



UNITED SCHUTZHUND CLUBS OF AMERICA - NATIONAL WORKING EVENTS PROTOCOL

ABOUT THIS MANUAL

The following is the operational manual for USCA's national working events. Rather than just giving a long list of "to-do's," this manual provides specific action items for each manager. The manager is accountable to complete each set of tasks.

WHILE THE MANUAL APPEARS LONG, IT IS DIVIDED INTO PARTS SO THAT EACH MANAGER HAS HIS CHECKLIST OF RESPONSIBILITIES. THE CHAIRMAN IS PROVIDED A MASTER LIST OF ALL RESPONSIBILITIES AND TIMELINES. IT IS LIKELY AND ACCEPTABLE THAT MEMBERS WILL HAVE TO TAKE ON MORE THAN ONE MANAGEMENT ASSIGNMENT.

VISION

USCA National events should be our organization's premier events of the year, aimed at:

- Showcasing our clubs' best German Shepherd Dogs
- Providing the best, most exciting, competitor friendly venues possible
- Branding and marketing USCA as the best GSD and Schutzhund organization in the world

ORGANIZATIONAL CHART / DIVISION OF RESPONSIBILITIES

Organizational Chart (See Page 3)

Division of responsibility during trial (ATTACHMENT 1)

USCA Responsibility

EVENT CHAIRMAN / USCA TREASURER

Helper Committee

Tracking Committee

Office Personnel

Vendor Contracts

Sponsors / Donors

Webmaster

Hotel Sourcing

Insurances

Numbers, Bibs, Badges

Catalog Manager

Photographer/ Videographer

Event Merchandise

Host Club Responsibility

EVENT COORDINATOR

Host Treasurer

Field Manager

Judge's Manager

Food Manager

Advertising/Scribe Manager

Grounds Manager

Trophy/Gift Manager

Hotel/ Banquet Manager

Port-a-Potty Manager

Raffle Manager

Tracking Manager Field Manager

Trial Secretary

Competitor Bag Manager

Helper Manager

Merchandise Manager



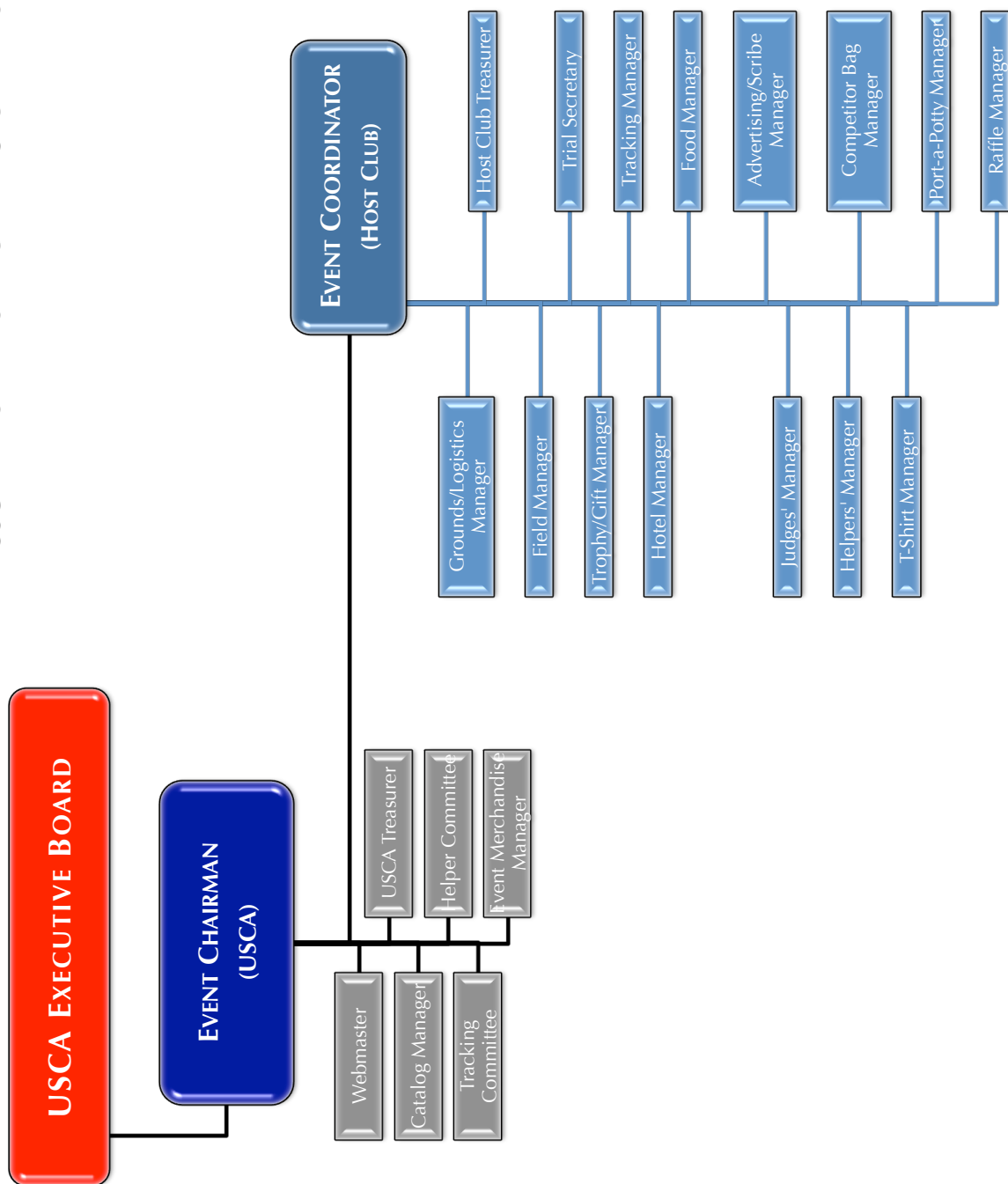
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ORGANIZATIONAL CHART

USCA NATIONAL WORKING EVENT ORGANIZATIONAL CHART





USCA RULES/REGULATIONS

All competitors and host club must follow USCA Rules and Regulations. Below are some of the rules and regulations that commonly come into question.

