



# INTERNATIONAL SEARCH AND RESCUE DOG ORGANISATION

## **GUIDELINES – IRO TEST**

for hosting International IRO Tests  
used in calculating the allocation of funds  
from Sponsors' Donations

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## 1. Application

The **Application** to hold a Testing Event is to be forwarded to the Spokesperson for Training and Judges, **via the IRO Office**. The deadline for submission is **the 30<sup>th</sup> June in the year prior to the year of execution**. The application fee is € 500,- per application. Incomplete applications will not be handled. For each country only one IRO Testing Event is assigned. Previous experience with events organized by the hosting NRO may have an influence on the allocation of tests. Also, applications from NROs who do not regularly deliver activity reports may be declined.

In order for the event to be classified as an IRO Testing Event, a minimum of **10 different dog handlers** from at least **two IRO NROs** with their dogs must participate. Upon notification of the IRO Office at least **5 weeks before the test date** and on decision by the Spokesperson for Training and Judges, the requirement of 2 IRO NROs may be waived in Asia, America, Africa and Australia if the organizing NRO has trouble fulfilling it due to long distances between IRO NROs in the region. In this case, it will be required that other non-IRO member organizations take part in the test.

No other internal NRO testing event can be carried out within an IRO Testing Event. International Championships may also be registered as IRO Testing events, provided they meet the following conditions of the IRO:

➤ **The Tests** must be conducted in at least two disciplines or two levels.

➤ **National Championship / National Winners' Cup**

A canine umbrella organisation's national championship / national winners' cup with singular character must be open to all SAR dog organisations and SAR dog teams and be organised or assigned by the national canine umbrella organisation.

If such events are carried out as an international IRO Testing Event and are announced internationally as such, they may be supported by the IRO, provided they are only carried out at the highest testing level (as with the World Championship). The country, in which such an event takes place, is entitled to request a second IRO Testing Event in this year. The IRO will cover the costs for all required judges for this event. If necessary, more than 3 international judges can be assigned.

If the organiser carries out tests in lower testing levels additionally, the organiser must determine the judges separately and these will not be paid by the IRO. These tests will not be taken into account for the disbursement of sponsor money.

**NROs National Winners' Cups / Memorial Tournaments or other events with awarding of ranks** are also supported by the IRO, provided they are carried out as an international IRO Testing Event and are also announced as such internationally for all SAR dog organisations and SAR dog teams. In this case, the decision on which testing levels are announced resides with the NRO. The organisation of such an event, however, does not entitle the country to request a second IRO Testing Event.

## **2. IRO Judges**

### **2.1. Nomination**

The nomination of the judges is carried out by the IRO Spokesperson for Training and Judges. A maximum number of 3 international judges are assigned per IRO Testing Event. The initial inquiry to the judges is conducted by the IRO Office. Organizing NROs will be informed after confirmation from the judges, after which the NRO is responsible for all further contact in a timely manner. (e.g. information about pick-up and accommodation, program and timetable, map of search area).

- a) A timely release from duty for foreign judges from their home associations will be obtained by the IRO Office if applicable.
- b) The assignment of judges for the individual disciplines is reserved for the Spokesperson for Training and Judges. The organizing NRO will be informed thereof by the IRO Office as soon as the number of entries and their assignment to the various disciplines /levels has been determined.
- c) By the assignment of a maximum of 3 international judges per testing event, the maximum number of participants is automatically set. Additional judges can be assigned as explained in point 3.
- d) For all personnel sent officially by IRO this rule applies: If he/she doesn't have proper German or English language skills for the respective task and an interpreter is needed for communication, he/she has to cover the costs for this him/herself.

### **2.2. Expenses**

Expense reports for the judges are available at the IRO website. They are to be submitted by the judges to the IRO Office within 3 months after the completion of the event. Should the expense form not arrive 3 months after the completion of the event at the IRO Office, any claims will expire. Expense reports will only be processed upon receipt of the Judges report.

