

# **Introduction to a Guide to Hosting a Draft Test**

Your club needs a Draft Test Chair or a Draft Test Secretary. You'd like to help, but you have no idea where to start. Your BMD club has never held a Draft Test, but you would like to. In either case, the current BMDCA Draft Test Regulations are your guide. However, as anyone who has accepted these tasks can tell you, there's more to do than what is specified in the regulations.

This file of information is designed to help guide an individual or a club in planning and hosting a BMDCA Draft Test. The timeline has the most information, but the other topics will also help you.

In this file you will find the following :

**Timeline** – with detailed descriptions and notes

**Budget and Fundraising ideas**

**Responsibilities of Judges and Clubs-** agreements

**Premium Template Info** - procedures

**Advertising Contact Ideas**

**Ideas for Ring Equipment**

**The Stewards at a Draft Test**

**Draft Test Day Checklist**

Best wishes for a great Draft Test !

## An Annotated Timeline

Below is a timeline of the major steps in planning and hosting a Draft Test. It is not all-inclusive. Each Test Committee may adapt this material to suit their needs. For example, those clubs that have a test site they use year after year will not need the steps about selecting a site. This is designed to be a guide, an aid, not a plan carved in stone.

### A year or more before the test

**Read the current BMDCA Draft Test Regulations.** It is available on the BMDCA.org web site – see Draft / Home / then click on the regulations. They may also be purchased in hard copy from BMDCA Ways and Means. On BMDCA.org, click on Club Contacts, then Committees, then scroll down to Ways & Means. Refer to the regulations often for instructions as you plan and carry out your Draft Test. This list is not meant to replace the regulations and does not cover all the information in the regulations.

### **Download and read the Application to Hold a Draft test.**

You'll find it on the BMDCA.org web site. Go to Draft, then home, then BMDCA Draft Test Application.

**Talk with people** who have attended draft tests to see what they liked best about certain tests, get suggestions, and invite them to be on your club's draft committee. (This is not necessarily the same as the Draft Test Committee.)

**Discuss the possibility of hosting a Draft Test at one of your club meetings.** Make sure they are willing to consider the possibility and give them a date when you will have a more detailed proposal and a basic budget (not the final budget). You must have club support to continue this project. When you get permission to gather more info, you can use (or create) a Yahoo e-list for your club's Draft group (those folks who have expressed an interest in draft). Use this list to keep the information and ideas flowing and to delegate the work.

**Develop an evaluation list for a Draft test site.** You might list the absolute necessities, the things that you'd like to have, but could manage without, and things that would make a site unacceptable. Doing this now will make it easier when you start to evaluate possible test sites. Some items to consider: proximity to highways, motels, and camping areas, parking, a flat area large enough for the ring, the space and varied terrain for a half mile freight haul, available shade (in the ring for use during stays and/or for dogs during the day (if your test date could have warm weather), proximity to rest rooms (an alternative is to rent port-a-potties), a shelter house or space for pop-ups in the event of rain or hot sun and tables for lunch, proximity to baseball or soccer fields that will have games during your test (limiting parking and freight haul possibilities) and seasonal flood possibilities - you get the idea.

**Brain storm a list of possible test sites.** State, county or local parks or schools are often options. Sometimes a club member has property large enough to host a test. Fairgrounds may have all of the requirements you need. Be creative and look into the costs, availability and suitability of these sites. Work to narrow this list to those a group of you will visit and carefully evaluate.

**Decide when to hold your draft test.** Consider the weather at various times of year, site availability, and other draft tests and events in your part of the country. Many clubs have their draft tests on or about the same weekend each year. You can look in past *Alpenhorns* to see when clubs had their tests

the last few years. You may want to coordinate with a nearby club. Folks who do not pass at another test could enter your test if your closing date is a few days after their test to give them time to send you their entry. If your club does not have an established Draft Test date, you'll need to consult with the DWC Chair to verify availability for any dates your club is seeking. The Draft Community is not that large and we need to all work together. Another thought is that some folks will travel from farther away if they can enter two Draft Tests that are within a couple of hours driving time or if there is a Draft Test one day and an AKC or UKC show the next. Food for thought...

At this time you may also want to consider planning a draft workshop 4 to 6 weeks before your test to help handlers determine whether they need more practice on any specific skill.

### 1 year before the test

**Visit and evaluate possible test sites** to get an idea of the conditions you will have when you hold your test. The Walnut trees that look great in spring, could be dropping heavy walnut “bombs” at a fall test. Use your evaluation list to keep track of the attributes of each site. Take a measuring wheel to check the distances of possible freight hauls and the sizes of possible ring sites. Remember that Chapter 4, Section 1 A says the ring should be flat. Note: Do use a measuring wheel to determine the length of the Freight Haul as GPS systems aren't accurate for this application.

While you're there, look at motels and camp grounds in the area that accept large dogs. Take note of any extra fees charged for pets so you can include that information in your premium list. You may be able to negotiate with a motel for a special rate for your event thus making that your host hotel.

### 1 year to 8 months before test

#### **Present your plan for hosting a draft test to the board of directors of your club**

Be prepared to present your budget plan – both the bare bones and the “would like” versions. Have a core group of people who are dedicated to making these plans a reality.

The more information you can give, the better. You might get permission to move into the planning stage and then return at the next meeting with most of the planning complete. Once your board gives you permission to host a draft test, you can contact judges, reserve your test site, and complete the application to send to the DWC (Draft Work Committee) of the BMDCA. (Available in the Draft area of BMDCA.org ) Be sure you understand your club's insurance and how it applies to your event. The amount required is on the BMDCA Draft Test Application. Site managers will probably ask for a copy of your club's insurance or ask that they be named as co-insured. Some test sites may require extra insurance.

**Select a Draft Test Committee** This committee requires a minimum of 3 members, but you may have more. The Chair and Secretary **must** be BMDCA members. Many clubs set up a Yahoo group to help keep everyone on the Test Committee up to date on all plans.

BMDCA Draft tests are open to all dogs registered, or listed, with the AKC/CKC (purebreds and mixed breeds). The committee should decide if this test will be open to all eligible dogs, just purebred dogs or just BMDs and what the test limit (total number of entries) will be. Consider the hours of daylight at the time of your test and use the regulations section on scheduling (average number of teams judged per hour) to help you determine your test limit (number of entries). The DWC advises clubs to set the test limit between 20 to 24 teams. Once published in the Premium List, the number can't be changed.

**Put together a more detailed budget.** Judges' travel and hospitality is a big item and you may need to consider travel distances and whether they will drive or fly when you select the people you invite to judge your test. One cost saving option might be to ask your judges if they would like to stay with a

host family. A portion of your budget may go to trophies or ribbons (either of which are encouraged) and ring favors (optional). Site rental is another big item. You'll also need a variety of other supplies. See the section "Test Day Checklist" and the guide for the duties of the Draft Test Secretary for more information. Gather information and ideas so you can budget properly. Also read the Budget and Fundraising chapter for more information.

If you will need to do some fundraising, start planning for that now.

**Select the site of the Draft Test.** Take pictures of the area where you plan to put the ring, plan your freight haul and take photos of interesting parts of the half mile. Note – people who will be entered in the Test should not be involved in plotting a freight haul. Take your measuring wheel to measure several possible freight hauls keeping in mind that the Freight Haul must begin and end in the ring. Check with the people at each site to get information on rental costs. Ask if you can set up the ring the afternoon or evening before and whether the committee and the judges will be able to visit the site and walk the freight hauls the day before the test. Ask about any insurance papers they require. Make your reservation to hold the date and agree to confirm after your test is approved.

Site check list - cost, parking, level area large enough for the ring, freight haul possibilities, rest room availability, shelter, electricity if needed for your food/lunch plans, running water (if that is important to your group), proximity to camping and motels and veterinary services. Does the site require cars to pay a fee for entry? (note the fee for in state and out of state vehicles) If it is to be "field" parking, assign someone to be in charge of parking and laying out the parking design and traffic flow.