- During practice, commonly used corrective devices (i.e. prong, choke, electric collars, heeling sticks, etc.) may be used in a commonly accepted and humane manner. Motivational training aids may be used.
- Corrective devices may not be used on, or within sight of the trial venue (the venue is considered to be all trial fields to include tracking fields, obedience, and protection fields.), after the official start of the trial and during the trial.
- All competitors/judges/vendors/spectators must abide by local stadium/field rules
- All females in-heat go last (That includes no practice on the trial field until the last flights of obedience and protection are complete)
- One (1) judge per phase – Efforts should be made to use USCA Judges for all phases of the event, if 3 USCA Judges are not available a minimum of 2 of the 3 judges should be USCA judges.
- The trial secretary must be a member of USCA in good standing
- All competitors must be members of USCA
- Only German Shepherd Dogs may compete in the USCA Nationals – they must be USCA registered
- Alternate breeds may compete in the Working Dog Championships – the GSD's must be USCA registered

FINANCIALS

- See attached financial spreadsheet for price ranges - this is only a guide
- Financial sheet should be monitored / updated throughout the event
- There are fixed costs on the spreadsheet
- Host club must stay within price ranges for all line-items
- Host club will not spend above or below each line item without written approval by the Treasurer
- With a budgeted ceiling of \$10,000 for USCA loss, the host club will receive "Bonus" money from USCA for their hard work **as long as this manual is followed**. Host club will receive the first \$2000 below the \$10,000 ceiling plus 50% of additional available funds up to the \$10,000 max.
- USCA will provide disbursements to the local club as needed to avoid financial hardship on the local club
- USCA budgets 10K loss into every event. A loss of \$10,000 would mean the host club would receive \$0 from USCA
- Loss < 10K Host club gets \$10,000 - Loss up to \$2000 "bonus". Then Host club gets 1/2 of remaining loss up to an 8K max.

EXAMPLES:

Event loses 10k - Host club gets \$0
Event loses 9K - Host club gets \$1000
Event loses 8K - Host club gets \$2000
Event loses 6K - Host club gets \$3000

Event loses 2K - Host club gets \$5000
Event breaks even - Host club gets \$6000
Event makes 4K - Host club gets \$8000

SUGGESTIONS (ONLY SUGGESTIONS . . .)

- Communicate continually with competitors about any changes to protocol or schedule
- Provide free water to competitors at entry of stadium
- Do ALL tattoo checks AFTER dog works
- Allow youth participants to draw Sat/Sun
- Have competitors be at stadium ½ hour before scheduled start time
- Have competitors arrive at tracking caravan point with ample time before flight starts. As a guide, you ideally want the flight to arrive at the tracking fields approximately ½ hour before scheduled start time.
- Tracking College - set up similar to Helper College



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MASTER TIMELINE

12-18 Months from Event

<i>Event Coordinator</i>	Secure from National Events Committee Bid Form Complete National Event Bid Form
<i>Field Manager</i>	Scout for stadium
<i>Tracking Manager</i>	Scout tracking fields
<i>Event Chairman</i>	REVIEW NATIONAL EVENT PROTOCOL WITH HOST CLUB – THIS IS A MANDATORY MEETING AND SHOULD NOT BE OVERLOOKED.

9-12 Months from Event

<i>Webmaster</i>	Event Dates Nationals - Last weekend in Oct. or first weekend in Nov. WDC- Mid-April to Mid-May Qualification Trial- First or second weekend of June Entry deadline (Should be 3 weeks prior to event start) Event Schedule (ATTACHMENT 2) Address of stadium Picture of stadium Pictures of tracking Pictures of jump, blinds, articles Host hotel Information Final logo Contact info - Event Coordinator - name/email/phone Communicate cutoff for Vendor/Advertisers/Sponsors Spectator costs per day/per weekend (Suggested \$5/\$12) Titles offered Cost per title Trophy Sponsorship sent to webmaster continually Advertisers/ Vendors/Sponsors sent to webmaster continually
<i>Advertising Manager</i>	Begin marketing plan for local groups (Public flyers, information, police, local dog groups, etc.)

6-9 Months from Event

<i>Event Chairman</i>	Coordination with USCA equipment sponsor
<i>Event Coordinator</i>	Stadium use form / contract signed and sent to USCA (President/Treasurer) Tracking use form / contract signed and sent to USCA (President/Treasurer) Begin Judge selection (ATTACHMENT 3)

4-6 Months from Event

<i>Webmaster</i>	Entry form completed Merchandise available on site Photographer/Videographer named Sponsors/Vendors listed on site Judges listed on site with pics and bios Helpers listed on site with pics and bios
<i>Event Coordinator</i>	Secure adequate facility for draw Secure location for helper college (GSD National Championships only)



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<i>Tracking Manager</i>	Secure location for track layers college (WDC Championships only) Secure practice tracking (1-2 acres per competitor is ideal if possible)
<i>Field Manager</i>	Secure practice field (Have exact jump/wall and similar blinds)
<i>Trophy Manager</i>	Select trophy vendor
<i>Advertising Manager</i>	Begin advertising event (Magazine, local, regional)
<i>Event Chairman</i>	Secure adequate facility for General Board Meeting (Nationals) Site visit from USCA Event Chairman (or representative or video presented to chair)
<i>Merchandise Manager</i>	Order all event merchandise and make it available on the website
6 Weeks from Event	
<i>Event Coordinator</i>	Progress update to Executive Board
<i>Trophy Manager</i>	Ensure trophies are ordered
<i>Tracking Manager</i>	Updated pics of tracking posted on website with description
3 Weeks from Event	
<i>Catalog Manager</i>	Vendors Advertisers Letter from President Letter from the Regional Director Letter from the Club Letter from local officials
<i>Event Chairman</i>	Send competitor list to catalog manager Print scorebook labels (ATTACHMENT 4) Shirts/Sweatshirts ordered for event Badges finalized Receive competitor numbers Practice schedule now determined
<i>Field Manager</i>	Complete building 2 identical walls Complete building 3 podiums
<i>Trial Secretary</i>	Start competitor packets (ATTACHMENT 5)
<i>Grounds Manager</i>	Print instructional signs: Spectator Parking Competitor Parking Break area for dogs VIP Parking Competitors Only (Grassed warm up area - minimum 40x40 – if possible)
<i>Tracking Manager</i>	Complete construction of tracking flags (if applicable)
<i>Merchandise Manager</i>	Pick up order for T-shirts, sweatshirts, hats and staff shirts
1.5 Weeks from Event	
<i>Webmaster</i>	Enable the website for practice sign-up schedule
<i>Trial Secretary</i>	Complete competitor packets and email to competitors and judges Print individual judge's sheets (sent via PDF from webmaster)



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Print judge's control sheets (sent via PDF from webmaster)

<i>Competitor Bag</i>	Complete competitor gift bags
<i>Catalog Manager</i>	Receive final catalogs
<i>T-Shirt Manager</i>	Receive T-shirts
<i>Field Manager</i>	Final stadium assignments delegated
<i>Tracking Manager</i>	Final tracking assignments delegated
<i>Grounds Manager</i>	Ensure we have tents for group, judges, helpers Ensure we have chairs 5 for group/gunman, 1 for long down in blind, 4 helpers Identify overnight holding areas to secure: T- Shirts Trophies Dumbbells Jumps Blinds Practice Field Items
<i>Food Manager</i>	Secure enough coolers for drinks for helpers, judges, competitors

WEEK OF THE EVENT SCHEDULE

Monday - Tuesday

<i>Event Coordinator</i>	Ensure that someone is available for competitor questions/needs
<i>Grounds Manager</i>	Post all directional signs Ensure that there are plenty of trash cans/boxes
<i>Tracking Manager</i>	Number articles Number flags
<i>Port-a Potty</i>	All Port-a-Potties delivered Ensure that a port-a potty is delivered to the tracking field (if feasible)
<i>Field Manager</i>	Ensure that field is properly mowed /manicured Take all equipment to trial field
<i>Event Chairman</i>	Ensure that both American and USCA flags are flown (if possible)
<i>Trial Secretary</i>	Ensure that competitor packets are at hotel and at stadium.