The IRO covers the following costs: the travel costs (see 2.3.), the costs for room with breakfast (see 2.4.), as well as a daily allowance of € 100,- per day of the event.

The daily allowance are an all-inclusive reimbursement for eventual additional costs incurring throughout the journey and the stay for IRO personnel. These costs will not be reimbursed extra, but are covered by the daily allowance.

If the journey necessarily takes place before the actual day of the event there is a 0,5 daily allowance for this day. For a journey of more than 12 hours duration the 0,5 daily allowance also still applies. An additional travelling day does not apply in this case. The travelling day replaces any reimbursement for worksite inspection, meetings etc. before the respective event.

The organizing NRO is responsible for transport at the event location. An explanation along with the expense report is required should any drives on-site be included in the report. If applicable, these will be billed to the NRO. If a judge decides to drive with their private car on-site and to pass on the transport by the NRO, incurring costs are to be carried on one's own.

### **2.3. Travelling costs**

The least expensive but reasonable way has to be chosen for travelling. The IRO Office supports and advises the judge in his travel planning in the following way:

The IRO Office proposes a travel route and travel kind of appropriate connection and duration to the Judge. Journeys by train are reasonable, if they match the criteria of appropriateness and duration comparable to the journey by plane or car. For journeys via car, a km allowance of € 0,42 per km applies once.

The judge has 3 calendar days to give feedback to this proposal. In special cases, this time span may be shortened (this will be communicated by the IRO Office). If there is no feedback within the deadline, the IRO Office will book the proposed journey and communicate it to the organizing NRO.

If the Judge wishes for another travel route or kind, airline etc., this needs to be booked by himself after feedback to the IRO Office. If the price is higher than the price of the proposed journey, the latter will be used as a reference price for the reimbursement via expense report. If organizing his journey himself, the judge will be responsible for communicating his route, arrival time etc. to the organizing NRO in sufficient time.

If the judge prefers another route or travel kind, but does not communicate this to the IRO Office before the deadline, any incurring costs will have to be carried by him personally. Also, if the judge organizes his journey himself and communicates his travel dates too late or not at all to the organizing NRO, costs may incur. The judge will have to carry these costs personally through the expense report.

## **2.4. Accommodation**

For each judge, the organising NRO reserves a room with bathroom in an average price- and comfort category. As far as possible, the hotel invoice should be issued directly to the IRO Office, or the costs be first covered by the NRO and charged with an invoice to the IRO Office.

## **2.5. Local Transportation**

The transportation of the IRO Judge(s) to/from the airport or railway/bus station which the IRO Office indicates as arrival and departure venue is in the responsibility of the NRO. The organizer is responsible for transportation of judges during the event.

## **2.6. Veterinarians**

IRO veterinarians will not be allocated to official IRO Testing Events or National Championships. It is in the responsibility of the NRO to take care that the event is covered by a local vet or a vet clinic, available 24/7 during the event, as well as to fulfil national regulations. The NRO is responsible to observe and meet the IRO vaccination regulations and to check the participants' vaccination proofs.

# **3. Test planning and execution**

## **3.1. Invitation**

The IRO sets a date and time for publishing the invitation (11 weeks before the event) and informs the NRO of this date alongside the confirmation of the allocation of the testing event. This date and time will be announced on the IRO website and in the annual calendar alongside the publication of the testing event. This should ensure that all NROs and all interested dog handlers are informed of the publishing date of the invitation and can plan to register with time ahead. This date is the opening date for registrations.

The invitation must be sent to the IRO Office at least 12 weeks before the event date by the organizing NRO for release. After release by the IRO Department for Training and Judges, on the pre-set date and time, the invitation will be published by the IRO, and sent to all NROs via the email address [invitations@iro-dogs.org](mailto:invitations@iro-dogs.org) by the NRO. Other announcements may be published earlier for promotion purposes, but the invitation may only be sent and the registration may only be opened according to these Guidelines.

The registration may not be opened, and registrations may not be taken before the invitation is published on the announced date. Taking registrations prematurely may lead to the test not being accepted as an IRO Testing event and costs to be carried by the NRO. Also, future IRO testing events may not be allocated to the hosting NRO in this case.

