

Checklist for Regional Trials

The purpose of this checklist is only to assist with the planning and hosting of USCA club level trials and is not an official document.



Where our membership is

"For the German Shepherd Dog"



Contents

TABLE OF CONTENTS

GENERAL COMMENTS	4
CHAIRMAN RESPONSIBILITIES.....	4
TRIAL ASSIGNMENTS	5
GROUNDS KEEPER MANAGER	5
FIELD MANAGER.....	6
TRIAL SECRETARY.....	7
HOTEL / DINNER MANAGER (REGIONAL MEETING).....	9
FOOD MANAGER	10
Donation Manager	10
Tee Shirts / Hats / Misc.....	11
Tracking Manager.....	12
Trophies / Medals and Gifts.....	13
Catalog Manager.....	13
Judge's Manager	14
Web Page Coordinator	14
Competitor Bags	15
Media / Scribe.....	15
VIP Invitations	15
Porta Potty.....	16
Helper Coordinator.....	16
Vendor Manager.....	16
Treasurer.....	16

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General Education Committee.

Periodic revisions will be made based on author and GEC experience.

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General Comments:

The following is a general guide for putting on a regional trial. Many experienced clubs could add to this checklist but I believe it can serve as a good beginning guide for many clubs. It should also be noted that many of the tasks on this checklist are optional. One can certainly have a successful trial without doing each and every item on the list.

If you have a small club with 10 or fewer members, each member will have to take on more than one assignment. However, with clubs that have a larger membership, it is a good idea to divide up these tasks and get everyone involved.

Chairman Responsibilities

- First, work with treasurer to create the trial budget and then oversee the spending of all monies.
- Delegate / appoint tasks
- Help create the trial schedule (beginning times, ending times)
- Create that fine balance of overseeing all managers / coordinators without being overbearing. If you assign someone a job- let them do it. But, just because you've assigned it doesn't mean the job's been done. Check and re-check to make sure everything is happening on schedule.
- The Chairman will be the trial announcer or they can assign someone else .
- The Chairman (with the help of the secretary) will coordinate opening and closing ceremonies.
- The Chairman (with the help of the secretary) will pass out trophies, gifts and scorebooks
- The Chairman will ensure that all legal documents have been procured for the trial- waivers, written permission from landowners, permits for food service (if at a local park) etc.
- Ensure first aid is available or a location has been identified for dogs and people.
- Remember- love is in the detail. It is the small things that help run a smooth trial.
- The Chairman is there to put out fires! Whenever anyone comes to you with a problem, fix it, clear the path so people can do their work.
- The Chairman is a person who can work under extreme pressure and make everyone strive for their best while keeping the atmosphere pleasant and fun.
- Three major goals
 - A competitor friendly competition

- A trial that conforms to all the rules and regulations
- A trial that is so well organized in advance that people can actually enjoy the day of the trial.

Trial Assignments

A. Grounds Keeper / Logistics Manager

This position deals with the grounds --everything but the competitor's field.

1. Trial Layout- This manager will design a map of the trial layout.
Where will you put the following:
 - Spectator Parking
 - RV Parking
 - Porta Potties
 - Vendor Location
 - Vet Table
 - Snack and Food Area
 - Helper's Section
 - Sales Table (Club / Regional Tee Shirts, etc.)
 - Parking for Competitors
 - Trophy Table
 - Competitor's Entry / Holding Area
 - Exercise area for dogs
 - Secretary's Table- Check-In Table
 - Judge's Table to do paperwork
 - VIP Parking (Club Members & Workers)
 - Holding Tank- roped off area for competitors before they go in.
2. Identify overnight places: Who will and where will you put the following items overnight.
 - Tee Shirts
 - Trophies
 - Dumbbells
 - Blanks for Gun
 - Guns
 - Jumps / Blinds
3. Participant Seating
 - If stadium seating- have you blocked off entrances you don't want in use
 - Is there enough seating? If people are expected to bring their own chairs- have you provided space.
4. Tables and Chairs
Arrange for a multitude of tables and chairs.
 - Table for sale items
 - Snack Tables
 - Trophy Table
 - Secretary's Table