Wednesday - Thursday

<i>Event Coordinator</i>	Take all phone calls from competitors
<i>Trial Secretary</i>	Take all phone calls from competitors Collect Trial Helper Record Books
<i>Advertising Manager</i>	Press / Media coverage for the event finalized
<i>Judge's Manager</i>	Pick up judge's at airport (ensure they have liaison and are cared for)
<i>Field Manager</i>	Set up field before practice begins (ATTACHMENT 8) Mark field before practice begins - talk to Event Chairman Set up obedience and protection field before practice begins exactly how it will be for event.
<i>Practice Coordinator</i>	Should have sheet that lists competitors Should have stopwatch



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	Groups may share times
<i>Grounds Manager</i>	Check PA system is functional Wires/Cords taped and out of the way Prep for rain Poop buckets at practice field and hotel
<i>Event Chairman</i>	Hang vendor/event banners Wednesday evening- Ensure that the GBM room is set up and ready for meeting Prepare introduction and closing remarks for draw night
NATIONALS	Helper college - coordinate times with Helper Committee Helper tryouts - coordinate times with Helper Committee Helper program describes process Process is handled by Helper Committee
WDC	Tracking college – coordinate times with Tracking Committee Helper tryouts - coordinate times with Helper Committee Helper program describes process Process is handled by Helper Committee
DRAW	Draw Thursday
<i>Trial Secretary</i>	Secure a place for draw night (Work with Event Coordinator) Ensure that the room is properly prepared Collect scorebooks The Secretary will ensure that competitor bags, competitor numbers, maps, catalogs and all-important information are given out. Provide a boot for tracking donations. Provide a sleeve for helper donations The Secretary should work with the trophy manager to make sure some trophies are on display at draw night.
Friday – Sunday	
<i>Trial Secretary</i>	Ensure that judge's have their sheets throughout the event. Provide daily score sheets Scoreboard at event and updated throughout the competition Complete scorebooks Assistant tracking secretary should have draw items for tracks
<i>Webmaster</i>	Update website scores in real time at stadium
<i>Tracking Manager</i>	Ensure the tracking coordinator has all equipment Flags / Articles / Marker Flags / Tape Measure / Water for Tracklayers
<i>Food Manager</i>	Ensure that coolers with food/drink are at the stadium each day for helpers/judges/competitors
<i>Field Manager</i>	Everyday ensure equipment is well fortified. Gun Ammo Chairs for Group Jump Dumbbells Dumbbell stand Blinds Extra Field Paint
<i>Grounds Manager</i>	Make sure all pop up tents, chairs, and tables are in place



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T-Shirt Sales	Helper's Area
Catalog Sales	Group and Gun Area
Trophy Table	Entry Gate
Raffle Table	Secretary Table and Information area
Empty poop buckets	

Sunday Only

Trophy Manager

Field Manager

Trial Secretary

Event Coordinator

Finish Competition

Have trophies on field

Have podiums and decorations on the field

Compile list of trophy winners

Complete trial worksheet for this event ready to be signed

Prepare for Closing Ceremony

Competitors with dogs (if they want) on the field

SPEECHES

President (or designee)

Judges (if they want)

Event Chairman

THANK YOU'S TO:

Competitors

Judges

All Managers

Trial Secretary Tracklayers

Volunteers

Spectators

TROPHY PRESENTATION

See list for Nationals and WDC

One Week After Event

- Send all financials to USCA
- Send box of all USCA material to USCA
- Send all paperwork to USCA within 2 days
- Send official photos to Event Chairman
- Send official article to Event Chairman
- Send out event surveys



USCA – EVENT CHAIRMAN

The Event Chairman is assigned by the President and approved by the Executive Board. The EC should have extensive experience hosting National level events, be well organized, and have exceptional vision for large-scale events. The EC is responsible for everything that does / does not happen with the event. He/She has ultimate responsibility for the success of this event.

- Manage the event – work closely with host event coordinator
- Work with USCA webmaster
- Work with USCA hotel / advertising liaison
- Secure room for the General Board Meeting
- Secure vendor contracts
- Secure all insurances needed for the event / helpers / tracklayers / judges / etc.
- Ensure catalog is correct and professional
- Secure an event photographer /videographer
- Secure the following: T-shirts / Sweatshirts/Hats/ Event Shirts
- Ensure that VIPs have event passes – Competitors, Judges, Helpers, EB Members, Workers

BUDGET:

Webmaster	_____	Insurance	_____
Catalog	_____	Office Supplies	_____
Merchandise	_____	GBM Room Rental	_____
VIP/ Competitor Badges	_____		
Competitor Numbers/Bibs	_____		

TIMELINE:

Follow / use Master Timeline



WEBMASTER

- Responsible for the design and layout of the website
- Responsible for its continual event news updates
- Create an on-line registration for the event
- Maintains real time scoring updates during the event

TIMELINE:

<i>9-12 Months</i>	Acquire the following information from the managers or committee members) Event Dates Nationals - Last weekend in October or first weekend in November) WDC- Spring Qualifier- First or second weekend in June Entry deadline Event Schedule City of stadium Pictures of tracking, stadium, jumps, blinds, articles Host hotel information Final Logo Contact information- Event Chair/coordinator- name/email/phone List date for cut-off for Vendor/Advertising / Sponsors Spectator costs per day/ per weekend (Suggested \$5/\$12) Titles offered and cost per title Trophy sponsorship sent to webmaster continually Advertisers/Vendors/Sponsors sent to webmaster continually
<i>4-6 Months</i>	Entry form created Merchandise available on site Photographer/ Videographer named on site Sponsors / Vendors named on site Judges listed on site with pics and bios when selected
<i>2 Months</i>	Helpers listed on site with pics and bios when selected
<i>6 Weeks</i>	Updated pics of tracking posted on website with description Helper / Tracklayer College time, directions, and address
Week Of Event <i>Friday- Sunday</i>	Update website scores in real time at stadium



CATALOG MANAGER

Ensure that printing company has all material in a timely manner.

