

**Great Lakes Portuguese Water Dog Club**

**WATER TRIAL OPERATIONS MANUAL**

**2012**



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# Water Trial Operation Manual

The purpose of this Operation Water Trial Manual is to provide an overview of how to run a water trial, provide committee job descriptions, and time frames for job completion

## COMMITTEES

Water Trial Chairperson

Trial Secretary

Hospitality Chairperson

Chief Ring Steward

Grounds Chairperson

Trophy Chairperson, "optional"

## Water Activities Chairperson

The GLPWDC board appoints a water activities chairperson, a permanent position who has the responsibility of recommending activities for the coming year related to water and finding individuals to chair these activities. Specific to our water trials, the water activities chairperson is responsible for the following areas.

- Contacts and hires water trial judges, at least one year in advance.
- Submits the water trial applications to the PWDC water trial committee, with proof of insurance 6 months in advance of trial dates.
- Applies for the PWDC seed money.
- Arranges for Water Trial Chairpersons 9 to 12 months in advance of trial dates.
- Maintains contact with trial Chairpersons throughout the year.
- Arranges for advertising of Water Trials and other activities as outlined in PWDC Water manual.

## Water Trial Chairperson

- Secures volunteer to act as Water Trial Secretary.
- Secures volunteer to act as Chief Ring Steward.
- Secure volunteer to act as Grounds Chairperson.
- Secure volunteer to act as Hospitality Chairperson.
- Consult with Water Activities Chairperson on Trial progress.
- Requires close communication with Trial Secretary to ensure time lines required by PWDCA manual are met.
- Provide Trial Secretary with information required in preparing premium document and establish a posting deadline for the website.
- Monitors committee progress during the year.
- Post trial report to GLPWDC board, containing expense and income.

# Water Trial Secretary

The duties of Water Trial Secretary are outlined in the PWDCA Administrative Guidelines section of the PWDCA Water Trial Manual on pages 31 thru 47. These guidelines are mandatory and contain specific timelines to follow. Past Water Trial Secretaries will be very helpful and should be contacted for assistance.

## **ADDITIONAL DUTIES and RECOMMENDATIONS**

- Premium must be posted 2 and a half months prior to trial date online via GLPWDC website.
- Procure and submit site rental fees.
- Edit the premium list per committee meeting.
- Ensure adequate quantity of judge's worksheets are available for trial.
- Ensure there is a clipboard, pens markers for the table steward and judge.
- Supply two dry erase boards for volunteer assignments and team judging order.
- Provide extra judging order sheets to use for equipment check in and keeping track of the pass/not yet results.
- Provide the entrants numbers with safety pins
- Bring extra entry forms for day trial entries
- Submit a site report that is sent in with the trial paperwork.
- Invite Tina Evans Design as a vendor for Traverse City trial.
- Provide list of qualifying teams to PWDCA awards person.
- Inform Water Trial Chairperson when entries and trial information are nearing capacity.
- E-mail entry confirmation and trial day information to entrants.
- Keep judging sheets organized and provide to judge in timely manner during trial.
- Make sure sheets completed and signed.
- Create at least two judging programs for trial.
- Provide club Treasurer with itemized accounting of entrants, fees and other costs and income.

## Chief Ring Steward Duties

- Prior to Water Trial, contact individuals to volunteer to steward. First time people can be assigned to simpler roles such as table steward, land steward, etc.
- Co-ordinate with the Trial Secretary prior to trial, so as to know how many dogs are entered in each level. This helps to know what range of stewards will be needed and over what time frame.
- Follow up with Trial Secretary as to what office supplies are available, and who is responsible.
- Some type of easel and marker board is needed to keep track of steward assignments.
- A similar board is needed to show the running order of teams and who has passed and not passed.
- The above points are not exclusive duties to the Chief Ring Steward, but are shared and require communication with Trial Secretary and Water Trial Chairperson.
- Checking with members who are competing at advanced levels is helpful in getting ideas about potential stewards as well as inquiring of their availability to steward.
- It also can be helpful to have requests for volunteers put in the club blast several times leading up to trial.
- Additional requirements of stewards are found in the PWDC Manual, page 36 & 37.
- Chief Ring Steward is also responsible for arranging for person or persons to check in equipment. Also communicate with Trial Secretary about what the check in times will be. These times are in premium list.
- Decide on the area for equipment check in and what means of measurement will be used.
- Have Stewards for each class ready for judges steward briefing 5 to 10 minutes before actual briefing.