5. Parking Lot
If space is limited you may want parking attendants to direct traffic and ensure that the competitor's parking is secure.
6. Signs
Laminated signs should be placed to let everyone know:
 - Members Only
 - Exercise Area
 - Parking Area
 - Keep Out
 - Holding Area
 - Bathrooms
 - Competitor's Only
7. PA System
 - Check PA System for working status
 - If wires or cords are involved- make sure no one will trip on them.
 - Rain is always a possibility.
8. Trash Boxes / Cigarette Cans
 - Make sure there are plenty of trash boxes / cans with liners around the whole area.
 - If smoking is allowed- make sure there are labeled cigarette cans.
9. Clean Up Before and After the Trial

B Field Manager

This position is responsible for everything that takes place on the competitor's field.

1. Before the Trial
 - For night competition --Check field lighting and have back-up bulbs.
 - Make sure the field is cut and manicured.
 - Run an equipment check: (make sure you have back-ups)
 - Dumbbells Dumbbell Stand Blinds
 - Jumps Guns/ Blanks
 - Podium
Needs to be freshly painted
2. Practice Schedule
 - Determine the amount of time you have available and how much time you will allow each competitor for obedience and protection.
 - The schedule should be posted at the stadium, on the web site and one copy given to the trial secretary.

- Make sure a person is available at the field at all times to monitor times and usage. It is important to stick to a time schedule to be fair to all.
3. Obedience Phase
 - Chip readers available (I know the competitor is responsible but...)
 - Assign people for the Group- Have chairs set up for them to sit.
 - Spray paint a start mark for competitors to begin their routines.
 - Assign gun person and have blanks available .
 - Assign a gate keeper. They prepare dogs to enter the field together, check their equipment (collars), close gate.
 - Work with grounds manager to section off entry and holding area
 - Mark off area for long down .
 - Put different colored flags up for bitches and dogs.
 - Have chair and blind available for long down (SchH 3)
 - Make sure you have a walk-thru with the judge as to all the marked off areas.
 4. Set Up and Take Down Crew (During Trial)
 - Set up / take down jumps, put up blinds.
 5. Protection Phase
 - Spray paint circles / lines for 6th blind area. (Call out and escape)
 - Put markers on fence for blind placement or spray paint ground for proper location of blinds.
 - Section off area / tent for helpers. Make sure they have chairs and water.
 - Make sure you have a walk-thru with the judge as to all the marked off areas.

C. Trial Secretary

Once the trial begins, it is the trial secretary that takes charge. For a Regional Competition, the Secretary should have as many assistants as there are judges.

The secretary's job is extensive- for details refer to the secretary's tutorial on the USCA web site.

1. Check-In Table / Secretary's Table
Have a check- in table for competitor's to turn in their scorebooks and/ or disburse information.
2. Entries, USCA Paperwork, and Scoreboards
 - Design and send out and/ or post entry form (Coordinate with web page coordinator).
 - Secretary will collect all monies rendered from entries. It is usually easier if you have one person collect all the monies.

- All scoreboards- post all scores and relay information to the web page coordinator.
 - It is good to have an event stamp or labels for scorebooks.
 - Responsible for scorebooks, helper books, and all USCA paperwork.
 - Responsible to mail off all paperwork to USCA with appropriate monies.
3. Judge
- Have ready the judge's score sheets before the beginning of the trial.
 - Check to see if your judge has his own judge's score sheets that need to be run off.
 - Optional- clipboard, pens, Rule Book.
 - Create judge's packet-All materials that you will send home with judge
 - Ensure the judge gets paid. and completes judge's expense sheet (if your club has made up this type of document) Work with treasurer on this.
4. Information
- Competitors really appreciate it when the secretary keeps them abreast of what is happening, any changes, schedules, tracking info etc. Send out e-mails or put it on your web site.
5. Creation of Flights
- Secretary will create flight sheets for competitors and judges
 - Secretary will arrange for a person to be a flight leader. They are responsible to lead the competitors to the tracking fields, etc.
6. The Draw
- The secretary should coordinate the draw. Think of a clever way for competitors to draw for flights.
 - The Secretary will ensure that competitor bags, competitor numbers, maps, catalogs and all important information are given out.
 - The Secretary should work with the trophy manager to make sure trophies are on display at draw night.
7. Tracking
- The Secretary should arrange for one of their assistants to transport judge to the tracking field.
 - The assistant should have draw numbers available to draw for tracking order out at the field.
 - The secretary will coordinate with the tracking manager to ensure that flags and articles are properly marked for each track.