- Catalog should include but is not limited to: (see past catalogs)
 - Schedule
 - Judges' / Helpers' bios and pics
 - Opening Articles
 - Entries
 - Trophy Donations
 - Advertisements
 - Vendors
 - Emergency Animal Clinic - (Vet will be on-site)
 - Local attractions
 - Maps

BUDGETS:

Catalog _____ Printing, Binding, Shipping

TIMELINE:

Rolling Update

All information should be sent to the catalog company as soon as it is final. 3 Weeks out is typically the hard cut-off date for final submission.

3 Weeks All final info sent to Catalog including:
 Vendors
 Advertisers
 Letter from the President
 Letter from the Regional Director
 Letter from the Club
 Letter from local officials
 Get competitor list from USCA office



EVENT MERCHANDISE MANAGER

Event Merchandise will be a shared responsibility with the T-Shirt Manager.

- Order T shirts, sweatshirts, and hats. Work with host chairman with respect to the event logo.
- Order shirts for event staff
- Determine colors and sizes of merchandise

BUDGET:

Merchandise _____ T-Shirts, Sweatshirts, Hats, Event Shirts

TIMELINE:

4-6 Months Merchandise available on web site
Shirts/sweatshirts/hats ordered for event

3 Weeks Pick up event merchandise



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EVENT COORDINATOR

This person is usually the head of the local club and has some National level experience. This person is well organized, handles pressure well, and is competent at accomplishing a multitude of tasks. He/She has a great number of managers reporting to him/her and reports directly to the Event Chairman. He/She is responsible for the executable operations of the event. This position does most of the groundwork at the local site for the event.

- Delegate / appoint tasks
- Help create the trial schedule (beginning times, ending times)
- Coordinate opening and closing ceremonies
- Ensure that all legal documents have been procured (Stadium/Tracking Contracts)
- Secure an adequate facility for the draw
- Secure a location for the helper college and tracklayer college (work with tracking manager)
- Send continual updates to the event chairman

BUDGET: See Master Budget

TIMELINE:

<i>12-18 Months</i>	Secure from National Events Committee the Bid Form Complete National Event Bid Form Secure stadium (work with field manager) Secure tracking fields (work with tracking manager) Create logo
<i>9-12 Months</i>	Coordinate with webmaster: Contact information (Event coordinator name /email/phone Final logo, name city of event, trial schedule Spectator costs per day/per weekend Titles Offered / Cost per title Contracts sent to event chairman
<i>6-9 Months</i>	Stadium contract signed and sent to event chairman, President, Treasurer Tracking contract signed and sent to event chairman, President, Treasurer Begin judge selection
<i>4-6 Months</i>	Secure adequate facility for the draw Secure location for helper college and tracklayer college (work with tracking manager)
<i>6 Weeks</i>	Update from event chairman Have all pet emergency information readily available with a plan for issues. A close vet hospital or a veterinarian on premises is ideal.

Week of Event

<i>Wednesday – Thursday</i>	Work with trial secretary to put on draw night
<i>Sunday</i>	Prepare for Closing Ceremony with Trial Secretary Competitors with dogs (if they want) on the field SPEECHES President (or designee) Judges (if they want)



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Event Chairman
THANK YOU TO:
Competitors Judges All Managers
Trial Secretary Tracklayers
Volunteers Spectators
TROPHY PRESENTATION



HOST CLUB TREASURER

The monies in each money box need to be recorded at the start of each day and logged. We suggest removing money from the money boxes per day and having the money in the money boxes at the start of each day be a pre-determined amount. We encourage the HCT to track monies per money box and record it daily. We also suggest that the HCT should NOT reimburse receipts from the money box but rather maintain a separate money box for receipt reimbursement.

- The treasurer is responsible to procure money boxes and fill them adequately with monies for change
- Each money box is assigned to only one person and they are responsible for that box
- Each money box should be numbered
- Each money box is returned to the host club treasurer at the end of each night
- The treasurer is to reimburse receipts of managers for expenses
- The treasurer is to do an accounting of all monies collected per money box per night and record this information for presentation to the USCA Treasurer.
- The treasurer is to do a full accounting of expenditures and assets

BUDGET:

Cash Boxes _____
Money _____ Money to seed cash boxes

TIMELINE:

<i>1.5 Weeks</i>	Procure money boxes and fill with appropriate change
<i>Week of Trial</i>	Deliver money boxes and ensure you secure money on a nightly basis
<i>Week after Trial</i>	Collect all receipts Do a full accounting of expenditures and assets Send accounting and receipts to USCA accounting office and USCA Treasurer



GROUNDS MANAGER / 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:
 - Spectator parking
 - RV parking (if applicable)
 - Compet. entry/practice area
 - Restrooms (if applicable)
 - Port-a-potties (if applicable)
 - Vendor locations
 - Concessions
 - Helper area
 - Secretary's tables
 - Sales table
 - Competitor Parking
 - Exercise area for dogs
 - Judges table to do paperwork (if applicable)
 - Secure stadium scoreboard location
 - Have "lost and found" on site
2. Identify holding areas for the following overnight:
 - T-Shirts
 - Trophies
 - Dumbbells
 - Jumps / Blinds
 - Blanks for Gun
 - Guns
3. Participant Seating
 - If stadium seating - block off entrances you don't want in use
 - If people are expected to bring their own chairs - provide space
4. Tables, Chairs and Pop up tents. Arrange for a multitude of tables and chairs.
 - Table for sale items
 - Tables and tablecloth for entry gate
 - Tables for people to sit and eat
 - Trophy Table
 - Secretary's Table
 - Pop up tents on and off the field (Group, Helpers)
 - Enough chairs for each table or pop up area
5. Entry Gate
 - Make sure you have coverage at all gate entrances for the entire trial
 - Have entry gate cards/stamp and hole puncher available
 - Have table, chairs, and tablecloth for entry gate
6. Parking Lot - If space is limited, direct traffic and ensure that the competitor's parking is secure
7. Signs - should be created and posted to let everyone know:
 - Members Only
 - Exercise Area
 - Parking Area
 - Keep Out
 - Holding Area
 - Bathrooms
 - Competitor's Only
 - Bring what is needed to hang the signs
8. 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. Secure electrical wiring
9. 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.
10. First Aid Area
 - Provide a first aid area for dogs and people