**Design a judging contract or agreement letter** that you will send to the judges (you and the judges may each keep a copy) so that the facts are clear – the date and time of the test, travel arrangements, the host club's arrangements for the judges to stay (either with a club member or in a motel), information about any judges dinner, expenses the club will cover, and any other important information. This can be a formal or an informal document, but having it in writing helps to keep everyone on the same page. There is more information about this in the chapter on the Responsibilities of Judges and Clubs.

**Get Judges** – The Test Chair should contact judges. There is a list of BMDCA judges on the BMDCA.org web site. Go to Drafting and then Judges. Remember that you need 2 judges. One must be an approved judge. The other may be an approved judge or a provisional judge. If you want or need help in finding judges or you need to check on judges to work with a Provisional judge, contact the chair of the DWC. They will be happy to help you. Discuss travel and accommodation plans with each judge so you can determine costs for your budget. Judges' accommodations could be a motel in the area or in host families' home/s. Check with the judge(s) first before having them stay with a member that plans to enter the test. They may not be comfortable with that situation. It is difficult to stay within a Draft Test budget, so talk with your judges about what your club can afford. In your contract there should be a limit stated for costs, such as, "Airfare up to \$X or mileage at the rate of X, whichever is less", so be sure to include that in your initial conversation with judges. Many clubs will check airfare and give that cost as the highest they'll pay.

If your group is willing and you have two approved judges, ask them if they will accept an apprentice so you may check the "open to apprentice" box on the application. Also, if you check the box to accept an apprentice judge, that person pays their own expenses to come to your test. You can not have both a provisional judge and an apprentice at the same test. The Chairman of the DWC makes the Apprentice assignments and informs the club.

Send your contract or letter to your judges. If you use a contract, send two copies – one for them to sign and return to you and one for them to keep. Include a self addressed stamped envelope for their use to return the papers to you. You may chose to just outline what the club will provide and what the judges' responsibilities are. Email is acceptable for this.

**Finalize your budget.** Get final approval from your club. If you need to do some fund raising projects to help finance the test, present your plans to the club now. You'll want their approval as early as possible so you can begin the project.

### More than 6 months before the test

**Complete and send Draft Test Application** – this form can be downloaded from the BMDCA web site. Please notice the information regarding where to send the application. It must be received by the DWC at *least 6 months before the date of your Draft Test*. This is a regulation and must be adhered to. Carefully check the boxes correctly and fill in all the blanks. The Draft Test Chair AND the Draft Test Secretary both need to sign the application. It is OK to have each signature sent in by e-mail and separately. Remember that you will need to include the \$20 application fee payable to the BMDCA and proof of the club's insurance when you send in this form. If you send in the application with signatures by e-mail, you'll need to have the club treasurer send a check. The application will be considered once all documents and the payment arrive. This includes the proof of insurance. Your Draft Test will be held under the regulations that are in effect at the time your test is approved.

### After your Draft Test application has been approved

**Your test secretary should gather the necessary paperwork for the test.** The tri-part Judges' Worksheets will be sent directly to the Draft Test Secretary. The Data worksheets, Judges' Report, and Draft Test Final Report must be downloaded and printed from the BMDCA web site. Go to [www.BMDCA.org](http://www.BMDCA.org), click on "Draft" then "Home" under the draft section. Scroll down to the section on "Materials for Draft Test Secretaries". *Remember to print enough of each of these pages* and have the top portions (club, date, site, class, catalog number, etc) filled out **BEFORE** the test.

*Judges' Worksheets* – 3 part pages the Draft Test Secretary will receive in the mail

There should be two worksheets for each entry (One for each entry for each judge). If you have an apprentice, then you should have 3 worksheets for each entry.

Fill out the top of each Worksheet **BEFORE** the test.

*Data Worksheets* – information about the carts to be completed by the judges at the equipment check. You'll need one form for the judges to fill out and one for the Narrows measuring person to use. The "narrows form" only needs the team number, cart measurement, and narrows measurements on it.

*Judges' Report* – a summary of the scores in each portion of the test for each team. The secretary can fill in the scores on this page after each freight haul when the judges give her/him the Judges' Worksheets for that group. You'll only need one sheet for 24 entries but having a spare is a good idea, in case mistakes are made.

The Test Secretary and the Judges **MUST** sign this sheet at the end of the test.

*Draft Test Final Report*- You need only one copy of this page that is a checklist of the materials that must be sent to the DWC and information specific to your test. The Draft Test Secretary completes and signs it. Be sure to take note of the information needed (start

and finish times, number of stewards, dimensions of maneuvering ring, etc) so you can keep track during the test and have the correct data to complete the form.

**Send the 2 judges your agreement letter.** You may use this opportunity to foster a communication channel with the judges that will continue as needed up through and beyond the day of your Draft Test. Keep your judges updated on your plans and be sure to send them the link to the Premium List when it comes out. You'll have many reasons to contact them with updates on your Test.

**Confirm your site reservation** - Make sure all is in order. If you have not already done so, you may need to sign an agreement and provide proof of club insurance. Explain what a draft test entails so there will be no surprises later. If they are interested, you might print Chapter 3 of the Draft Regulations – Draft Test Exercises and give them the link to the entire draft regs on the web site. Discuss a location for a dog potty area, trash disposal, and any areas where dogs are not allowed. Keep in contact with the site operator/coordinator. Good PR now will help if you want to use this site again.

**Plan any fund raising activities and get them underway so you can list them in your premium and in your advertising.**

**Advertise** - Once approved, your test will be listed on the BMDCA web site and in the Alpenhorn's events section. You may wish to take out an ad in the Alpenhorn. Remember to check the dates for getting your advertising in to the editors and consider putting it in the issue before the one that comes out the month before or month of your test. This will give people more lead time in planning. Put an article in your club's newsletter. Get the information on your club's web site even if you just give the info you have and update when you have the premium list finished. (If you are going to sell advertising space in your catalog, you could include that info on the club site and give a contact person and their email and/or phone number.)

Send your information, club website (for updates), and a link to your Premium List on the BMDCA.org web site, to e-lists where draft enthusiasts will see it (Carting-L, Berner-L, and drafting clubs in your region). If you are allowing all breeds, include the breed clubs who do draft like the Greater Swiss, Collie, Rottweiler, Newfoundland, Mastiff, etc., and any group you know that might include people who do draft. See the chapter "Advertising and Contact List" for more information. Refer to the draft regs, Chapter 3, Section 1, part B – Eligible Dogs, if there is a question as to what registries or listings dog must be in to be able to participate in a BMDCA Draft Test. You may quote these regulations in your advertising and Premium List to avoid any confusion later. You may want to say that spectators are welcome but all dogs must be leashed and under control at all times. Handlers are responsible for their dog/s as stated in our regulations, Chapter 3, Section 2. The e-list notices can go out several times – when you have BMDCA approval, when the premium is available, and a week to 10 days before the closing date – just update the information each time you send it. Anyone who responds with questions should also go on your Draft Test contact list so they get future notices.

**Apprentice Judge** - If you said you would accept an apprentice judge when you completed your Draft Test Application, the DWC may contact you that an apprentice judge will be at your test. An apprentice is responsible for all of their own expenses, so you have nothing to budget for an apprentice (although a token gift such as you give your stewards is certainly acceptable). However, you should include the apprentice in your messages about directions, times of events, etc. If you have questions or concerns, contact your judges.