8. Opening and Closing Ceremonies

- Have an announcer throughout the trial program.
- The secretary and/or chairman is responsible to orchestrate an opening and closing ceremony.
- Give opening and closing remarks. Introduce judge and make announcements.
- Along with the trial chairperson- Present trophies and scorebooks at closing ceremony.

D. Hotel /Dinner Manager (and Regional Meeting)

This manager is responsible to make arrangements for the host hotel, the regional dinner and make arrangements for the regional meeting.

1. Host Hotel

- Responsible to bid out rooms
- Try to arrange for "comp" rooms
- All information needs to be given to web coordinator

2. Regional Meeting

- Responsible to procure a meeting room for the Regional meeting
Make sure the meeting room is large enough to accommodate all
- Work with the Regional Director to coordinate this meeting.

3. Regional Dinner

- Responsible to find a dinner location for the appropriate amount of people.
- Responsible to bid out the menu for the dinner.
- Responsible to create dinner tickets. (Optional)
- Responsible to give all this information to the trial secretary and the web coordinator.
- Responsible to have centerpieces on the tables / memorabilia. (Optional)
- Responsible to assign the head table if you have one. (Optional)

4. Dinner Presentation

- It's nice to have a short presentation at the dinner or at least have someone make announcements. (Optional)

E. FOOD MANAGER

The food manager can either arrange to out-source the food to an independent food wagon or company or the host club can choose to do the food themselves. If you choose to do it yourself:

- The food manager must create a team
- Food Manager needs to assign a chairperson for each day and an adequate number of helpers .
- The manager will decide on a menu, set prices and buy all items. (Keep receipts)
- Check that equipment is working properly or replace, acquire needed equipment (ice chests, crock pots, warmers, grills , coffee makers etc.)
- Manager needs to determine amount of tables, chairs, pop-ups and work with Grounds / Logistics Manager
- A sign should be made listing all food prices.
- The manager needs to plan for some kinds of refreshments at Draw Night and the Regional Meeting. Often you can ask for a club to sponsor that night to offset costs.
- The food chairman should have a list of names of those individuals that will eat free, (i.e. Judge's— you may also want to include helpers and tracklayers, etc)
- Manager is responsible for money box, and its security EVERY DAY. These monies need to be given to the chairman or treasurer.

F. Donation Manager

This manager is responsible to raise money for all the activities at the trial.

1. Trophy Manager: (Duplicate of Trophy Manager p.13)
 - The trophy person will work with the chairman and the secretary to determine how many trophies they'll have and which ones.
 - The trophy person is responsible to solicit donations and report donations to the Catalog Person and the web coordinator.

2. Sponsor/ Donation Person:
 - This person will work closely with chairman and the treasurer. They may check into to acquiring a tax ID number. This could allow some companies to use their donation as a write-off. (Optional)
 - This manager will be the contact person to negotiate with Pets Mart, Royal Canine, Petco, etc.
 - Money will be needed for operational costs, competitor bags, etc.
 - The donation manager will make sure they hang the banners of sponsors for advertisement (work with grounds /logistics person).
 - Acknowledge all sponsors in catalog and / or web site.
 - Follow-up with thank you cards to all sponsors.

3. Raffle Person

This person is responsible to:

- Decide on the type of raffle to implement.
- To get /make tickets for the raffle if necessary.
- To display goods if necessary.
- To get people to sell raffle tickets- daily.
- To conduct the actual raffle -reading off the numbers etc.