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11. Clean Up Before and After the Trial
 - Walkthrough before trial
 - Purchase pooper scoopers for stadium and arrange for cleanup
 - Make sure there is a pooper bucket at the hotel
 - Have plastic trash bags available for the buckets
 - Walk trough after trial
12. Ensure stadium scoreboard is created and prominently displayed at stadium

BUDGET:

Tables, Chairs	_____
Pop Up Tents	_____
Signage	_____
PA System	_____
Pooper Scoopers, Buckets	_____
Trash Boxes, Liners	_____

TIMELINE:

3 Weeks	Print all instructional signs
	Spectator Parking
	Competitor Parking
	Break Area for Dogs
	VIP Parking
	Competitors' Only (Grassed Warm Up area) Minimum 40x40 close to stadium – if possible
1.5 Weeks	Ensure there are tents for group, judges, helpers
	Chairs (Total 10- 5 group and gunman, 1 for the long down blind, 4 for the helpers)
	Identify overnight holding areas to secure:
	T- Shirts Trophies Dumbbells
	Jumps Blinds Practice Field Items

Week of Trial

Monday - Tuesday	Post all directional signs
	Ensure that there are plenty of trash cans/boxes
Wednesday - Thursday	Check PA system is functional
	Wires/cords taped and out of the way
	Prep for rain
	Pooper buckets at practice and hotel
Friday - Sunday	Make sure all pop up tents, chairs, and tables are in place
	T-Shirt Sales Helper's Area
	Catalog Sales Group and Gun Area
	Trophy Table Entry Gate
	Raffle Table Secretary Table and Information area
	Empty poop buckets



FIELD MANAGER

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

1. Before the Trial
 - Coordinator and field manager must secure an appropriate stadium for the event
 - Coordinator and field manager must secure a practice field
 - Build two identical walls
 - Build podiums
 - Deliver jump/wall and winner's podium to stadium and practice field
 - Deliver blinds to stadium and practice field
 - Deliver dumbbells to stadium
 - Run an equipment check: (make sure you have back-ups)
 - Dumbbells Dumbbell Stand Blinds
 - Jumps Guns/ Blanks
 - Winner's Podium- needs to be freshly painted
 - Umbrellas for group and judges should be available
2. Helper Tryouts
 - A person should be assigned to arrange the helper tryout location
 - Helper tryout dogs should be present and ready to go
3. Practice Schedule
 - It is imperative that the length of practice time slots are strictly adhered to and enforced – a field timekeeper is required. This person should have a list of all practice times, a whistle, and a stopwatch.
 - Field should be set up EXACTLY like the trial
 - The field setup should be complete on Tuesday before the event and agreed upon by the judge. During practice every attempt should be made to ensure that the dog and the competitor get the same "look" that they will in the trial. This includes:
 - Long down spots
 - Long down blind
 - Jump
 - Wall
 - Dumbbell stand
 - Starting position
 - Blind positions
 - Call-out position
 - Escape bite down arc and direction if ALL preselected helpers wear the sleeve on the same arm. If not, the escape arc will be done following helper tryouts. (See Attached)
 - There should be NO field changes after practice.
 - See ATTACHED sample schedule
4. Obedience Phase
 - Chip readers available (if possible)
 - Assign people for the group - have chairs set up for them to sit
 - Spray paint to mark field
 - Assign gun person and have blanks available
 - Assign a gatekeeper. They prepare dogs to enter the field together, check their tattoos and/or chips, close gate
 - Work with grounds manager to section off entry to field and holding area
 - Mark off and/or flag area for long down



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- Put different colored flags up for bitches and dogs
 - Have chair and blind available for long down
 - Make sure you have a walk-thru with the judge
- 5. Set Up and Take Down Crew (During Trial)
 - Set up / take down crew for obedience and protection (Jumps, Blinds, Wall, etc.)
- 6. Protection Phase
 - Section off area / tent for helpers. Make sure they have chairs and water

BUDGET:

Stadium Rental	_____	(Work with Host Chair)
Obedience Equipment	_____	Hurdle (2) Wall (2) Dumbbells, Dumbbell Stand, Pistols
Protection Equipment	_____	Blinds, Sleeve Covers, Misc.
Podium	_____	

TIMELINE:

12-18 Months	Scout for stadium
9-12 Months	Work with coordinator to ensure stadium contract is signed
4-6 Months	Secure practice field- should have the EXACT same jump/wall- similar blinds
3 Weeks	Practice Schedule now determined (ATTACHMENT 6) Complete the building of 2 identical walls Complete the building of all 3 podiums
1.5 Weeks	Final stadium assignments delegated Ensure that stadium scoreboard is created and location secure

Week of Trial

Monday- Tuesday

Ensure that field is properly mowed/manicured
Take all equipment to trial field

Wednesday- Thursday

Set up field before practice begins
Mark field before practice begins – coordinate with event chairman
Set up obedience and protection field before practice exactly how it will be at event
PRACTICE TIME
Practice coordinator should have sheet that lists competitors
Should have stopwatch
Groups may share times

Friday- Sunday

Everyday make sure equipment is well fortified

Gun	Ammo	Chairs for Group
Jump	Dumbbells	Dumbbell stand
Blinds	Extra Field Paint	



TRIAL SECRETARY

The Trial Secretary should have at the very least, as many assistants as there are judges. The secretary should have an assistant tracking secretary, assistant obedience secretary and an assistant protection secretary.

1. Work with webmaster and provide assistance with online registration.
2. Paperwork and Scoreboards
 - The competitor scoreboard - 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.
 - 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.
 - Have ready - clipboards, pens, Trial Rule Book.
 - Create judge's packet - All score sheets that you will send home with judge
 - Ensure the judges get paid and complete a judge's expense sheet
 - Work with trial treasurer
3. The Draw (ATTACHMENT 7)
 - Secure a place for draw night (Work with event coordinator)
 - Ensure that the room is properly prepared
 - Prepare introduction and closing remarks for draw night
 - Collect scorebooks
 - 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.
 - Provide a boot for tracking donations.
 - Provide a sleeve for helper donations
 - The Secretary should work with the trophy manager to make sure some trophies are on display at draw night.
 - Secretary will create flight sheets and distribute to competitors and judges
4. On Site Secretary's Table - Have an on site table for the secretary
5. Competitor Packets
 - Create competitor packets for competitors / judges (work with event coordinator)
 - 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.
6. Tracking
 - The Secretary should arrange for their assistant tracking secretary or the judge's manager to transport judge to the tracking field.
 - Assistant tracking secretary should check length of leashes. Have tape measure.
7. Announcer / Opening and Closing Ceremonies
 - Have an announcer throughout the trial program.
 - The secretary and/or coordinator is responsible to orchestrate an opening and closing ceremony
 - Give opening and closing remarks. Introduce judges and make announcements.
 - Select an individual that will make the presentation of trophies and scorebooks at closing ceremony