**Plan your trophies.** Your committee will want to give this some consideration. (Regulations Chapter 1, Section 3-G.) When ordering trophies, you will need to order enough to cover your entries. Many clubs use the same trophy design year after year. By not putting the date on (or adding it on site), you can use the trophies year after year. Ask the people in your Draft group what they have received as trophies – which ones they like best and why. They may have the name of the class on them or every dog that qualifies gets the same trophy. You may chose to also give ribbons or rosettes to the qualifiers, but that is not required. Remember to keep to your budget.

**Contact your choice for Test Veterinarian.** Explain what a draft test is, where it will be held, the date and any other information you can give them. Invite them to come and be on site, but understand that that is rarely possible. Remind them that their information will be in your Premium and in your confirmation letter. Ask for the hours they are open the day before, the day of the test and the day after. If they are not open 24 hours each day, ask for their recommendation for a 24 hour emergency clinic closest to the test site. Call that Emergency Clinic and discuss your test with them also. Both should be listed in your premium and confirmation letter. (and Catalog if you wish)

**Set your schedule and Test Day events.** Set the time stewards should arrive to help with ring set up and the time to start the equipment check. By specifying the time of the equipment check and saying that the walkthrough will immediately follow it and judging will start as soon as possible after that, time lags will be eliminated. Work with your Judges to make sure you are allowing them enough time in your schedule (arrival to equipment check, equipment check to start judging, etc.) Make your plans for lunch – pot luck, club hospitality person, box lunches purchased, etc. Decide if you are going to have a “judges” dinner. Determine who will look into possible locations and, once the committee sets the restaurant, date and time, will be responsible for the reservations and arranging payment for the judges’ meals.

**Create your Premium List.** The regulations have a list of what needs to be included in the Premium List, but to ensure a standardized entry form, one is available online. Go to the BMDCA.org site, select “Draft”, then “Home”, and scroll down to “Materials for Draft Test Secretaries”. You’ll find “Premium List and Entry Form”. To create your Premium, open the Premium List template for your test’s number of days and put your information into the places where the red print is. You may add more information, but what is required is in black and the directions for what you need to put in are shown in red. Optional info and hints are in blue.

Once completed, email a copy of your Premium List to the DWC for approval. This must be done no less than 14 days before you publish this Premium List. Once you receive approval, the DWC Chair will send the Premium List to be published on the BMDCA Website and you can begin to distribute it as well.

Most clubs now post their Premium List or a link to their Premium List on the BMDCA.org website on their club web site. Include a link to your web site and your Premium List in the messages you send to the folks on your advertising/contact list.

**Don’t forget your Judges.** As their hosts, send (or email) your judges a copy of your Premium List, the link to the premium on the BMDCA site, or just a note that the premium is on the BMDCA site.

**Plan your ring and select a theme for it if you want. Consider the obstacles and materials you will need in the ring.** Look at the regulations – Draft Test Committee – Equipment & Supplies. All of the items you need for the ring are listed. When you plan for a ring, remember that while a 100 X 100 ring has a perimeter of 400 feet, a ring that is 75 x 134 ( to give you 10000 sq ft), has a perimeter

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of 418 feet, so plan your ring boundaries for a variety of distances. Consider the type of ground and the tools needed to set up the type of ring perimeter you design. For Spring tests, obstacles can be flowers; Fall tests, pumpkins and corn stalks. The possibilities are endless. Your committee may pick a theme idea and carry it through all the aspects of the test, but it is not required. The regs say you must have at least 4 markers to define the maneuvering course, but ask your judges how many they need. If they have a weave, they may need more. When planning your narrows, consider wind gusts and have plans to keep them from falling over. The removable obstacle can be anything that must be moved out of the way – branch, cooler, cart, gate, etc. You may want to select more than one option for each distraction to give your judges some options. For more ideas about creating your ring, check the chapter Plans for Ring Equipment.

**Look over the Test Day checklist** to see what materials you will need. Plan who will bring what.

**Plan signage** - You'll need signs to direct entrants and spectators to the test site, dog potty area(s), no dogs allowed areas, etc., the means to hold the signs, and the tools to put them up.

**Plan Poop Disposal** – Plan for containers, poop scoopers, and clean-up supplies.

**Plan for the items the Test Secretary will need the day of the test.** There is a list in the regulations book of the required documents that must be available for inspection. Also needed are armbands and draft rig numbers (matching numbers). They may be laminated to make them water proof or just sprayed with a clear plastic spray to make the ink water resistant in the case of rain, but neither is required. Remember rubber bands for the exhibitor's numbers and some means of fastening the rig numbers to the draft rigs (sturdy clips or duct tape). Some clubs also make a set of numbers to put on the outside of the ring to designate where each entrant should park their rig. This is the designated area where the rigs and equipment must remain unless being used in the test.

**Plan the jobs you need volunteers for on test day.** Put up signs, assist judges in ring set up, help with equipment check, gate steward, leader of the freight haul, load, unload, auditory distraction, visual distraction, narrows (2 people make that easier), hospitality food, clean up, ring take down, sign removal, poop clean up (you want to leave the area as clean or cleaner than you found it), etc. As you make plans for your stewards for day of the test, you may choose to select a chief ring steward. Their job would be to:

- Contact people to act as stewards and ensure they are at the test site on time.

- Help with setting up and taking down the ring.

- Assist judges with the equipment check.

- Assist the Draft judges in any capacity that is requested.

- Coordinate with judges to have teams ready and standing by for entry to ring at the completion of previous team.

- Verify the narrows equipment has been set for the next team.

- Be prepared to lead freight hauls

- Ensures stewards have cell phones turned off.

- Delegates responsibility for or ensures draft rigs are placed, according to class, at ring entrance or in ring ahead of each team being judged.

- Ensures stewards delegated to stations around the ring (audible distraction, visual distraction, loading, unloading) are in place and ready before teams enter the ring to be judged.

- Leads teams according to judges instructions into ring for positioning for 3 minute long stay.

- Keep the test running smoothly.

For more information about their duties, see the chapter on The Stewards at a Draft Test.

### **Plan your weekend events.**

Arrange with your test site manager to have access to the site the day before the test so your committee can meet there with the judges.

It is imperative that the judges, be there. Sometimes both judges can't get there early enough to meet in daylight, so it is acceptable for only one judge to be there to set the FH and preliminary ring course. If you can set up the ring, make sure the materials will be there and you will have people to do the work. The judges need to go to the site. They will walk the freight haul, select from your options for visual and auditory distractions, and plan their maneuvering course. If that night is not your club dinner, have plans for their dinner – a member (or a group) may take them out for a meal or they may join your judges host(s) families for dinner.

Your club Ways and Means committee may wish to set up a table at the test. If you have sold items to help finance your test, you will want to have those items available for sale on site.

**Plan the “care and feeding” of your judges.** This includes: travel to your test (drive or fly). Person to pick each one up at the airport (or give them driving directions and be available by phone to help if they get lost), motel reservations or hosts at whose homes the judges may stay, and who will take them to the airport. Draft Judges may stay at the same motel as the entrants. Arrangements should be made for their meals while they are your guests. Keep your judges “in the loop” with informational emails now and then. They'll need to get to the test site meeting the day before the test, so plan for that. The morning of the test is busy and even if you have coffee, etc available, most judges will not take the time to get it for themselves. Find a volunteer who will see to the needs of the judges during the test – the offer of a hot drink on a cold morning, water on a warm afternoon, etc. If, on test day, the judges offer to work through your planned lunch time, offer to bring their lunch to them so they can eat quickly between the last dog and a freight haul, etc. Be sure to point out the location of rest rooms at the test site. If they have driven and have dogs with them, be sure to reserve a place for them to park where their dogs will be cool, secure, and close enough for the judge to quickly check on them if necessary.

