

Checklist for Club Level 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"



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This document has been written by Gail Kendall of the USA and has the sponsorship of the
General Education Committee.

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

USA member feedback is also welcome and can be sent to gkendall7@aol.com

General Comments:

The following is a general guide for putting on a local club trial. Many experienced clubs could add to this checklist but I believe it can serve as a good beginning guide to 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.

You may or may not have a trial chairman. If you have a small club with 10 or fewer members, most of these tasks will be performed by the trial secretary, usually with some help from the other club members. However, with clubs that have a larger membership, it is a good idea to divide up these tasks and get everyone involved.

Chairman Responsibilities

(These responsibilities become the trial secretary's if there is no chairman)

- 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)
- 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 (with help from the secretary) will be the trial announcer or assign someone.
- 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 (with the help of the secretary) 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, 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

(Optional) Some clubs have had many trials and set their trials up the same way each time. However, if you are new at putting on a trial, it may be a good idea to sit down and draw a map of where you are going to put everything:

- Porta potties
- Exercise Area for Dogs
- Trophy Table
- Secretary's Table

2. 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.

3. Tables and Chairs

Arrange for a multitude of tables and chairs

- Table for sale items
- Trophy Table
- Snack Tables
- Secretary's Table

4. Signs

Laminated signs should be placed to let everyone know:

- Members Only
- Exercise Area
- Parking Area
- Bathrooms
- Keep Out

5. PA System

Although PA systems are relatively cheap on Craig's list, this item is optional for clubs that have saved a few extra dollars.

- Check PA system for working status
- If wires are involved- make sure no one will trip on them
- Remember, rain is always a possibility

6. 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
7. Clean up before and after the trial

B. Field Manager

This position is responsible for everything that takes 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
2. Obedience Phase
 - Make a chip reader available (I know the competitor is responsible but...)
 - Assign people for the Group- Have chairs set up for them to sit on
 - Spray paint a start mark for competitors to begin their routines
 - Assign gun person and have blanks available
 - 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)
3. Set Up and Take Down Crew (During Trial)
 - Set up / take down jumps, put up blinds
4. 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
5. Judge
 - 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. 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 of entries
 - Secretary will collect all monies rendered from entries.
 - All scoreboards- post all scores.
 - Responsible for scorebooks, helper books, and all USCA paperwork.
 - Responsible to mail off all paperwork to SchH 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)
4. Information
 - Competitors really appreciate it when the secretary keeps them abreast of what is happening, changes, schedules, tracking info etc. Send out e-mails or put it on your web site.
5. Tracking
 - The Secretary should transport Judge to the tracking field.
 - Secretary should have draw numbers available to draw for tracking order out at the field.
6. Opening and Closing Ceremonies
 - 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. Food Manager

1. 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.
2. If the host club chooses to go out to a restaurant- make sure EVERYONE knows when and where.
3. If you are having a small trial- you could have a potluck and have all members contribute but if you are planning for a larger trial - we recommend:
 - The food manager must create a team.
 - Assign people for each day and have an adequate number of assistants.
 - The food manager will decide on a menu, set prices and buy all items. (Keep receipts)
 - If you have a club house- Check that kitchen equipment is working properly or replace needed equipment (ice chests, crock pots, warmers, grills, coffee makers, etc.)
 - Manager needs to determine amount of tables, chairs, pop-ups
 - A sign should be made listing all food prices.
 - The food chairman should have a list of names of those individuals that will eat free, i.e. judge
 - The food manager is responsible for money box, and its security EVERY DAY. These monies need to be given to chairman and / or treasurer every day.

E. Tee Shirts / Hats / Misc.

This section is only relevant if your club has club tee shirts and they are available for sale. Some clubs have tee shirts, hats, sweatshirts etc for sale to make extra money.

1. Check with grounds manager to determine where the table will be set up to sell merchandise.
2. Create an attractive sign to display pricing of merchandise.
3. Make sure you have at least two large tables to display the goods.

4. Make sure you have a money box for the table and that you maintain an inventory of the merchandise sold. The tee manager is responsible to collect that money box daily.
5. Identify the people responsible to sell at the tables each day of the trial.
6. The last person of the day must pack up all tees and put them away until the next day. Know where you will store the merchandise boxes.

F. Tracking Manager

It is understood that in many smaller clubs, this task would be the responsibility of the trial secretary.

1. Tracking manager is responsible to locate and get permission for tracking fields.
2. The manager should draw a map of how to get to the field from the clubhouse.
3. Manager should assign Track Layers (1 for every 6 SchH 3's).
4. Tracking manger is responsible to provide correct sized articles.
5. Tracking manager is responsible to provide flags.
6. Secretary will transport judge to field.
7. Secretary will provide draw numbers on the tracking field.

G. Trophies, Medals and Gifts

1. Minimum Trophy Selection Includes
 - High in Trial
 - High Tracking
 - High Obedience
 - High Protection
2. Gifts
 - Judge's Gift
 - Helper's Gift (Optional)
 - Tracklayer's Gift (Optional)
3. The trophy manager will work with the treasurer and chairman to determine the amount of money available for trophies.

4. The trophy manager will select the style of trophy awarded and the company that will make them.
5. Person Responsible for Trophy Presentation Table
 - Trophies should be displayed on days of trial and brought in nightly.
 - Trophy table should be made to look attractive at closing ceremonies.

H. Judge's Manager

This person is in charge of coordinating the needs of the judge. This person is responsible to make sure that the judge's stay is organized and planned:

1. Manager assigns a person to pick judge up at airport (if he flies).
2. Make sure you have a cell phone number and clearly discuss where at the airport you will pick him up.
3. Manager assigns a person to take judge to the airport (if he flies). Make sure you plan your trial times appropriately so you allow time to get to the airport.
4. Decide who the Judge will stay with or which motel. This person should also assist the trial secretary to ensure that the judge is being taken care of during the trial. Make sure that the judge has water, meals etc.

I. Media / Scribe (Optional)

1. Person is responsible to get Trial Photographer and / or Videographer
2. Person is responsible to write an article for SchH magazine. (Optional)

J. Porta Potty Person (Optional)

1. Make sure you have the right amount of porta potties.
2. Check with Grounds Manager to see where they belong when delivered and make sure someone is there when they are delivered.

K. Helper's Manager

Obviously it is a club decision as to who your helpers will be. This decision should be made well in advance of the trial.

1. This person is responsible to take care of the helpers and all equipment needs.
2. Ensure the Grounds Manager has identified a helper's area on the field with chairs.
3. Make sure helper's have enough water during the trial.

L. The Treasurer

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