The invitation must be (at least) in English, include the place and date of the event, the disciplines and levels being tested, a contact and registration address (incl. [test@iro-dogs.org](mailto:test@iro-dogs.org) for cc.), the deadline, and the registration fee, as well as any additional information needed.

The requested and confirmed testing event location, disciplines, or time frame may only be changed after confirmation by the IRO Spokesperson for Training and Judges.

### **3.2. Registration fee**

The fee for participation in an IRO Testing event may be a maximum of € 30,00. NROs are free to raise this fee up to 50 % for starters who registered within the last week before the registration deadline.

For events when the organizers collect the participation fee (e.g. testing events, WCH) they are free to decide on cancellation fees. The information on these fees is to be published or made accessible with the invitation.

### **3.3. Registration**

#### Registration deadline:

The deadline for registration will be announced by the IRO Office alongside the confirmation of the Test allocation to the NRO. It will be published on the IRO website in the invitation, the closing date for registration is set with 8 weeks before the Testing Event.

### Registration procedure:

Registrations have to be sent to the email address indicated in the invitation and in cc. to [test@iro-dogs.org](mailto:test@iro-dogs.org). (Should a registration not be sent to [test@iro-dogs.org](mailto:test@iro-dogs.org) in cc, no objections can be raised later against any issue with ranking this registration.) Registrations via an online form provided by the organizer are exempt from this rule, however, the organizing NRO has to provide all registration dates inside the registration list after the deadline.

As long as no general online system is provided by the IRO, organizing NROs have to accept registrations on the official IRO registration form, even if the organizing NRO requests an online registration.

Should there be over-inscription before the registration deadline, the IRO Office has to be informed immediately by the organizing NRO, and will attempt to find a solution to free up space for as many dog handlers and NROs as possible.

The receipt of registrations has to be confirmed immediately and at least after 5 days by the organizers. This includes participants who can, due to over-inscription, only be placed on a waiting list. Participants who will clearly not receive a starting slot are to be informed by the organizing NRO as soon as this is foreseeable, and will be on a waiting list. All other participants receive a confirmation as soon as possible and at the latest, after release of the timetable (3.4.).

### Ranking registrations:

It should be priority that as many dog handlers from as many NROs as possible are able to start. In ranking registrations, there has to be equal treatment of registrants irrespective of gender, nationality, ethnicity and NRO membership, as far as no other rules of allocation in the Guidelines apply.

The following rules of allocation apply in this order:

1. All IRO NRO registrations have priority over registrations from non-IRO members. This includes IRO NRO registrations for 2 or more disciplines or levels with the same team / for 2 dogs with the same handler.
2. Dog handlers who are registered with 2 different dogs may be asked to choose one dog, if another IRO NRO member would be excluded from the test as a result.
3. Double entries (= 1 SAR dog team in 2 disciplines or levels) may be asked to choose one entry, if another IRO NRO member would be excluded from the test as a result. Before a double entry begins with the second test, the first test has to be fully completed. Furthermore, it is not possible to participate in sections from different testing levels or categories on the same day.



4. Once the rules 1-3 are followed, in case of over-subscription, registrations are to be ranked by the date of registration as this is usually the fairest way to treat all registrants. However, should an unusual number of starters from 1 NRO receive a slot because they were registered early enough, the organizing NRO may ask this NRO to withdraw some registrations in order to free up space for other NROs. If this is not the case the IRO may request them to do so or allocate spaces differently in a way that allows for starters from more NROs to take part.
5. Dogs on which a participation ban has been imposed by the IRO Executive Board may not participate in any IRO Testing Events for the duration of the ban. The list of these dogs can be obtained by the event organizer from the IRO Office at the registration deadline.

### **3.4. Registration list and timetable**

The total number and testing level of all registered DHs and dogs on the official IRO form "Announcement of participants and result list" as well as a draft timetable have to be sent to the IRO Office 1 week after the registration deadline (7 weeks before the Testing Event).