**Discuss and plan your Catalog** Consider your budget (how many pages and whether you want color) and what you **want** to include (The BMDCA Draft Test Purpose, a brief explanation of the elements of a draft test, the Draft Test Committee members, brief biographies of the judges, a Thank You list of people who donated time and/or money to help put on this test, advertising (if this is one of your fund raising projects) etc. **Be sure to include** the name of your club, the date(s) of the test, the phrase “BMDCA Draft Test”, the judges, and the location of the test. If you have sold advertising /catalog ads, they will be included. Of course, the important part is the list of entries. Our regulations explain what needs to be listed for each dog. (Chapter 1, Section 3C – 13) Remember that if someone enters novice but sends in a weight certificate, they are hoping for a move-up, so be sure to list that weight in the catalog even though they are in the novice class. Be sure to read the regs about Move Ups and about Open weight and how to determine what weight the dog will carry for the group exercises.

You can have the outside pages of the catalog printed ahead of time and after the closing, print the “center” pages that are the entries.

**Judges' gifts.** Clubs frequently give judges a token of appreciation for their work. Often your club Ways and Means can help you find something. You can have these ready for presentation at the end of the test.

**Plan/Select your ring favors and stewards gifts (if you have elected to do this)** - They need not be expensive. A pad of paper, a bag of dog treats, a dog toy, etc. would be appreciated by most people. These are tokens of appreciation for the help of your entrants and volunteers.

**The Test Chair creates a list of duties and the people who have accepted those jobs.**

An e-list can make this a matter of listing what is needed and people volunteer for the tasks. Your chief ring steward may already have people to fill some of the positions, so check with them first.

**The Test Secretary receives entries.** They should check each entry to be sure it is complete (Regulations Chapter 3, Section 1 – G) and contact the entrant if there is anything missing. You may need to consult the Draft Test Regulations Chapter 3, Section 1 B that defines the dogs who are eligible to enter a BMDCA Draft Test.

### Within 4 days after the closing date

If the number of entries is greater than your test limit, follow the instructions in the regulations for “Limitation of Entries”. Chapter 1, Section 3 – H

In essence, what the regulations tell you is to put the entries into 4 piles or boxes. Box 1 is BMDs who have not earned the title for the class they enter. Box 2 is BMDs who already have the title for which they have entered (ie a dog with an NDD entering the Novice class, or a dog with a DD entered in Open). Box 3 are other breeds who have not earned the title for the class they enter (including brace teams with one BMD). Box 4 is for other breeds who already have the draft title of the class they are entered in.(Including brace teams with one BMD) Your draw starts with Box 1. You pull entries at random from that box numbering each one. If you finish that box and have not reached your test entry limit, begin to pull entries at random from Box 2. If you empty that box, move on to Box 3 and then Box 4. Continue until you have numbered all entries. If there are more entries than your test limit, those entries are listed as alternates in the order they were drawn.

**Assign entry numbers.** Take your list of entries and sort them into Open and Novice. Traditionally, the Open dogs go first. You may use a random draw to determine the catalog order within the two groups, but brace teams in each group should show one after another.

**Send confirmation letters to each entrant and alternate.** The letters must contain the status of their entry (entered or alternate (and give their alternate number – 1,2, 3 , etc), the date and site of the test, time schedule (same as in the Premium List), Test Veterinarian information (just like you included in the Premium List), and the judges. Detailed directions and a map are generally appreciated by the entrants. Some clubs include the catalog number of the team. Confirmation of lunch orders and other details about the test or test site may also be included. Conformations must reach entrants quickly. They may be emailed; or, for the entrants without email, they may be contacted by phone then sent a letter.

### Between the closing date and the test

**Complete the Catalog –** Make the entry pages. For each dog, use this format:

Entry number - Registered name (including any titles that were given on the entry form), call name, registration number and registry, Berner-Garde number, breed, sire, dam, date of birth, sex, breeder, owner. For Open classes or dogs for which you received a weight certificate, show the weight the dog

must pull in the freight haul. Refer to the regulations, Procedures/Freight Haul, to determine this weight. Both dogs in a brace hitch will have the same entry number.

**Print enough catalogs** for each entrant, the judges, your committee members, each steward, the one to send to the DWC with your Draft Test Paperwork, and some for spectators.

**Run through the Test Day Checklist** to make sure you have all of the materials needed.

**Confirm your event with the Test site contact.** Discuss parking, trash disposal, and any places where dogs are not allowed (so you can mark those off). Confirm times when you will be on site (the day before the test and test day) and when you may put up the ring perimeter and signage.

**Confirm the plans for meals** – Test day lunch, morning coffee, group dinner, judges’ hospitality, etc (if applicable)

**Call or email the judges** to check on or confirm travel arrangements and host plans. You might include a reminder to keep receipts for tickets, gas, etc. Give them each cell phone number(s) where the Chair, Secretary or Committee members may be reached. (Judges can get lost or planes can be late, etc) Give them the number of entries in each class. Include arrangements to get them to the test site for the meeting the day before the test. If they’re driving, be sure they have specific, and up to date, directions and the time of the meeting. If they’re flying in, tell them when and where you will have a member pick them up. If you can give them the cell phone number of that person, please do. If you haven’t asked your judges about any diet restrictions, be sure to do that now.

**Confirm numbers needed for trophies and ring favors.** Some clubs give each steward a token of appreciation for their work – often this is one of the ring favors. If you’re doing this, adjust your numbers as needed.

**Confirm times and duties with the all folks who will help with set up, with take down, by being stewards, coordinators of parking and signage, etc.** Email can make this an easy task.

**Confirm plans for judges hospitality** Airport pick up, hosting, rides to test, return to airport, driving instructions (to site and where they will stay the night), etc.

**Make and distribute a list of Key people’s cell phone numbers for any test day “crisis calls”.**

Stewards should have cell phones turned off while they are working. If their work or family circumstances require that they be accessible, ask them to give their phone to someone they trust who is not near the ring and who can answer the phone, take a message or get them the phone so they can check it after a call, or whatever option the phone owner chooses.

**Secretary will fill out as much of the paperwork as possible.** Complete the information on the tops of the various worksheets and reports (club name, date, site, etc and the entry/cart numbers) that you have downloaded from the BMDCA.org web site - Draft Test Materials If you have an apprentice judge, you should have an extra set of Judges’ Worksheets for them. The secretary should have received the tri copy Judges’ Worksheets (often thought of as score sheets) by mail. Be sure you understand what you need to do on Test Day and what information you must collect. (number of stewards who worked, dimensions of the ring, time test started, time ended, any test violations, move-ups, etc.)

Remember that you will need the Data Worksheet (A spare copy is a good idea), the Judges' Report (a summary of the judges' worksheets that must be signed by both judges and the secretary), and the Draft Test Final Report (that has little that can be done ahead of time but be sure you have it printed).

*Reminder –*

*Judges' Worksheets* – 3 part pages the Draft Test Secretary will receive in the mail

Each judge gets their own tri-part form for each team.

*Data Worksheets* – information about the carts to be completed by the judges at the equipment check.

*Judges' Report* – a summary of the scores in each portion of the test for each team.

The Test Secretary and the Judges **MUST** sign this sheet at the end of the test.

*Draft Test Final Report*- a checklist of the materials that must be sent to the DWC and information specific to your test. The Draft Test Secretary completes and signs it.

### Set up / Meeting at the site the day before the test

**Check the site** - Discuss any concerns with the site coordinator.

**Plan parking if applicable** – If you have field parking, flags may help with directing people.

**Plan ring.** If the site coordinator will allow it, set up the ring perimeter. If the judges are both there, allow them to plan their ring. They may use flags to mark where various objects will be placed the next day. You may choose to discuss with your judges the possible preparation of maneuvering course maps to be made available to the entrants the morning of the test.

**Show the judges your planned freight haul** and answer any questions about other options. Have your measuring wheel/device available for them if they wish to check the distance or they make changes to the planned haul.