G. TEE SHIRTS / HATS / MISC.

This manager is basically the vendor for the host club. They work on getting tee shirts for the Regional Trial as well as selling other items in the name of the host club.

- Responsible for the Design (s) and color (s) of Merchandise.
- Responsible to bid the order out to companies and ultimately determine price of items.
- Determine the amount of merchandise needed- tees, hats, cups.
- Check with grounds / logistics manager to determine where the table will be set up to sell merchandise.
- Make an attractive sign to post that has all the prices on it.
- Make sure you have at least two large tables to display the goods.
- Make sure you have a money box for the table and that you maintain an inventory of # sold.
- The tee manager is responsible to collect those money boxes daily and give money to treasurer or chairperson.
- Identify the people responsible to sell at the tables each day of the trial.
- The last person of the day must pack up all tees and put away until the next day.
- Know where you will store those boxes.

H. TRACKING MANAGER

The tracking manager works closely with the trial secretary to coordinate all tracking activities

- Tracking manager is responsible to locate and get permission for tracking fields.
- The manager should draw a map of how to get to the field from the clubhouse / stadium and from host hotel.
- Tracking manager is responsible to locate practice tracking fields, get permission, and draw a map of how to get there from clubhouse / stadium and from host hotel.
- This information must be determined a minimum of two weeks before trial.
Information and maps must be given to trial secretary.
The distribution of this information is important to prevent anyone tracking on the fields ahead of time.
- Tracking manager is responsible to find experienced track layers. Manager should assign Track Layers (1 for every 6 SchH 3's). (Optional) Assign matching spotters for each track layer. Provide each spotter with paper, pencil and watch.
- Tracking manger is responsible to provide new articles: leather, carpet, wood.
- Tracking manager is responsible to provide flags
Articles and flags must be properly numbered for each track and coordinated. (Flag 1 goes with articles marked #1.)
- Tracking manager is responsible to provide flight guides . Where and when will the flights leave (Stadium. Clubhouse, host hotel.) That information should be given to the competitors on draw night.
- Secretary or their assistant will transport judge to field.
- Secretary or their assistant will provide draw numbers on the tracking field.

I. Trophies / Medals and Gifts

The trophy manager is the same person as listed on the Donations page. This manager works with trophies, medals (optional) and gifts.

- Trophy Selection (Sample Choices)
 - Regional Champion**
 - 2nd Place 3rd Place 4th Place 5th Place
 - FH (Optional)
 - High HOT
 - High Tracking High Obedience High Protection

- Gifts
 - Judges' Gift ○ Helpers' Gift ○ Tracklayers' Gift

- The trophy person will work with the chairman and the secretary to determine how many trophies they'll have and which ones.
- The trophy person is responsible to solicit donations and report contributions to the Catalog Person and the Web coordinator.
- Person Responsible for Trophy Presentation Table
 - Trophies should be displayed at Draw night.
 - Trophies should be displayed at closing ceremonies.
 - Trophies should be displayed on days of trial and brought in nightly . Where will they be kept.
 - Table should have table cloth, flowers, etc.

J. CATALOG PERSON

This person has the capability to do work in a relatively short time. In other words, by the time we get the list of people who offered donations, vendors, all participants, ads etc there may be a short period of time before that catalog person has to go to print. Can they work under pressure?

- Person needs to get various prices for printing / binding
- Catalog person has to make a catalog cover.
- Catalog person must be able to artistically plan the layout for each page
- Catalog should include but is not limited to: (see past catalogs)
 - Schedule
 - Opening Articles
 - Entries
 - Trophy Donations
 - Advertisements
 - Vendors
 - Emergency Animal Clinic - (Vet will be on-site)
 - Local attractions
 - Maps

- Sample advertisement costs:
Whole Page 50.00
Half Page 30.00
Business Card 15.00
All ads must be print ready

K. JUDGE'S MANAGER

This manager is in charge of coordinating the needs and comfort of the judges.

