusal to the applicant.
6. The applicant shall complete Section Two of the PWDCA Water Trial Judge Application to the PWDCA Water Trial Committee within 7 days of receiving approval from the Host Committee.
7. The PWDCA Water Trial Committee will accept or reject the request and shall notify the Applicant and the Host Committee at least 4 weeks prior to the water trial date.

Observer judging assignments must be completed under a Supervisory Judge (as described at the end of this section). The observing assignment shall consist of a trial with entrants at all levels. CWDX and Master Water Dog are not required. In no event shall more than one observer judge or one provisional judge be allowed per approved judge at a single trial.

The observer judge is obliged to be attentive and involved but shall not interfere in any aspect of the trial. The observer judge will be provided with blank judge's worksheets for all entrants that are clearly differentiated from the worksheets of the officiating judge (e.g., different colored paper). The observer judge will mark each exercise independently of the supervisory judge. Conference between the supervisory judge and the observer judge may be conducted at the end of each exhibitor's test at the discretion of the supervisory judge. At the conclusion of the trial, the supervisory judge and the observational judge shall complete the Supervisory Judge Questionnaire and Applicant Judge Questionnaire, respectively. The Host Committee Chair or Secretary shall also submit written comments

regarding the applicant. These questionnaires, comments, and the observer judge's worksheets will be included in the trial report and sent to the PWDCA Water Trial Committee.

Observer judges will confirm the following before being approved to pursue provisional judging assignments:

1. That all data (date of birth, litter size, registration numbers and names) on litters bred or co-bred by dogs and/or bitches currently owned or have co-owned within the past five (5) years and in future years, have been and will be filed with the PWDCA Health and Litter Database.
2. All current health data on dogs and/or bitches currently owned or have co-owned within the past five (5) years and in future years, have been and will be filed with the PWDCA Health and Litter Database.

Process to follow to be a provisional judge

1. The applicant completes Section Three of the application within 14 days of the conclusion of the observational assignment and receives approval from the PWDCA Water Trial Committee to pursue the provisional judging assignment within 4 weeks.
2. The applicant submits a written request to provisionally judge a trial to the trial's Host Committee at least six weeks prior to the water trial date, along with a copy of their PWDCA Water Trial Judge Application. Section Three must be signed by a member of the PWDCA Water Trial Committee.
3. The Host Committee Chair forwards the written request to the judge.
4. The judge and the Host Committee together shall decide to accept or reject the request within 14 days
5. The Host Committee Chair will send written notice of such permission or refusal to the applicant and the PWDCA Water Trial committee within 10 days of approval.

Each provisional judging assignment shall consist of a trial with entrants at all levels. CWDX and Master Water Dog are not required. Each provisional judging assignment shall take place under a different Supervisory Judge. In no event shall more than one observer judge or one provisional judge be allowed per officiating judge at a single trial. An applicant may not observe and provisionally judge trials less than 6 weeks apart. An applicant may not provisionally judge trials less than 2 weeks apart.

It is strongly recommended that the applicant judge at least five (5) dogs at each level, over the course of the two provisional assignments. It is also strongly recommended that the applicant perform each provisional assignment in two of the three regions of the country, defined as follows:

East Coast (CT, DE, FL, GA, MA, MD, ME, NC, NH, NJ, NY, PA, RI, SC, VA, VT, WV)

Midwest (AR, AL, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, ND, NE, OH, OK, SD, TN, TX, WI)

West Coast (AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA, WY)

The provisional judge will conduct the briefings, run the tests, and judge the

teams. The Supervisory judge will be present ringside to monitor, offer assistance if necessary, and critique the provisional judge's performance at the conclusion of the trial. When a difference of opinion exists between a provisional judge and the Supervisory judge regarding whether or not a team earns a certificate, title, or award, the Supervisory judge shall have the authority to decide. The supervisory judge and the provisional judge shall complete the Supervisory Judge Questionnaire and Applicant Judge Questionnaire, respectively. The Host Committee Chair or Secretary shall also submit written comments regarding the applicant. These questionnaires, comments, and the provisional judge's worksheets will be included in the trial report and sent to the PWDCA Water Trial Committee.