**Check with judges on the location of the Open handlers during the out of sight stay.**

**Remind judges of plans** for their transport to the test (if applicable), and meal plans that evening and the evening of the test (if applicable)

### Set up or early on test day

**Put up the directional signage guiding folks to the test site.**

**Mark off the areas around the ring where entrants and spectators can or can not set up.** You will need a clear path from the ring to your freight haul, so that area must remain open.

**Mark the dog potty area and any places that are off limits to dogs.**

**Set up or plan for secretary's table near the ring.** Consider "traffic" flow and allow space for people to gather for questions or to look at the score chart without disrupting any team in the ring. Be sure to keep the gate area clear. Set up pop-up tent if needed for shade.

### Test Day

**Arrive early -**

Created on 01/05/17

**Check that all you did the day before is still in place.** Affect repairs as needed

**Welcome judges, volunteers, entrants, etc. as they arrive.**

**Set up people (none of whom are entered) assist the judges in setting up the maneuvering ring.**

**Mark the freight haul** The judges may want to do this before the equipment check or they may tell a steward/helper where to put the flags as the group walks the freight haul during the walk through.

**Equipment check** Have the catalog numbers and the required weight for each team on the forms (Draft Test Data worksheet) ahead of time and have those forms on a clipboard for the judges' use. Have a tape measure for the judges to use. Assign a steward to assist the judges per their directions. Another steward should be on hand to weigh any freight haul loads as requested by the judges.

**Make a list of the entrants and the narrows width setting for that rig.** Make a list of entry numbers. Put the rig widths next to each number. Add 12 inches to each width to get the narrows settings. Give the list to the stewards in charge of the narrows. It is very important that these measures be correct and the narrows are set to the right width. Entrants and judges trust that the narrows are set correctly. One can only imagine the issues that would arise if a team hit the narrows that were set too narrow for their rig.

**Stewards should be ready to get their instructions from the judges.** You may decide ahead of time who will do what job, or the judges will sort that out during their talk with the stewards. The job of setting the narrows is very important; be certain to have two very reliable stewards assigned to set them for each team. The judges will be happy to show them how to set the narrows when they do their talk with the stewards before the test.

**Pass out ring favors and steward's gifts. (optional)** Your committee may elect to give the favors as each team leaves the ring after their maneuvering course or after the group exercises. The stewards' gifts can be distributed any time during the test or at the end. They may be simple things like a notepad, a little bag of dog treats, etc.

**The Test Secretary will have the paperwork ready for the judges for each team.** The judges will need the tri copy Judges' Worksheets (score sheets) for each team. When a team leaves the ring, the judges will confer, mark the sheets and will either bring them to you or you may meet them to pick up those sheets and give them the ones for the next team. Check each sheet to make sure the judges' scores agree for each team and that they have signed the sheet. Put the scores on the large score chart after each team's ring work. Sort the papers into piles for each judge; they'll need them for the group exercises. If you have questions, ask the judges between teams as you take and receive the paperwork. After the freight haul, the judges will add the rest of the scores to the sheets and give them all to you so you can add the rest of the scores to your paper work and to the large chart. After the last freight haul and after you get the last of the score sheets, the judges will gather the entrants in the ring and talk about the test. They will, with the committee's help, present the trophies to the qualifying teams. As this goes on, separate the score sheets. The white copies will go to the DWC with your paperwork. The yellow copies go to the judge who signed them, and the pink copies go to each entrant. The judges will give each entrant their pink copies. They will take time to talk with any entrant who has questions or seeks advice. That gives the secretary time to start the end of test paperwork.

**Thank you talk.** At the end of the test, the judges will gather the qualifying teams and perhaps all the entrants in the ring and talk about the test. They will award the trophies and pass out the entrants' copies of the judging sheets (each entrant will get the pink copy of each judge's sheet). The Test Chair and Secretary will need to have those sheets and the trophies ready for the judges. After the Judges speak, the Test Chair may take a few minutes to thank the Draft Test Committee members, Secretary, volunteers, stewards, entrants, and judges. Many clubs take this opportunity to give the judges a token of appreciation (aka Judges gifts). Remember to give the judges their yellow copies.

**Test Secretary and Judges go over the paperwork.** The regulations list the material you must return to the DWC within 10 days of the test. The Judges' Worksheets are the score sheets (white copies) The Draft Test Data Worksheets are filled out during the equipment check. The Draft Test Judges' Report is the summary of the scores from the worksheets. Go over them with the judges and be sure both judges sign the forms. Discuss any test violations and ask any questions you may have. This is a good time to discuss expenses with the judges and exchange any necessary paperwork (receipts). You may arrange for receipts to be sent to you if the Judges will incur more expense getting home.

**Leave your test site as you found it or cleaner.**

Within 10 days after the test

**Secretary completes all paperwork and sends it to the DWC** – See general regulations, Chapter 1, Section 2, part C.

You are to send one marked catalog. The DWC would prefer one catalog marked for each day and not just one catalog that is somehow marked for both or three days.

**Test Chair thanks all those who made this possible.** You can do this via the e-list for all those on the committee, by individual emails, on the club list, or by hand written notes.

**If not already taken care of, the club treasurer sends reimbursement checks to the judges.** The Chair or Secretary will need to give the information to the club treasurer.

**Talk with the committee about your Draft Test – evaluate what worked, where you might improve, what you will do different next time.**

**Start planning for your next test !**

## Budget hints & Fundraising ideas

### Items to consider in a budget for a Draft Test:

#### Expenses

Rental of Test Site

Port-a-potty rental (if applicable)

Judge # 1 travel expenses

Judge # 1 motel expense (if applicable)

Judge #2 travel expenses

Judge #2 motel expense (if applicable)

Travel and motel expenses as needed for any other judges if this is a multiple day test

Trophies

Ribbons (optional)

Ring Favors (optional)

Stewards favors (optional)

Judges' gifts (a token of appreciation)

Application fee to BMDCA

Insurance as required by site (if applicable –BMDCA clubs are required to have this insurance)

Printing

    Test Materials from BMDCA web site

    Premium (optional now that most folks can download it)

    Catalogs

    Armbands & rig numbers (parking place numbers for rigs are optional)

Postage ( to send premiums to those who request hard copies, to send test reports to DWC)

Morning Hospitality (optional)

    Coffee, tea, etc,

    Cups, spoons

    Sugar, creamer, etc

    Borrow a coffee pot from a member

    Baked goods, napkins, plates if needed

Lunch (provide for judges, others optional – depends on your plans)

Judges' dinners (the night before the test, Judges' Dinner – if applicable)

Poster board to make chart of course and scores (or you can use a dry erase board and keep it for use each year)

Materials to make signs directing folks to test site (once made, can be re-used)

Rubber bands and clips or tape to hold rig numbers on

Advertising – *The Alpenhorn* Check their current advertising rates.

Equipment – If you don't have this and must "build" it

    Ring perimeter (ropes and poles are less expensive than ring gates)

    Narrows (some folks may have a set you can borrow)

    Flags to mark the freight haul and/or flagging tape

    Decorations / obstacles for ring, moveable obstacle (often may be borrowed from members)

    Auditory and visual distractions (often borrowed from committee members)

## **Income**

Entry fees

Morning Hospitality donations (if applicable)

Lunch donations (if applicable)

Sale of advertising in Catalog (optional)

Fundraising (optional)

## **Fundraising ideas**

Sell ads in your catalog – contact: local “dog” businesses, club members who want to wish good luck or promote their businesses, etc. You can offer business card size, quarter page, half page or whole page if you want. Plan your fees carefully. Remember, your cost is paper and printing, but you need to make a good profit.

Remember to send a copy to each person who submits an ad – if they are at the test, save postage by giving it to them there. Include this postage in your budget.

Produce a Draft item to sell at club events, draft workshops, etc. You may be able to advertise it on your club’s web site. Include ads for your draft items in your Premium and Catalog.