#### Timetable:

An IRO Testing Event must not be longer than 3 days.

The end of the testing event on the last day of testing has to be scheduled for 4 p.m. at the latest.

It has to be taken into regard that the judge is not working more than 9 hours per day. Not included in the 9 hours is a lunch break of 45 minutes.

Within one testing category and level judging has always to be carried out by the same judge.

For further planning of the timetable, please refer to the Annex.

#### Registration list:

The registration list includes the starters list as well as a ranked waiting list, this means, all received complete registrations including the date of registration.

The confirmation of the timetable and allocation of judges by IRO ensues. The timetable must not be published before release by the IRO.

After release, the NRO informs all registered dog handlers of their acceptance/non-acceptance/waiting list position. The confirmation of participation is to be sent directly

to the dog handlers or the registering party (NRO) in a timely manner and must include at least the starting time of each day, as well as directions for reaching the test site.

For elevated transparency, an excerpt of the waiting list (max. 5 starters per discipline and level) will be published on the IRO website. The NRO is responsible for sending the ranked waiting list to the IRO Office inside the registration list until the above mentioned day.

### **3.5. Score sheets**

The NRO provides the judges with the official IRO score sheets. These are to be downloaded from the IRO website and printed on weather-/waterproof paper.

### **3.6. Communication**

All general communication with the IRO NROs on the Testing Event (especially invitation and registration form/link) has to be sent via the email address [invitations@iro-dogs.org](mailto:invitations@iro-dogs.org). Should any of this communication not be sent via this email address it will be treated as if it were released without authorization.

After release of the timetable and starters list by the IRO, it is recommended to send all information to the registered participants directly, as well as to any secondary email addresses given in their registration information.

## **4. Conclusion of the test**

### **4.1. Rating lists**

A completely filled out and signed rating list (IRO template), broken down by category and level (V, A and B) and clearly showing the respective NRO membership of each participant is to be forwarded immediately after the testing event to the IRO Office. The rating list is available for download on the IRO website. The rating list must also include a list of all registrations cancelled after the registration deadline and of all participants who registered but did not start. A justification has to be added if possible.

### **4.2. Logbooks**

Each test, whether passed or failed, must be recorded in the logbook of the participating dogs. The logbooks have to be deposited with the organising NRO before the test starts, otherwise the handler is not allowed to start.

### **4.3. Disqualifications**

The Spokesperson for Training and Judges is to be informed about a disqualification of dogs / dog handlers by the judge via the IRO Office using the provided form.

## **5. Penalisation**

If the organizers do not act according to these Guidelines, the Spokesperson for Training and Judges or the Executive Board may decide to deny the event the status as IRO Testing event.

This means that the event will be taken off the official IRO calendar of events, will not count toward the disbursement of sponsor money and will not be a qualification test for the IRO WCH. If the test is held anyway, the organizing NRO has to bear all costs that would have otherwise been covered by IRO.

The IRO will inform the organizing NRO and all IRO NROs at least 7 days before the start of the event of this decision, unless the breach of the Guidelines occurs within these last 7 days in which case there is no deadline for communicating this decision.

If the organizers decide to cancel the event the IRO is free to demand from them any costs already incurred for IRO.

If the organizers do not act accordingly to these Guidelines, as a single penalization or additionally to cancellation as IRO event, it is possible that the organizing NRO may not be allocated another IRO event in the future.

## **6. Further tests with IRO Judges**

All NROs are welcome and invited to host additional tests according to IPO-R and with IRO judges at any time. These events are not entered in the official IRO calendar, do not count towards the disbursement of sponsor money, and are no qualification tests for the IRO WCH. No financial support can be offered for these events.

## **7. General terms**

For participation in an IRO event, the “Terms and Conditions” in their current form available on the IRO website are binding.