## Required Stewards JUNIOR TEST LEVEL

3 stewards, not including table stewards

1. Gate Steward	Takes & returns leash from handler and be familiar with equipment which can be used for that level warm up and check that collars meet requirements in rules. Other duties may be assigned by judge. It is also important to have next team ready to go into trial area before current team is done competing.
2. Land Steward	<ul style="list-style-type: none"> <li>A. Be capable of throwing dummy for single 25 ft retrieve.</li> <li>B. Steady boat for boarding &amp; boat ride. Assist in moving the boat as directed by judge.</li> <li>C. Hold dog by D ring on back of harness for recall to boat, do not hover over top of dog's head.</li> </ul>
3. Boat Steward	Sits in rowing position with oars shipped unless directed differently by judge.

## Apprentice Test Level

3 stewards, not including table stewards

1. Gate Steward	Takes & returns leash from handler and be familiar with equipment which can be used for that level warm up and check that collars meet requirements in rules. Other duties may be assigned by judge. It is also important to have next team ready to go into trial area before current team is done competing.
2. Land Steward	<ul style="list-style-type: none"> <li>A. Takes underwater object from handler when exercise is completed and gives dummy to handler unless requested to throw it for 60 ft retrieve.</li> <li>B. Steady's boat for boarding and quickly and discreetly takes dummy from handler.</li> <li>C. Steady boat when it returns to shore for completion of recall.</li> </ul>
3. Boat Steward	<ul style="list-style-type: none"> <li>A. Helps steady boat for boarding and rows to 60 ft area per judge's instructions and then returns.</li> <li>B. Rows across course between markers with a steward who splashes the floatline and releases in area designated by judge. The splasher could be the land steward or an additional steward.</li> </ul>



### Working Test Level

4 stewards, not including table stewards

1. Gate Steward	Same as previous levels, but more attention to equipment being used.
2. Land Steward	Lays down gear bag per judge's instructions.
3. Boat Steward #1	Rows team out to designated marker. Is available to throw dummy if requested. Works with judge on other issues, such as release and follow. It is very important that this steward be able to throw dummy the required 50 feet for single retrieve exercise from the boat, if requested by handler. This is a difficult task.
4. Boat Steward #2	<p>A. Rows out to handler boat, stern to stern for pickup of dog and then rows with dog on platform back to marker opposite the handler's Boat.</p> <p>B. Based on judge's directions for timing and placement, the steward places the line for the blind retrieve.</p>

### Courier Test Level

3 stewards, not including table stewards

1. Gate Steward	Takes leash and give back. Be available if handler requests help in warm-up, eg: placing line. Could also serve as Land Steward for the line placement.
2. Land Steward	Places line per judge's instructions. This could be done by Gate Steward.
3. Boat Steward #1 & #2	It is important to have at least two boat handlers ready. One will row handler to designated marker. The second will row handler's steward to second marker for exercises.

### Versatility Test Level

Plan on 4 stewards

One Gate Steward, 1 Land & 2 Boat Stewards. Package determines what is needed.

## Hospitality Chairperson

- Arrange for host hotel and alternate hotels that will accept dogs, to be included in premium list. Co-ordinate with Water Trial Secretary concerning additional information required in the premium list , ie, pre-paid meals, cabin rental, party reservations. All of this should be addressed 4 to 6 months before trial date.
- Arrange for Friday night Judges dinner, location, number of people attending etc.
- Arrange for Judges gift, consult with past Trial Chairpersons and or Water Activities Chairperson.
- Plan, purchase and setup any breakfast, lunch, or dinners that might be offered by club and advertised in premium. It is suggested that several people be part of this committee.
- Provide refreshments for judge during trial day and volunteers. Contact judge for special requests and dietary needs.
- Co-ordinate with Water Trial Chairperson on arrangements for transportation of judge to and from airport and hotel and water trial site.
- Contact previous years Hospitality Chairperson and Water Trial Chairperson for past history and ideas. Each trial site might require variations of what is needed.
- Arrange for participation gifts, and allow sufficient time to order if needed.

## Grounds Chairperson

- Contact past Grounds Chairperson for hints and ideas specific to trial site.
- If directional signs to trial site, parking, drop off or pick up of dogs and equipment are used then arrange for placement and pick up when trial is over.
- Arrange for trash liners and monitor trash during trial and final trash collection.
- Arrange for adequate pick up bags and disposal containers of dog waste.
- Maintain restroom facilities, toilet paper etc. Facilities and requirements vary from location to location.
- Arrange for adequate volunteers to set up and tear down trial site, leaving it better than we found it.
- Set up judge's area, including tent, chairs, and ring site.
- Be familiar with all equipment used to set up trial site, ie, ex. posts, fencing, marker buoys, anchoring system, boats, tool kit.

## **Post Trial Check and Inventory**

- Remaining qualifying ribbons and who has them.
- How many participation gifts are left and who has them.
- Ring and Trial equipment, who has what.
- What other supplies are left and who has them.