Your group may brainstorm ideas and come up with something very special and unique. Some possible ideas that could be made with a draft design include t-shirts/sweatshirts, pins, magnetic logos, or mugs.

Host Draft workshops and/or Draft matches. A Draft Match will give you a “dress rehearsal” for your Draft Test. Workshops can be taught by the members of your club who have worked in draft.

Teach a class in cart making. Be sure to have someone who really knows what they are doing to teach this class. Safety and good engineering are important in making a draft rig.

Be creative, your group can come up with something unique.

## Responsibilities of Judges and Clubs

Many clubs have a written contract/agreement that the Chair and the Judges each sign and retain a copy. Other clubs are less formal and just write out a general plan. There is not a specific format for this; each club can design their own to include what they want or need.

One knowledgeable draft person explained it this way. *In my business dealings, I find the happiest outcomes always arise from those transactions where detailed expectations were documented. Even with those vendors or contractors with which I have a close or friendly relationship, we always follow up with an email "I will do this, you will do that." This is not a legal document or contract by any means. Nonetheless, this simple list of who is bringing what and when keeps the relationships friendly. They know my expectations and nothing "falls through the cracks". I'm happy because I get what I wanted when I wanted it; they are happy because of the repeat business. I am astounded that some clubs don't use the same approach, "you will be judging for us on this date, we will provide this room and board for you, we expect you to arrive by 'X', depart by 'Y', and we will provide this level of compensation." A simple form letter would stave off so many problems.*

Remember that with contracts there should be a limit stated for costs, such as, "Airfare up to \$X or mileage at the rate of X, which ever is less" Many clubs will check airfare and give that cost as the highest they'll pay.

Below is a list of things to include in conversations and emails with judges.

Initial agreement:

Name of host club

Date of test and start time (entrant check in and equipment check)

Location of test

Travel arrangements and reimbursement plans

Plane fare and transport to the Test or accommodations

Driving (with mileage or gasoline receipts – whichever you prefer)

Accommodations - motel or with a host family

Meals – any diet restrictions, plans for the night before the test, the night of the test, and whether either of these will be a Judges' dinner.

You may be general now and more specific in a follow-up message. Some judges may leave right after the test, so that impacts that night's dinner.

Draft Judges are not paid a judging fee, but the club should state what they will reimburse.

Generally this is travel costs, meals and accommodations.

Follow up contacts:

The judges should provide the club with their travel schedule.

The club will confirm the accommodations and provide directions for judges who are driving.

The club should ask if the judges have any dietary restrictions so they can plan accordingly.

Although it is no longer part of our Draft Regulations, it is important to send the judges a copy of the Premium List as soon as they are available. You can email the whole Premium List or email them the link to your Premium List.

Information to send shortly after the closing date:

Day and time of set-up meeting at the test site (Judges need to see the site, plan their ring, walk the freight haul, etc. before the morning of the test.)

Remember to send detailed directions to the site for judges who are driving. For those judges who fly in, tell them who will pick them up at the airport and make sure the judge and the driver have each other's cell phone numbers – just in case.

Entry – number of novice, number of open, and if there are any brace teams.

Any changes in the accommodations, etc.

Exchange cell phone numbers of key people – just in case you need to make contact while traveling.

Keep in contact with your judges.

Tell them any theme you are using and the load you are considering. They may be able to help carry it out.

Discuss the visual and auditory distractions – they must approve them prior to judging, so their input can be helpful.

Your judges are key to your Draft Test, be sure they are kept “in the loop” and feel welcome.

# **BMDCA Draft Test Premium List and Entry Form Procedures (January 18th, 2015)**

## **Purpose**

This procedure enables each Draft Test Secretary to use the Standardized BMDCA Entry Form, as required by the DWC, for every BMDCA Draft Test.

## **Introduction**

This document describes the procedures for the Draft Test Secretary to personalize the BMDCA Draft Test Premium List Template and the BMDCA Standardized Entry Form. The resultant Premium List is usually produced in electronic form for inclusion on a web site or emailing and may be produced in printed form if needed.

There are optional procedures at the end of this document for information on: 1) How to produce a Portable Document Format (PDF) version of your Premium List and 2) How to make an electronic version of the Draft Test Entry Form that can be filled in by typing on a computer before the Entry Form is printed for signing and mailing.

## **Premium List and entry forms**

Go to [www.BMDCA.org](http://www.BMDCA.org) and click on Draft, then Home. Under Draft Test Materials you will find the Premium List Template (in a “zipped” file along with individual entry forms)

Download the Premium List Template for either a single day test or a multiple day test (whichever you need). You will be able to manipulate the pages to add your information.

As you can see, the items that must be included for all Premium Lists are in black. Items that must be included that are specific to your club are in red. Also printed in blue are optional items that you may or may not choose to include and some general instructions.

Be sure to put your information in black. When you are finished, all red should be gone.

The pages are in order so that you can print them back to back.

Personalize the entry form in your premium list template with your test information in black print. All of the text that you need to modify is marked in **RED**.

If this Test is a National Specialty, then remove the small text “National Spec. Only” in the box and that will leave a space for the DNA Profile Number to be filled in.

If this Test is not a National Specialty, then remove the entire text for DNA Number leaving an empty box. When you’re finished, all the red print should be gone.

Double check that you have your page breaks in the correct places. You should start at the beginning of the document and delete empty spaces so the page information starts at the top of each page. If you have to, move parts around to make everything fit. It is VERY important that the Entry Forms print so the information is on 2 sides of a half sheet – entry info on one side and the legal paragraphs and signature line on the other side or the entry and legal paragraphs side by side on one page. These pages must have **all** the information on them, so check carefully that the information fits and no line is left to “dangle” on another page.

If you’re going to print the Premium List or want to be sure it prints correctly for your entrants, print a sample, check the pages, and fold it to see that all the items are where they should be.

## **Adapting the BMDCA Standardized Entry Form to include in your own Premium List**

If you have your own Premium List already designed, you can just insert the Standardized entry form into your document.

1. Download the BMDCA Draft Test entry Form from the BMDCA website ([www.BMDCA.org](http://www.BMDCA.org) then Draft, then Home, then Premium List and Entry Forms) that you need for your test – single day entry or multiple day entry.
2. Using Microsoft Word (or a compatible word processing software), open your entry form.
3. Personalize the entry form with your test information. All of the text that you need to modify is marked in **RED**. If this Test is a National Specialty, then remove the small text “National Spec. Only” leaving a space for the DNA Profile Number to be filled in.  
If this Test is not a National Specialty, then remove the entire text for DNA Number leaving a blank box.
4. Change the font color for all the text you have entered from Red back to Black.
5. When you are finished, all red should be gone.  
Insert the entry into your own Premium List. Entry forms should print so the information is on 2 sides of a half sheet – entry info on one side and the legal paragraphs and signature line on the other side. Remember to print a sample first to be sure it will print correctly for your entrants
6. Remember to save this version of your Premium List.

## **Optional Procedures**

### **1) To prepare a Premium List (or extra Entry Forms) to be E-mailed or Downloaded from a Draft Test Web Site.**

There are two issues here: a) Preparing a layout of the Premium List that retains all the information to be sent to the Draft Secretary together on one piece of paper and b) converting the Word Document format to a PDF format which is universally available to all computer users.

#### **a). Preparing the Layout.**

Since the printed Premium List is normally printed two sided (so that the Agreement comes out on the back of the Entry Form) it needs to be re-paged for the electronic version which is only one-sided. Now the Entry Form needs to be placed on the left side and the Agreement placed on the right side of a two column single page, so that again just a single page can be mailed to the Draft Secretary. Note: This is the format that you downloaded originally from the BMDCA Web Site.  
If the Premium List has been produced as full sized pages, single-sided, then this is all ready for printing as a PDF file. A downside of using full-sized formatting is that the Entry Form and the Agreement are on two separate sheets of paper that must be kept together by the Draft Secretary!