Within 14 days of completing each Provisional assignment, the applicant shall complete Sections Four and Five of the PWDCA Water Trial Judge Application and send it to the PWDCA Water Trial Committee. The PWDCA Water Trial Committee will review the questionnaires and the trial secretary's report from the provisional assignments and determine whether the provisional judge has demonstrated competency as a water trial judge.

Upon receipt of all reports and judging worksheets, and a fully completed application to become an approved judge, the PWDCA Water Trial Committee may recommend the name of the applicant judge to the PWDCA Board for approval to judge PWDCA water trials. The Chairperson will also notify the PWDCA Board of any applicants who are not recommended for approval.

Supervisory Judge Requirements

An approved judge who has been a judge for at least five years, and has judged at least two trials in the past three years may be a Supervisory Judge. The Supervisory Judge shall also have judged a least seven (7) trials at three (3) different trial sites, and hosted by at least two (2) different regional clubs, excluding provisional assignments. A full list of Supervisory Judges may be found on the PWDCA website.

PWDCA WATER TRIAL JUDGE APPLICATION
(PLEASE PRINT)

SECTION ONE - INITIAL APPLICATION

To be completed prior to requesting an Observational Assignment

Name _____ Cell _____

Address _____

Email address: _____

Active or Foreign member of the PWDCA: [] Yes [] No since (date) _____

Current Copy of PWDCA Water Trial Manual: [] Yes [] No

Earned Apprentice Title:

When _____ Where _____ Name of Dog _____

Earned Working Title:

When _____ Where _____ Name of Dog _____

Earned Courier Title:

When _____ Where _____ Name of Dog _____

Applicant's Signature: _____ Date: _____

PWDCA Water Trial Committee Approval to become an Observational Judge:

Signature: _____ Date: _____

SECTION TWO - OBSERVATIONAL JUDGING ASSIGNMENT

To be submitted within 7 days of receiving approval from the Host Committee, but not later than 5 weeks prior to the trial date. Please attach written confirmation from the Host Committee Trial Chair that you have been approved to be an Observational Judge at their trial.

Trial Date _____ Location _____

Host Club _____ Trial Chair: _____

PWDCA Water Trial Committee Approval:

Signature: _____ Date: _____

SECTION THREE - APPROVAL TO PROCEED WITH PROVISIONAL ASSIGNMENT

To be submitted within 14 days of the completion of the Observational Assignment.

I certify that all data (date of birth, litter size, registration numbers and names) on litters bred or co-bred by dogs and/or bitches currently owned or have co-owned within the past five (5) years and in future years, have been and will be filed with the PWDCA Health and Litter Database. Furthermore, I certify that all current health data on dogs and/or bitches currently owned or have co-owned within the past five (5) years and in future years, have been and will be filed with the PWDCA Health and Litter Database.

Applicant's Signature: _____ Date: _____

PWDCA Water Trial Committee Approval:

Signature: _____ Date: _____

SECTION FOUR - PROVISIONAL ASSIGNMENT #1

To be submitted within 14 days of the completion of the First Provisional Assignment.

Date _____ Location _____

Host Club _____ Supervisory Judge: _____

Number of Dogs Judged: JWD _____ AWD _____ WWD _____ CWD _____ MWD _____

SECTION FIVE - PROVISIONAL ASSIGNMENT #2

To be submitted within 14 days of the completion of the Second Provisional Assignment.

Date _____ Location _____

Host Club _____ Supervisory Judge: _____

Number of Dogs Judged: JWD _____ AWD _____ WWD _____ CWD _____ MWD _____

It is highly recommended that the two assignments be completed in different regions of the country. It is also suggested that at least 5 dogs per level be judged, in total, by the applicant.

Applicant's Signature: _____ Date: _____

PWDCA Water Trial Committee Approval:

Signature: _____ Date: _____

PWDCA Board Approval (to be recorded in the Minutes):

Meeting Date: _____