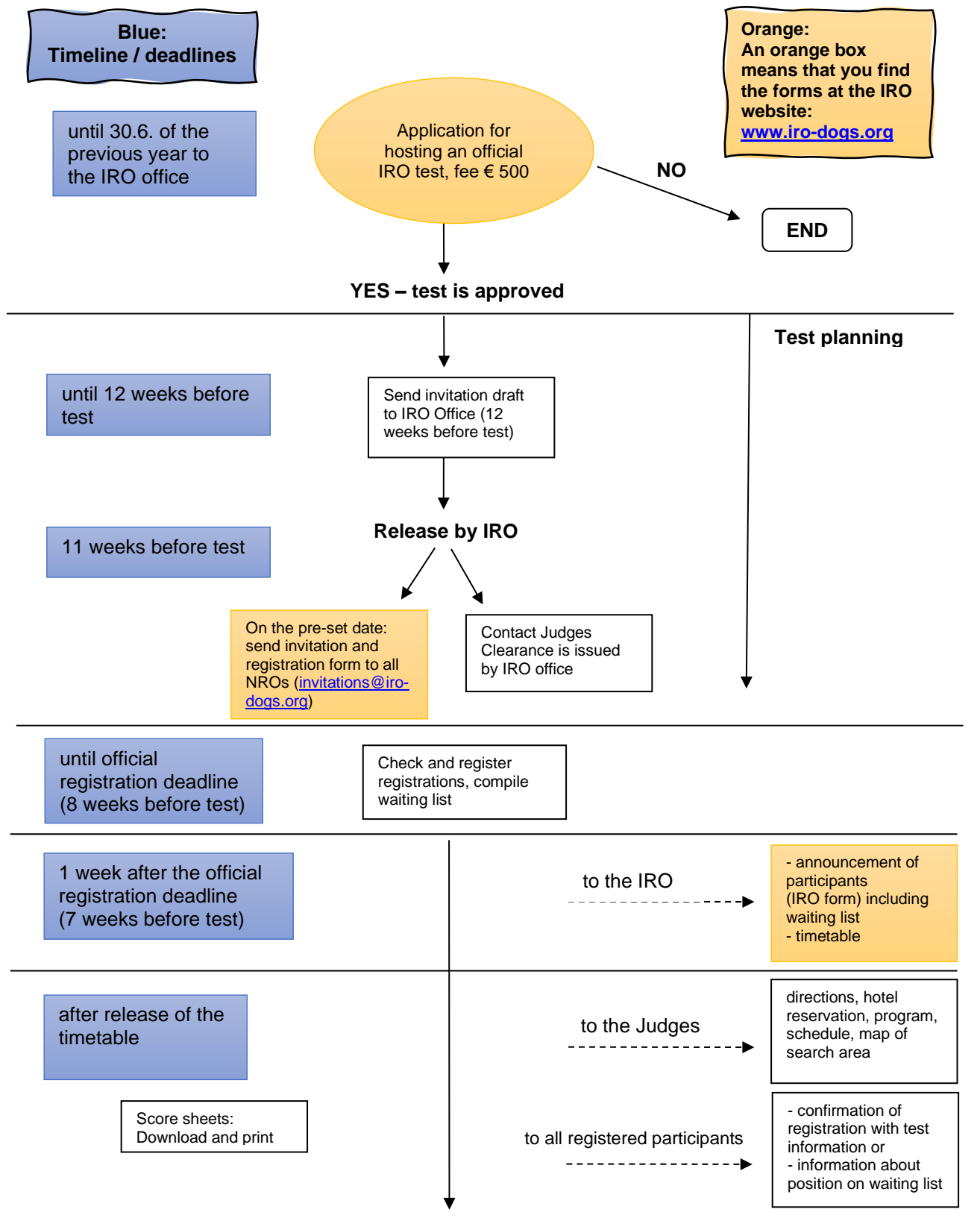
Information on registered participants must not be sent or distributed to non-involved or third parties or NROs. The IRO is in no way liable for the content or kind of information distributed or saved by NROs or third parties.