#### **b1) Preparing a PDF formatted Premium List using Adobe PDF On-line Service**

Sign up for a Free Trial at <http://createpdf.adobe.com>

Select your Country then click on Continue

Select Convert a File

Create an ID and password for your account, enter your name, select no solicitations (unless your want junk mail), select “Other” for the type of your Organization and Job  
Save these changes

Select “Convert a File”

Read the Service Agreement and check Accept then Submit

This takes you back to the start where you can select Convert a file again

In the new window

Browse to the file to convert, continue

**Optimise** for print

Download from conversion history, **create** pdf

Conversion is scheduled, pick up within 72 hours

Close Window

Select conversion history to download your converted file

Opens using Adobe Reader

Save the file to your local Hard Drive

Remember to delete your file from the Adobe site

And to Log out

You now have a PDF file for use.

## **b2) Preparing a PDF formatted Premium List using CutePDF Writer**

Download the files for CutePDF Writer (freeware) and Ghostscript from

<http://www.cutepdf.com/Products/CutePDF/Writer.asp>

Install Ghostscript (converter.exe)

Install CutePDF Writer (CuteWriter.exe). Needs an Administrative account.

Open your Premium List in Microsoft Word

Select Print from the File menu

On the print dialog, pull down the list of printers and select CutePDF Writer as a printer

You then get a Save As dialog window where you can navigate to where ever you want to save the file.

Adjust the file name as desired. Then save.

Again you have a PDF file for use.

## **2) To prepare for an electronic version of the Entry Form that can be typed onto before printing**

This optional use of the Entry Form requires Adobe Acrobat (currently selling for \$300)

a) Using Microsoft Word –

Remove all the “check” boxes (Wingding symbol 113 or symbol 168) as these will be replace with Form Check Boxes in Acrobat.

Save as a PDF file

b) Using Adobe Acrobat –

Open the PDF file.

Turn on the Form Tool by clicking on the Form Tool icon (if this tool bar is not visible you can turn it on from the Window menu, Toolbars, and click on Edit)

To make Check Boxes –

To replace the check boxes removed in Word, you want to make a form check box.

Draw a small box of the proper size (there does not seem to be any size properties available) in the first check box position.

- When the Field Properties dialog box pops up
- Select Type Check Box
- Type in a Name
- Set Border Color to Black

Now make a copy of this box.

By using Edit, Paste you can get another box just like the first one.

- Move this box into the next check box position.

- Continue pasting and moving copies of the box until all check box positions in this section are filled.

You can select multiple boxes by using Shift+click and then align their tops so they look good

When done, you need to reselect each box and with a right click bring up the Properties and give each box a unique name. Otherwise a check in one box shows up everywhere there is a box of that name!

To make Text Boxes –

- Using the same techniques, you can draw in the first text box in the Breed cell.

- Change the Type to Text and set the properties to

- Border Color White
- Helvetica font
- Size 12 point Black
- Background color ??????

- If you will now draw in each text box in order then the tab key will move the user through the boxes in a natural style.

- Using Shift+click you can select several boxes to align their edges.

Save your completed form with a new name to keep it separate from your other PDF files.

This PDF file can now be made available on your Draft Web site for handlers to fill out on their computers before printing and mailing.

## Advertising Contact Ideas

Be aware that many publications have a long “lead” time. Check with each publication well in advance so you know your deadlines and can plan accordingly.

**Alpenhorn events page** – When your application for a Draft Test is accepted, your information is sent to the Alpenhorn to be included on the events page.

**Alpenhorn ad** – The rates for Regional BMDCA Clubs are based on the current advertising rates as listed in the Alpenhorn.

**BMDCA members list** – As BMDCA members, you have access to the BMDCA members e-list and can post a message about your Draft event. Give a link to the web site or contact person where they can get more information. Post a message as soon as your premium is available or you have set the date and location of a draft clinic, workshop, or match. Post again about a week before the closing date of a test or the date of the event.

**Carting-L** This is a Yahoo e-list. If you are not a member, go to <http://groups.yahoo.com/> and search for Carting-l Click the name carting-l on the list and it will take you to the group where there is a button to click to join the group. These folks are from all areas of draft and carting. They represent many breeds. If you are having an all-breed event or draft test, this is an important place to advertise. Be sure to underscore “All Breed” and give the link to where people can get more information about your event. Post about your Workshop or Match as soon as you have the information together and again about a week before the event. In the case of a Test, post when your Premium List is approved and again 10 days before the closing date.

**Regional Clubs** - There is a list of regional clubs in the front of the BMDCA Membership book and on the BMDCA.org web site. You may wish to send a message with a link or an attached copy of your Premium or event flyer to the clubs who are in your general area of the country. Besides the BMD clubs, you may wish to include clubs for other breeds who do draft – for instance, Greater Swiss, Newfoundland, etc. and any Draft clubs in your area.

**Local Dog Clubs** - These folks might be interested in seeing a draft test and/or coming to a draft workshop to learn more. They may enter you test next year.

**Your own club website** - Of course you will want to put your event on your club’s calendar and perhaps have a page for information about draft events in your club. This would be a great place for photos of events your club has held, for advertising future events, and for a Draft Test - a link to the premium list.

**Your own club’s e-list** - Don’t forget the obvious !

# Ideas for Ring Equipment

## RING PERIMETER

The ring perimeter must be sturdy enough to stand in a stiff wind, rain, and even snow. Since a ring must be at least 10,000 sq feet with no side less than 75 feet, you will want to have enough ring materials for any area. If you have a rectangle that is 75 ft by 134 ft, it has an area of 10,050 sq ft. That gives a perimeter of 418 ft. That should be the very minimum length of ring perimeter you have.

Some clubs have baby gates that they use for confirmation and/or obedience trials and those can be used for a draft ring.

The materials for a simple ring perimeter may be posts and rope strung between them. The ground at your test site may be hard or rocky, so plan for poles that are easy to drive. Posts may be 10 to 15 feet apart. More distance between the posts puts too much pressure on them and they may tend to lean. If you plan posts to be 10 feet apart, you'll want to plan for at least 45 posts plus some spares in case of breakage.

### Posts

**Many clubs use a sharp, strong, rather short pole under a PVC post.**

The pole that goes in the ground may be:

- Long metal spikes

- Lengths of rebar

- Thin fiberglass poles ( To drive these, use a metal cap for a small diameter metal pipe over the top and hit that with the mallet. Also... wear gloves as fiberglass pieces will come off into your hands if you slide your hands on the poles.)

The PVC poles are generally about 3 feet tall.

The ring ropes can be attached to the PVC posts in a variety of ways:

- Holes can be drilled in the pipes so the rope can be threaded through.

- Putting up a ring like this can be a challenge if the end of the rope does not thread through the poles easily. At least one club uses a wire bent like a large crochet hook to pull the rope through. The holes need to be large enough to allow a doubled piece of the rope to go through if the end is frayed.

- T caps can go on the top of the poles and the rope can pass through those.

  - If the caps are permanently glued to the posts, then the same issue comes into play with getting the ropes threaded through the T caps.

- Another method is to have the caps already threaded on the rope and then just push the cap onto the posts as the rope is strung around the ring.

**Another method would be to use plastic electric fence posts.**

They have a metal spike on the bottom. The bottom of the plastic post has a foot pad to step on and that pushes the spike into the ground. If the ground is exceptionally hard, dumping some water on the ground and waiting a few minutes will usually allow the post to go in.

The ring ropes can go through the clips that are designed to hold the fence wire. (note – large diameter rope may not fit through the clips. If your club wants a larger rope with these posts, you can put a metal shower curtain hook through the clip and thread a larger rope through that.)

