

PREPARING FOR A ROAD TRIAL

24 MONTHS BEFORE THE TRIAL:

- request permission to host a Trial secure judges and veterinarians choose site
- preview site
- begin locating rental horses
- look for location to board exhibitor horses which may be trailered in
- prepare sample budget (see "Hosting A Road Trial")
- set approximate date
- name chairman, secretary
- secure committee (minimum of 3 people; two who are not competing) request "Hosting A Road Triar' booklet from DCA Board
- request info from DCA Road Trial Committee (Chairman)

18 MONTHS BEFORE THE TRIAL:

- prepare info for DCA mailing (location, date, time, request for trophy donations, etc.)
- prepare judges contracts
- give information to rental horse supplier(s) secure vets
 - submit budget to show chairman set date
 - check on site
 - locate horse for mounted judge look for sponsors secure funding

12 MONTHS BEFORE TRIAL:

- send judges contracts
- arrange for restroom facilities preview/ride trail
- send veterinarian contracts secure stewards
- locate hotel accommodations for judges; send info to judges/vets/stewards
- submit info for premium list
- confirm rental horses
- confirm horse for judge
- confirm site
- submit any budget changes to show chairman for approval
- draw up rental horse contracts: (1) for supplier and (1) for exhibitors; approve with supplier

- **secure** stalls for exhibitors who may trailer own horses
- request traveling Road Trial File from DCA RT Chairman

6 MONTHS BEFORE TRIAL:

- send cover letter and score sheet to vets
- send cover letter and score sheet to judges
- plan trail; draw sample map
- confirm rental horses
- finalize rental horse contract for exhibitors (make copies)
- finalize supplier(s) rental horse contract
- secure shade canopies, port-a-potties, chairs, etc.
- info letter to stewards
- locate hotel near site for exhibitors
- begin putting together cover letter for exhibitors (info on site, hotels, weather, rental horses, boarding, etc.)

3 MONTHS BEFORE TRIAL:

- order rosettes
- check on trophies
- obtain any special awards or trophies
- prepare blank participation certificates (signed by DCA President)
- prepare blank title certificates (signed by DCA President)
- add info to cover letter for exhibitors
- secure stewards
- arrange for hospitality items (food) for judges, vets
- send judging information to judges (judging Guidelines, etc.)
- send out entries with show premium list

1 to 2 MONTHS BEFORE TRIAL:

RIDE TRAIL plan trail

- measure trail
- draw map to site
- draw map of trail/course
- obtain exhibitor numbers (worn on exhibitor's back)

- obtain color-coded collars for dogs (request from DCA RT Chairman) obtain/design trail markers
- obtain stakes for marking trail confirm rental horses
- confirm horse for mounted judge
- confirm judges
- set up headquarters set up shade
- pick up judges
- bring awards (rosettes, trophies, certificates)
- pick up food, hospitality items
- greet exhibitors
- host pre-trial briefing with judges and exhibitors (horse match-up, tour of course and trail, Q & A session with judges, etc.)
- have personal contact with stewards; confirm time and assignments
- notify horse supplier of the time the first rental horse will be needed (at least **1/2** hour before that exhibitor's vet check)

THE DAY OF THE TRIAL:

- greet exhibitors and spectators
- get stewards to their assignments
- get judges and vets to their assigned positions
- help mounted judge with horse help position spectators
- position distraction dog/handler
- set up food (for judges, vets, perhaps stewards)
- set up trophy table
- distribute clip boards, score sheets, stop watches, collars, numbers, etc
- field questions
- keep exhibitors on time and on track
- be available for first aid
- check judges' addition
- figure times from start/finish times and vet in/out times
- help judges record scores and awards
- keep record of scores and awards
- host awards ceremony
- take everything down clean up area

AFTER THE TRIAL:

- send thank-yous
- take down markers
- give record of scores and awards to show secretary
- send copy of scores and awards to DCA RT Chairman
- send record of titles awarded to DCA Road Trial Chairman
- gifts to judges, vets (optional)
- return score sheets, collars, and re-useable items to DCA Road Trial Chairman
- return traveling Road Trial file to DCA RT Chairman