UNITED SCHUTZHUND CLUBS OF AMERICA - NATIONAL WORKING EVENTS PROTOCOL

BUDGET:

Draw night	_____	Room Rental, Food, Decorations, Sound System, Misc.
Draw Items	_____	(Work with host coordinator)
Scoreboard	_____	
Office Supplies	_____	
Misc.	_____	Misc. Printing/Shipping/Mailing

TIMELINE:

3 Weeks	Start competitor packets
1.5 Weeks	E-Mail competitor packets to all competitors and judges no later than 1.5 weeks before the start of the event. Do a mock draw Print individual judge's sheets (sent via PDF from webmaster) Print judge's control sheets (sent via PDF from webmaster)

Week of Event

Monday- Tuesday Ensure that competitor packets are at host hotels and with event coordinator

Wednesday- Thursday Competitor packets at host hotels and stadium
Work with event coordinator to put on draw night

Friday- Sunday Ensure that judges have their sheets throughout the event
Daily score sheets provide
Scoreboard at event and updated throughout the competition
Complete scorebooks
Complete Trial Helper Books

Sunday Compile list of trophy winners - have worksheets for this event ready to be signed
Prepare for closing ceremony with coordinator
Competitors with dogs(if they want) on the field

SPEECHES

President (or designee) Judges (if they want)
Event Chairman

THANK YOU TO:

Competitors Judges All Managers
Trial Secretary Tracklayers
Volunteers Spectators

TROPHY PRESENTATION

See list for Nationals and WDC



TRACKING MANAGER

The tracking manager works closely with the tracking coordinator to coordinate all tracking activities

- Responsible to locate and get permission for tracking fields
- Responsible to locate practice tracking fields, get permission, and draw a map of how to get there from clubhouse / stadium and from host hotel
- Tracking manager is responsible to source and number new articles (Often come from National Events Sponsor)
- Tracking manager is responsible to provide flags and number them
- Tracking manager is responsible for a person to be a flight leader. They are responsible to lead the competitors to the tracking fields, etc.
- 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.
- Ensure there are draw numbers at the tracking field
- Ensure that all your flight leaders know when and where they are to direct their flights
- Coordinate with port-a Potty Manager to have a unit at the tracking fields if practical

BUDGET:

Field Rental	_____	(Work with event coordinator)
Tracking Equipment	_____	Tracking Equipment (Flags, Articles, Marker Flags, Misc.)

TIMELINE:

12 - 18 Months	Assist in scouting for tracking fields (Approx. 2 acres per competitor)
9 - 12 Months	Tracking contract signed and sent to event chairman Send pictures to the webmaster of tracking fields /articles
4 - 6 Months	Secure practice tracking field (1 acre/competitor) - similar conditions to trial Ensure that tracking fields will not be mowed anytime within 4 weeks of the event Help secure a location for the tracklayer college
6 Weeks	Updated pictures of tracking posted on website with description
3 Weeks	Complete construction of tracking flags (if applicable)

Week of Event

Monday- Tuesday	Number articles and flags Ensure that a port-a potty is at tracking field
Friday- Sunday	Ensure the tracking coordinator has all equipment Flags Articles Marker flags Watch Tracklayers Tape Measure



HOTEL / BANQUET MANAGER / GENERAL BOARD MEETING

USCA (or delegate) is responsible for securing the hotel contracts as well as securing an adequate facility for the General Board Meeting (when required).

1. Host Hotel
 - Work with the host hotel to have a table in the lobby where you can dispense information packets to competitors, maps, directions etc.
 - All information about the hotel(s) needs to be given to web coordinator.
 - Work with the trophy/gift manager to ensure gift baskets for judges in their hotel
 - Ensure that there are pooper scoopers, bags, buckets for hotel (2)
2. General Board Meeting
 - USCA (or delegate) is responsible to secure facility and to conduct this meeting
3. Event Banquet
 - Responsible to find a dinner location for the appropriate amount of people
 - Responsible to bid out the menu for the dinner
 - Work with event chairman and the registration process to pay for dinner option
 - Work with event chairman and web manager to create buying a dinner reservation / ticket for those individuals who are not competitors
 - Make sure there is coverage at the door to check people into the dinner
 - Create a list to be checked off at the door for those who have paid and/or create dinner tickets
 - Ensure VIPs are not charged
 - Responsible to give all this information web manager
 - Responsible to have centerpieces on the tables / memorabilia. (Optional)
 - Responsible to assign the head table
4. Banquet Presentation

BUDGET:

Event Banquet _____ (Work with event coordinator) Room Rental, Sound System, Food

TIMELINE:

9-12 Months Send host hotel information to webmaster
 Send banquet information to webmaster



FOOD MANAGER

The food manager can either arrange to out-source all concessions to an independent food wagon or catering 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.)
- Make sure there are plenty of coolers and ice available.
- 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 kind of refreshments at Draw Night. 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. Judges, helpers, tracklayers, etc)
- Food manager should make sure they have enough water for competitors at the front gate and to dispense to competitors daily.
- The Food Manager should make sure there are beverages and snacks available for the tracklayers out in the field and helpers in their area.
- The Food Manager is responsible for a money box, and its security EVERY DAY. These monies need to be given to the trial treasurer every night.

BUDGET:

Ice Chests/Ice	_____	Competitors, helpers, tracklayers
Water	_____	Competitors, helpers, tracklayers, front gate
Snacks	_____	Competitors, helpers, tracklayers
Equipment/ Food	_____	Only needed if food is not outsourced
Draw Night	_____	Refreshments

TIMELINE:

1.5 Weeks Have enough coolers for drinks for helpers, judges, competitors

Week of Event

Friday- Sunday Ensure that coolers with food and drink for helpers / judges / competitors / tracklayers



TROPHIES / GIFT MANAGER

- Primary responsibility is trophy selection.
- Determine the company that will make the trophies.
- Determine the style of the different trophies
- Determine the price of each trophy
 - The trophy person is responsible to solicit donations
 - Report contributions to the Catalog Manager and the Webmaster to post.
 - A thank you card should be offered to all who buy a trophy.
- Person Responsible for Trophy Presentation Table
- Some trophies should be displayed at Draw night.
- Trophies should be displayed at closing ceremonies.
- Table should have tablecloth, flowers, etc.
- Gifts
 - Judges' gifts
 - Helpers' gifts
 - Tracklayers' gifts
 - Trial secretary's gift
- Coordinate with hotel manager to deliver gift baskets for judges in hotel rooms

BUDGET:

