

RESPONSIBILITIES OF THE HOST CLUB DCA SANCTIONED ROAD TRIALS

BEFORE THE TRIAL:

SANCTIONING: request permission to host a Trial from DCA Board of Governors. Include date, location, budget, chairman, committee, secretary, potential judge(s)/vet(s), sources for rental horses, who will prepare the site, division of responsibilities, etc. (Road Trial Regulations Chapter 1, Section 5 & 7)

CHAIRMAN: appoint responsible, dedicated chairperson

COMMITTEE: appoint a committee of at least three dedicated workers, including chair (Ch. 1, Sec. 6)

SECRETARY: a show secretary must be appointed to accept entries. This person may not own or exhibit a dog at the Trial. (Ch. 1, Sec. 5; Ch. 1, Sec. 18)

BUDGET develop and approve budget through Host club and DCA Board (see "Hosting a Road Trial" booklet)

SITE: select, secure, and prepare an appropriate site (see also: "Site Selection and Preparation). This should include any necessary permits and written agreements with landowners. All attempts should be made to secure a site that is appropriate for carts (Ch. 3, Sec. 3). A back-up site should also be selected. (Ch. 3)

TROPHIES: (Ch. 4, Sec. 2, 3, 5, &6)

RIBBONS: 1st through 4th place ribbons and qualifying ribbons are required. (Ch. 4, Sec. 4, 5, & 6) Most clubs offer rosette neck ribbons, designed to be worn around the dog's neck. The regular colors (blue, red, yellow, white) are suggested.

RENTAL HORSES: Locate one or more rental horse suppliers. Obtain written estimate from supplier for a minimum number of horses on the specified date at a guaranteed price. (see also: "Acquiring Rental Horses") If rental horses are not available, it should be so stated in the Premium List, and announced to the general membership at least 6 months before the Trial. The same rule applies if the rental horses are limited, or if horses will only be available for the 12-½ mile course. A back-up plan for acquiring rental horses should also be proposed. Written estimate required. Supplier may require deposit and liability release from exhibitors. (Ch. 2, Sec. 8)

JUDGE(S): (Ch. 6, Sec. 1) reimbursement as directed by DCA (currently \$100 per judge, as of 8/2001) or as in your proposed budget. Transportation and meals usually provided. Contract required.

VETERINARIAN(S): (Ch. 5, Sec. 1 & 2) Entry of 7 teams or less: at least one licensed veterinarian on site for the entire Trial. Entry of 8 or more: at least one licensed veterinarian on site for the entire Trial, and a second licensed vet or a Veterinary Technician on site until all teams have completed the mid-point check. Reimbursement for vet/Vet Tech as proposed by your budget. Contract required. The Regulations also require that the Host provide the vet(s) with a copy of the Regulations, and judging information (Ch. 5, Sec. 2)

STABLING OF EXHIBITOR HORSES: Locate stables to board horses that may be brought in by exhibitors.

PRE-SHOW MAILING: prepare information to be included in a pre-show mailing, or announcement, to potential exhibitors.

PREMIUM LIST: Premium list must include liability release and statement of risk, date, location, sponsoring

organization, show secretary, Chairman, Committee, classes offered, judge(s), vet(s), trophies, ribbons, limitation of entries (see Ch. 1, Sec. 13), entry form, a contact # for rental horses, whether or not the course is appropriate for carts (Ch. 3, Sec. 3), any limitations on rental horses, hotel information, and any other pertinent information.

CONTRACTS: for judge(s), Vet(s). Written agreement for landowner(s). Written estimate from rental horse supplier. Liability release from exhibitors.

JUDGE'S HORSE: obtain horse for mounted judge to ride.

HOTELS: locate hotels in the area that will accept dogs.

STEWARDS: The Regulations require a minimum of one steward per vet/Vet Tech, a start/finish steward, and a handler for the Distraction dog. Other stewards may also be advisable.

DRAW EXHIBITORS: If entry is too large, exhibitors will be drawn by lot (Ch. 1, Sec. 13)

DRAW "ORDER OF RUNNING": (within 4 days of closing date) The order in which the teams shall be run shall be drawn according to Ch. 1, Sec. 15. "Start" times should be assigned.

ASSIGN NUMBERS AND COLORS: After drawing the order of running, each team shall be assigned a number, and each dog shall be assigned a color (to correspond with the colors of collars which the Host Club shall provide). Such numbers and colors must be listed in the catalog, or Road Trial Pamphlet.

NOTIFY EXHIBITORS: Including "start" time, directions to site, final rental horse information, date and time of review of course, etc.

PRINT CATALOG OR ROAD TRIAL PAMPHLET: (Ch. 1, Sec. 5)

PREPARE CERTIFICATES OF TITLE AND CERTIFICATES OF PARTICIPATION: Although there may be a national committee member assigned to help with these certificates, it is the responsibility of the Host to see that they are provided and available for award the day of the Trial.

PROVIDE EXHIBITOR NUMBERS AND COLOR COLLARS FOR DOGS: Each exhibitor should wear a number that corresponds with the number printed in the catalog or RT Pamphlet. When multiple dogs are on a team, each dog must be assigned a color that corresponds with the color listed in the catalog, and the color of collar issued to the dog on the day of the Trial (Ch. 1, Sec. 11) Collars may be available from the DCA RT Chairman.

CONTACT EXHIBITORS: Contact the exhibitors by phone, email, or post. Give information such as: directions to site, starting time, rental horse info, stabling info, hotel info, etc. Mail each exhibitor a copy of the liability release form. Mail information about rental horse deposit. Request all forms and deposits be returned before the Trial.

PREPARE THE SITE: The Regulations require the Host to make certain preparations such as: measuring the trail, providing water, mile markers, directional markers, specific markers for the judged exercises, etc. See "Site Selection and Preparation".

MAP THE COURSE: Once the course has been lain out, draw a map for the exhibitors. The map should indicate turns, landmarks, mileage, etc. Make copies to distribute to exhibitors on the day of the Trial.

CONDUCT PRE-TRIAL COURSE REVIEW: Exhibitors should be encouraged to try out their rental horses, with dogs, the day before the Trial. This may be done on site (away from the judged exercise area), or at a location convenient to the horse supplier. The Host should also conduct a "review of course", where the course is shown and explained to exhibitors. Horses may be ridden on the judged exercise area without dogs before the Trial. A map of the course is suggested. (Ch. 3, Sec. 8)

PREPARE OFFICIAL JUDGE'S BOOK: This will include score sheets for the mounted judge, course judge, and veterinarians (1 of each score sheet per exhibitor team).

DISTRACTION DOG: The Host must provide a dog and handler for the Distraction exercise (Ch. 8, Sec 8 & 9). A medium to large, un-aggressive dog of any breed is suggested.

DAY OF TRIAL:

BRING NECESSARY SUPPIES: Score sheets, liability forms, Official Judge's Book, veterinary supplies, leashes for veterinary checks, certificates of title and participation, ribbons, awards, exhibitor numbers, colored collars, catalogs or RT pamphlets, map of course, etc. (see also: "Road Trial Checklist: Items Needed For Trial")

- Distraction dog and handler
- Judges
- Vets
- Stewards
- Committee members on site

AFTER THE TRIAL:

RETURN TO DCA ROAD TRIAL COMMITTEE CHAIRMAN:

- Score sheets
- Marked catalog
- Colored collars
- Traveling file

MAKE FINAL REPORT TO HOST CLUB: send copy to DCA RT Chairman