All forms (application for an IRO Testing Event, registration of dog handler for an IRO Testing Event, notification of participants to the IRO Office, rating list, disqualification form) are available for download on the IRO website. The forms can be submitted via E-Mail. The only exception is the rating list which has to be signed by the judges; the list has to be sent digitally (in an Excel sheet) and in a signed form to the IRO Office.

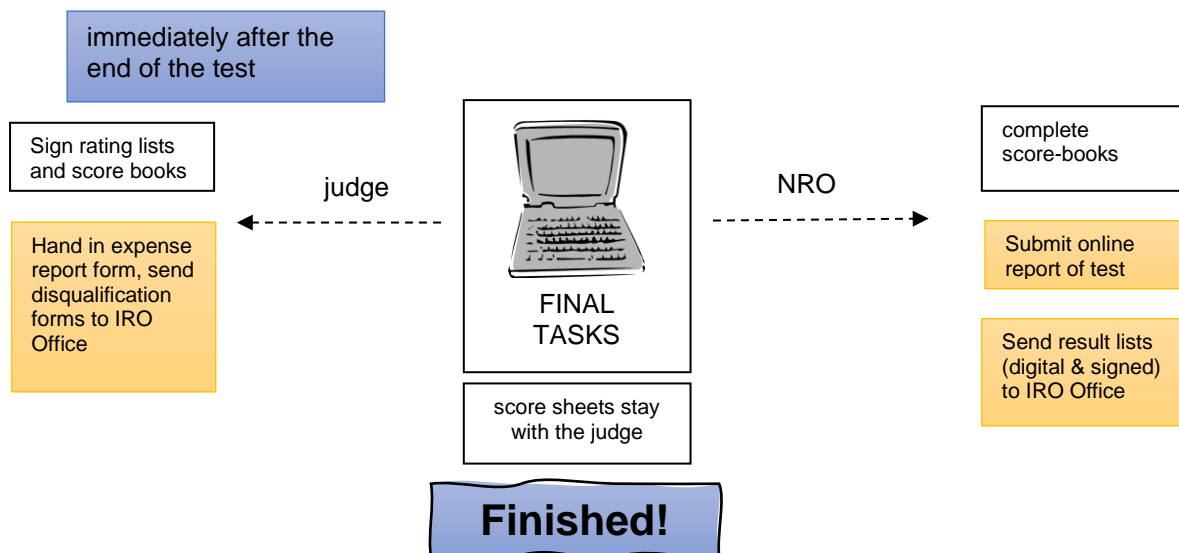
For any points not covered here, the International Testing Standards for Rescue Dog Tests (IPO-R) are binding. In case of doubt, the Spokesperson for Training and Judges shall have the final word.

## 8. Appendix

### 8.1. Schematic illustration of an IRO Test



**IRO-TEST**



## 8.2. Calculating the timetable

First determine the nose work and then allocate obedience and dexterity. This allows to make sure that time slots for section A and section B are not scheduled at the same time of day. (e.g. both in the morning or both at noon).

The end of the testing event on the last day of testing has to be scheduled for 4 p.m. at the latest.

It has to be taken into regard that the judge is not working more than 9 hours and 36 units per day. Not included in the 9 hours is a lunch break of 45 minutes.

Within one testing category and level judging has always to be carried out by the same judge.

When there is a high number of starters, it is recommendable to allocate all judges to section B in order not to surpass the maximum number of units and hours per day. For instance: Judge 1: Nosework FL, Ob/Dex T; Judge 2: Nosework T, Ob/Dex FL.

Tracking: For each B search 55 minutes have to be calculated, plus an additional 15 minutes for a break which allows to move to the next track.

Area search: For each B search 45 minutes have to be calculated, after 3-4 dogs a 15 minute break. This includes the distances to be covered by the judge.

Rubble search: For each B search 35 minutes have to be calculated, after 3 dogs a 20 minute break. The time for changing hiding persons is hereby included as not all participants need the full time for the search.

Obedience and Dexterity: For each pair 30 minutes have to be calculated, after 3-4 pairs a break of min. 20 minutes.