Money	_____	Down payment for Trophies
Gift Baskets	_____	Gift Baskets for Judges in hotel room
Judges' Gifts	_____	
Helpers' Gift	_____	
Tracklayers' Gift	_____	
Trial secretary's Gift	_____	
Thank you cards	_____	
Misc.	_____	Trophy table decorations

TIMELINE:

<i>4-6 Months</i>	Select trophy vendor
<i>6 Weeks</i>	Ensure trophies are in order
<i>1.5 Weeks</i>	Finalize all gifts Receive all trophies and awards

Week of Event

<i>Thursday</i>	A few (top 5) trophies should be set up for viewing at the draw
<i>Sunday</i>	Have trophies on the field for presentation



ADVERTISING / SCRIBE MANAGER

- Person will work hand in hand with the event coordinator to create a marketing plan for local groups (Public flyers, information, police, local dog groups)
- Person is responsible to write an article for USCA magazine

BUDGET:

Advertising _____ Misc. / printing / mailing

TIMELINE:

<i>12-18 Months</i>	Begin marketing plan
<i>6-12 Months</i>	Advertising in USCA magazine, local and regional publications, web sites etc.
<i>4-6 Months</i>	Begin advertising event (Magazine, local, regional) Involve community/media/Mayor/Police Develop press release packet

Week of Event

Wednesday - Thursday Press/Media coverage for the event finalized



COMPETITOR BAG MANAGER

This person works closely with the person procuring the sponsors / donations.

- Transport bags to draw night
- Assemble 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.

BUDGET:

Gift Bags _____ Bags / Gifts

TIMELINE:

1.5 Weeks Competitor gift bags

Week of Event Deliver to Draw Night



JUDGE'S MANAGER

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

- Judges 1-3

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.
 - Responsible for transport during event
 - Person to Pick Up
- **Judge Leaves (Time):**
 - The Judge will stay 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
- Each judge's manager should ensure that their judge has a ride to the judge's dinner.

BUDGET:

Judge #1	_____	(Work with Host Chairman) - Travel, fees, food, misc.
Judge #2	_____	(Work with Host Chairman) - Travel, fees, food, misc.
Judge #3	_____	(Work with Host Chairman) - Travel, fees, food, misc.

TIMELINE:

Week of Trial

<i>Wednesday - Thursday</i>	Pick up judges from airport (ensure they have liaison and are well cared for)
<i>Sunday</i>	Ensure judges get to airport on time



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
- Coordinate with Helper Committee members at field
- Secures 4 strong dogs capable of doing IPO3 routine for helper tryouts
- Ensure the Grounds Manager has identified a helper's area on the field with chairs/a pop-up.
- Make sure helpers have enough water/snacks during the trial.
- Make sure helpers have rides to stadium / banquet.

BUDGET:

Misc. _____ Water, snacks during event.

TIMELINE:

6 Weeks	Check with helpers to see about hotel accommodations
3 Weeks	Check with helpers and make sure they have rides from the airport Informs Helper Committee Chair / Director of names and contact information of handlers / dogs to be used in helper tryouts.
Week of Event	Monitor helpers and their well-being



RAFFLE MANAGER (OPTIONAL)

- Decide on the type of raffle to implement
- Provide all raffle items
- Get /make tickets for the raffle if necessary
- Display goods if necessary. Provide tables for items
- Get people to sell raffle tickets- daily
- Conduct the actual raffle -reading off the numbers etc.
- Secure their money box - these monies need to be given to the trial treasurer every night
- A thank you card should be offered to all who contribute items to the raffle
- Contributors may want to be mentioned in the catalog and/or web site

BUDGET: Buy Raffle Tickets _____
Thank you cards _____ For donated items

TIMELINE:

<i>4-6 Months</i>	Start collecting raffle items
<i>3 Weeks</i>	Get raffle tickets
<i>Week of Event</i>	Display items and sell raffle tickets



PORT-A-POTTY MANAGER

- Make sure you have the right amount of port a potties (Stadium if needed / Tracking) if possible
- 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 port-a- potties are delivered early so people who arrive several days early for practice have them available.
- Ensure there is adequate clean up throughout the trial
- Make sure contract/receipts are kept

BUDGET:

Port- A Potties _____

TIMELINE:

Week of Event

Monday- Tuesday Have all port-a potties delivered. Make sure someone is present for delivery. Ensure that a port-a- potty is delivered to the tracking field



T-SHIRT MANAGER

- Check with grounds manager to determine where the table will be set up to sell merchandise.
- Have 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. Money box will be checked out to one person and numbered. The money box will be returned nightly to the host treasurer.
- Make sure you have adequate coverage to sell at the tables each day of the trial.
- Know where you will store those boxes.

TIMELINE:

Week of Display and sell merchandise



ATTACHMENT 1 – DIVISION OF RESPONSIBILITY DURING TRIAL

This is for USCA National Working Events. This document should be distributed to all competitors, judges, club contacts, event chair, helper committee, and tracking committee 3 months prior to the event. Judges (both domestic and foreign) will review document and agree before final selection.

HELPER COMMITTEE

- Pre-selects pool of helpers
- Makes final assignment of helpers at helper tryout
- Protection judge may stay on field during helper tryout to instruct helpers, if they will do so during trial (e.g., when to stop the pressure phase), but has no vote on helper final assignment
- Marks the field for protection (Callout line, escape bite, 20 pace and start line)

EVENT CHAIRMAN

- Sets schedule and times for flights
- Sets obedience field layout (Coordination with obedience judge 3 months prior to event)
- Sets lines for retrieves (Coordination with obedience judge 3 months prior to event)
- Determines time / place for tattoo checks
- May suspend a trial for weather conditions
- Secures four (4) strong dogs for helper tryouts
- Secures ten (10) dogs for use in National Helper College

TRACKING COMMITTEE

- Determines patterns based on terrain and space
- Determines in coordination with the tracking judge, the laying of the tracks. Terrain and weather should be considered. The Event Chairman will settle disagreements.
- May pull a tracklayer for lack of competency or compliance

TRACKING JUDGE

- Determines article placement on legs
- Determines in coordination with the tracking committee, the laying of the tracks. Terrain and weather must be considered. The Event Chairman will settle disagreements.
- Communicates article locations to Tracking Coordinator
- May suspend a trial for weather conditions

OBEDIENCE JUDGE

- Directs where marks should be for start and retrieves (Coordination with Event Chairman 3 months prior to the event)
- May suspend a trial for weather conditions

PROTECTION JUDGE

- Communicates to Event Chairman direction of escape bite – Must take into account the arm the helper wears the sleeve. Escape bite arc and helper position now in rules (Coordination with Event Chairman 3 months prior to the event)
- Determines direction of back transport.
- May remove a helper after the first dog/handler team have completed their protection routine
- May suspend a trial for weather conditions



ATTACHMENT 2 – SAMPLE EVENT SCHEDULE

Wednesday, April 18, 2012

7:30AM to 5:00PM - Stadium practice

Humane use of pinch and e-collars are permitted at stadium grounds until draw. Following draw, use of pinch and electric collars is not permitted at the trial stadium or trial tracking fields.