- Judge #1
Responsible to make sure that the judge's stay is organized and planned:
 - **Judge Arrives (Time):** Make sure you have a cell phone number and clearly discuss where at the Airport you will pick him up.
 - Person to Pick Up
 - **Judge Leaves (Time):**
 - The Judge will stay with who or at what motel:
 - Person to Take to Airport
- Judge #2
Responsible to make sure that the judge's stay is organized and planned:
 - **Judge Arrives (Time):** Make sure you have a cell phone number and clearly discuss where at the Airport you will pick him up.
 - Person to Pick Up
 - **Judge Leaves (Time):**
 - The Judge will stay with who or at what motel:
 - Person to Take to Airport
- This person should also assist the trial secretary to ensure that the judge is being taken care of during the trial. Check that he has water, meals etc.

L. WEB PAGE COORDINATOR

- This person would be responsible for the design and layout on the Regional Website, and its continual updates.
- This is the number one place that people will go for information concerning, entry forms, host hotels, addresses and phone numbers, the schedule etc.
- This person must coordinate closely with trial secretary and other managers to ensure the latest and most accurate information.

M. Competitor Bags

This person works closely with the person procuring the sponsors / donations. See how much money is available for your bags.

- Work with Grounds / Logistics person to know where you are to store these bags.
- Person is responsible to put items in competitor bags.
- Competitor's gifts / Items could be but are not limited to:
 - Leashes
 - Dog food
 - Toys
 - Tee Shirt and /or Cup
 - Sponsor gifts
 - Schedules / maps /flights charts and practice times for field
 - Catalog
- Get a practical bag to carry everything in.

N. MEDIA / SCRIBE PERSON

- Person is responsible to make flyers about the trial and post at various locations at the club house, local stores, etc.
- You may or may not want news coverage.....
- Person is responsible to get Trial Photographer
- Person is responsible to get Trial Video-grapher
- Person is responsible to write an article for SchH magazine (optional)
- Information about the photographer should be available in the catalog, on the web site and also given out at Draw Night.

O. VIP INVITATIONS (Optional)

- The list should include but is not limited to:
 - Judges from US, Canada and Germany.
 - Regional Board Members
 - Members of the USCA National Board
 - Past presidents of the host club
- The invitations should also include, hotel info, offer of dinner tickets, entry and schedules.
- The person in charge needs to give a list of invited people to **trial secretary**
- Coordinate with dinner manager —let them know who has RSVP'd

P. PORTA POTTY PERSON

- Make sure you have the right amount of porta potties
- Check with Grounds / Logistics Manager to see where they belong when delivered.
- Make sure arrangements are made to have someone present when delivered. Someone who knows where they should be located.
- Make sure porta potties are delivered early so people who arrive several days early for practice have them available.
- Does the company come out to do daily clean-up? If not, who will?

Q. HELPER'S MANAGER

This person is responsible to take care of the helpers.

- Check to see how they will be arriving. (Rides from the airport)
- Make sure they have hotel accommodations
- Ensure the Grounds Manager has identified a helper's area on the field with chairs / possibly a pop-up .
- Make sure helper's have enough water during the trial. (Maybe free dinner tickets etc.)
- Some regions give a financial reimbursement to help out on costs, check into it for them.

R. Vendor Manager

Responsible to:

- Contact various vendors to procure their desirability to sell their merchandise.
- Determine price and space for vendors
- Work with Grounds / Logistics Manager to determine where vendors will be and park their vehicles.
- Make sure they know that they are responsible for their own security.
- Make sure to work with trial secretary, so prices can be put in official mailings, catalog and web site.

S. Treasurer

- The treasurer is responsible to procure money boxes and fill them adequately with monies for change, (food, tee shirts etc.)
- The Treasurer is to pay judges for expenses.
- The Treasurer is to pay Trial Secretary for USCA paperwork—entries.
- The Treasurer is to reimburse receipts of managers for expenses.
- The Treasurer is to cash trial checks and do a full accounting of expenditures and assets.