Thursday, April 19, 2012

7:30AM to 4:15 PM - Stadium practice

FH Championship (Meet at Host at 8:45am)

4:30 Obedience Competition (WDC only)

5:30PM Helper Tryouts

DRAW NIGHT at _____

6:30PM - 7:00PM Check-in/Light Dinner/Drinks

8:00PM - Draw starts

Friday - Sunday, April 20-22, 2012

7:30AM – 4:00PM Competition

BANQUET DINNER - Saturday Night

7:00PM at _____

Tracking

Please arrive at the host hotel 1 hour before your tracking time to caravan to the tracking fields.

Trial Field

- Breakfast items and lunch will be available at the trial grounds
- Water is FREE for competitors at trial field
- Local club members will be in _____ (color different from event shirts) shirts with a “local club” logo on the back. If you need anything, please ask.



ATTACHMENT 3 – JUDGE SELECTION PROCESS

On file at USCA office. Email office to request.

ATTACHMENT 4 – SAMPLE SCOREBOOK LABEL

On file at USCA office. Email office to request.

ATTACHMENT 5 – SAMPLE COMPETITOR PACKET

On file at USCA office. Email office to request.

ATTACHMENT 6 – PRACTICE SCHEDULE

On file at USCA office. Email office to request. Wednesday GBM delegates given priority at Nationals.



ATTACHMENT 7 – DRAW PROTOCOL

1. Be prompt and be efficient
2. Bar and food should be opened approximately 1 – 1.5 hours before the draw begins
3. Set up the room so that competitors that come up to draw go in this order:
 - a. Pick up draw item (use totally random ping pong style unless exception created by Chair) and competitor bag
 - b. Shake hands with all VIPs
 - c. Shake hands with all judges
 - d. Pass boot/sleeve for optional donation
4. Separate draw items by FLIGHT and remain separated (either in bags/bundles/rubber bands, etc.) until special and youth draws are complete as indicated below
5. Pass out (or have on table) all flight and tracking schedules (if necessary) as competitors enter
6. Welcome from Event Coordinator
7. Welcome from Event Chairman (Or highest ranking USCA officer)
8. Take competitor roll:
 - a. Call competitor name by catalog number
 - b. Note competitors that are “pulls”
 - c. Count number of “pulls”
9. Introduce Judges
 - a. Let each judge speak with Q&A to follow from competitors
 - b. At the same time as Q&A adjust flight schedule – remove pulls from last flight of last day and remove draw numbers from that last flight
10. BEGIN DRAW with Special Draws:
 - a. A female in season must be the last dog on the last day – this draw is assigned and does not affect the overall draw
 - b. FIRST - Youth Draws/Religious Restrictions
 - i. Draw for either Saturday or Sunday (if required and stated at time of entry)
 - ii. Pull out one flight that has only Saturday and Sunday participation
 - iii. Have youth draw in their catalog order
 - c. SECOND - Competitors with 2 dogs
 - i. The competitor draws for the dog that is 1st in catalog order
 - ii. The second dog is assigned and will be assigned in the same flight, **but with opposite “Up dog/Down dog”** (example: The competitor draws for the first dog FLT# 6 – Draw 1. The assignment for second dog would be FLT #6 - Draw 6). Use the chart below to help in the 2nd dog assignments.
 - d. THIRD – competitors sharing a vehicle (ISSUE TO DISCUSS > > >)

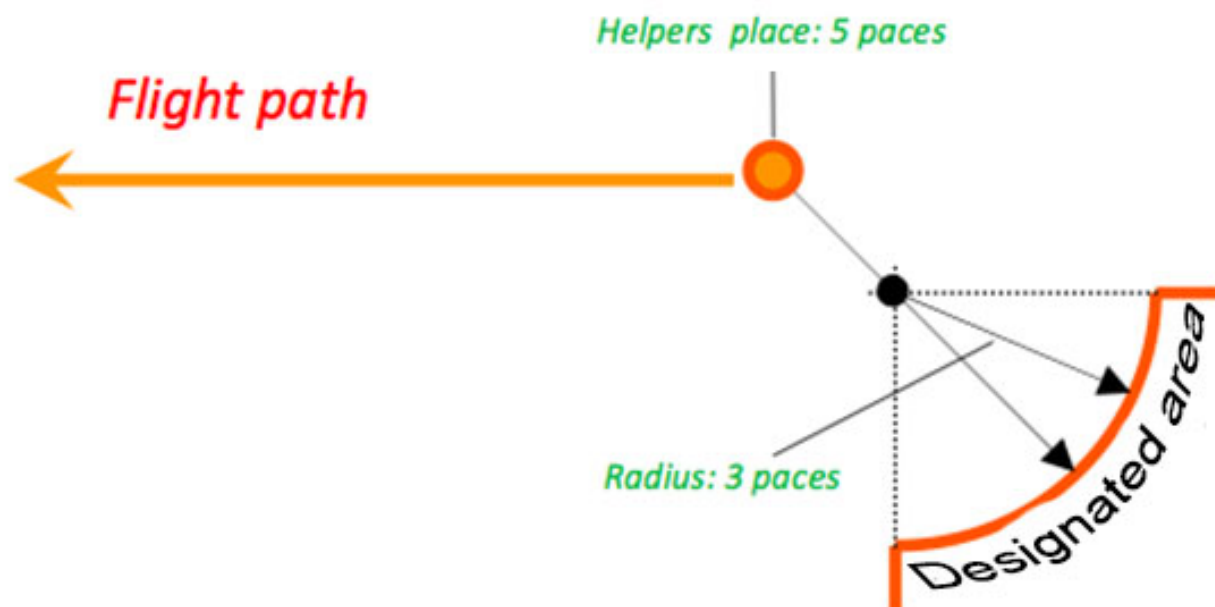
Draw	Assigned
1	8
2	7
3	6
4	1
5	2
6	3
7	2
8	1

11. Once numbers of pulls are determined along with any special and youth draws, mix draw items and follow catalog order.
12. Use DRAW TOOL to accurately account for each competitor and FLIGHT/DRAW selected
13. Print sheets with final draw assignments immediately after draw



ATTACHMENT 8 – ESCAPE BITE LAYOUT

LEFT Sleeve helper



RIGHT Sleeve helper