## **Ring Rope**

It should be very visible – a bright color – and of a material that will not absorb water or get moldy if it gets wet. One club has used flat woven tape like that used by the phone company to pull wire. Consider how you will store the rope so it is not tangled when you need to put the ring up. Options include winders, roll it on a spool, or just coil it carefully.

## **MANEUVERING RING OBSTACLES**

The list of objects that can be used is endless. The criteria for these objects should include:

- Will not blow over (or apart) in a strong wind
- Large and tall enough for dogs and handlers to see
- Able to withstand heavy rain/snow

As you plan, you may want to consider cost and storage of the objects. It may be that members of the Draft Test Committee can loan items to use for the test and save on club costs and storage.

Just a few things that clubs have used:

- Milk Cans – large
- Flowers in large pots
- Wooden cut outs that carry out the theme  
(often held in place with metal rods driven into the ground)
- bales of straw
- toys – large ones
- piles of wood or other materials
- plastic barrels – weighted or fastened down

## **NARROWS**

The BMDCA Draft regulations describe the narrows. “ A minimum of two (2) markers to define a narrow area. The markers must be no less than two feet high, with a recommended height of three to four feet, and must be two to four feet in length.”

Many clubs have built narrows that are 3 feet long with end pieces that are hinged to turn out to add support and can be folded flat to make storage and transport easier. Two 3 foot horizontal boards with 3 foot verticals make a sturdy structure. Pieces on each end that are a shade less than 18 inches with the same 3 foot verticals are attached with hinges. Make two of these so the horizontals are to the inside and the short end pieces turn out. One side may be fastened down tightly for the test. The other will be moved to adjust the width of the narrows for each draft rig’s width. It is important that the narrows be sturdy and do not fall down in a stiff wind.

## **BACK UP STICK**

You will need a sturdy stick to measure the back-up. Either a 4' piece of PVC Pipe or a flat sided stick (which will not roll) will work. It should be exactly 4 feet long with exactly one foot marked in a different color at one end. This makes it easy for the judges to measure the correct distance for each team to back.

## The Stewards at a Draft Test

Stewards are people who volunteer to help at a draft test. Some of the steward assignments require no previous knowledge of draft or draft tests while others require some skill.

The judges will meet with the stewards before the Draft Test and explain their duties.

**Chief ring steward** - This person is a member of the Draft Test Committee or is selected by them. They need to have had some experience at draft tests and have good organizational skills. Their jobs include:

- Contacting people to act as stewards and ensure they are at the test site on time.
- Helping with setting up and taking down the ring.
- Assisting judges with the equipment check.
- Assisting the Draft judges in any capacity that is requested.
- Coordinating with judges to have teams ready and standing by for entry to the ring at the completion of previous team's work.
- Verifying the narrows equipment has been set for the next team.
- Being prepared to lead freight hauls
- Ensuring stewards have cell phones turned off.
- Delegating responsibility for or ensuring draft rigs are placed according to class at ring entrance or in ring ahead of each team being judged.
- Ensuring stewards delegated to stations around the ring (audible distraction, visual distraction, loading, unloading) are in place and ready before teams enter the ring to be judged.
- Leading teams according to judges instructions into ring for positioning for 3 minute long stay.
- Keeping the test running smoothly.

**Gate Steward** – Tasks may be done by Chief steward or they may designate a gate steward who will:

- Ensure draft rigs are placed according to class at ring entrance or in ring ahead of each team being judged.
- Perhaps accept the leash from Open handlers once they are in the ring for the maneuvering exercises and give it back to the handler so they may exit the ring on leash.
- Assist the Draft judges in any capacity that is requested.

**Load Steward** – The judges will give specific instructions, but the load steward will:

- When the handler indicates readiness, approach and greet the handler, give the handler a lightweight load, and depart (which may be just stepping back).

**Unload Steward** - The judges will give specific instructions, but the unload steward will:

- When the handler indicates readiness, approach and greet the handler, greet and pat the dog, receive the load from the handler, and depart (which may be just stepping back).

**Visual Distraction Steward** – The judges will give specific instructions, but the steward will be responsible for creating some sort of visual distraction approximately 10 feet from the working dog. They may be asked to toss an object or move something to create the distraction.

**Auditory Distraction Steward** – The judges will give specific instructions, but the steward will be responsible for creating some sort of auditory distraction approximately 10 feet from the working dog. They may be asked to ring a bell or cause some other sound to create the distraction.

**Narrows Stewards** – Two people who are good with tape measures. They will be given a list of teams and the width of the rigs. The narrows must be set 12 inches wider than the rig width for each team. These stewards will measure top and bottom of both ends of the narrows to ensure a consistent width. The narrows are set between the time one dog leaves the ring and the next one enters. These stewards must pay close attention and be very precise in their work.

**Freight Haul Stewards** – The judges will explain what they want the freight haul stewards to do. They will assist the Draft judges in any capacity that is requested.

# Draft Test Day Check List

## Secretary

Required Documentation :

- BMDCA Draft Test Regulations
- AKC Dog Show Rules and Regulations
- AKC Obedience Regulations
- The Constitution and By-Laws of the BMDCA
- The complete entry forms of each exhibitor w/ weight certificates
- AKC's Dealing with Misconduct (not required by the regs, but good to have if there is an issue)

Paperwork - be sure you have extra copies in case of errors , etc.

- Judge's Worksheets (Secretary gets in the mail)
- Data Worksheets (used at equipment check – download from BMDCA.org/Draft – 1 copy and maybe a spare)
- Judge's Report (download from BMDCA.org/Draft – need 1 copy and maybe a spare)
- Draft Test final report (download from BMDCA.org/Draft – need one )
- Reports on Test violations (you make this on blank paper)
- Report of move-up if there are any (you make this on a blank sheet)

Diagrams of the Maneuvering Course (copy/draw this from the diagram the Judges Post)

Catalogs

Arms bands – numbered

Rubber bands (for arm bands)

Cart numbers - (to match the armbands)

Clips or duct tape to hold the cart numbers on the draft rigs

Optional - Cart parking numbers (match the arm band numbers) to put on the outside of the ring so handlers know where to park their draft rigs

Clipboards for judges' use – during equipment check and in the ring and on the freight hauls – and for secretary if they wish (it could be windy)

Chart to mark the scores for each portion of the test for each team (poster size is adequate) w/markers

Pens and/or pencils

Means to display the 2 charts – maneuvering course & scores (and a way to hold them in place in a wind)

Objects to use as paperweights in the event of wind Rubber bands are often helpful in securing papers.

## Test Committee

Ring gates, ropes, etc to define the ring – a minimum of 10,000 square feet with no dimension less than 75 feet. 100 ft tape measure

Measuring wheel (to measure freight haul distance)

Area near ring designated for parking draft rigs

Markers to define the maneuvering course – these should be large enough for handlers to see easily. (milk cans, hay bales, baskets, decorations that go with the theme of your test).

The regs say “a minimum of 4 ” but most clubs check with their judges to see how many they need.

Removable obstacle

Narrows - no less than 2 feet high (recommended 3 to 4 ft high) and 2 to 4 feet in length.

A lightweight load ( a towel, blanket, etc)

Back up stick – 4 feet long with one foot clearly marked off in another color on one end.

Tape measure – at least 6 feet - The judges will use this during the equipment check and then the stewards who set the narrows will use it.

Scale to weigh the freight haul weights (capacity of at least 150 lbs)

Markers (flags) to mark the freight haul course

Distractions – auditory and visual that must be approved by the judges

Stop watch

Table for the secretary to use

Created on 01/05/17

Plan for protection of the paperwork (and secretary) in the event of rain

Stewards – needed for each distraction, the load, the unload, the gate, to lead the freight haul and to set the narrows (best if 2 people do it). And for the freight haul – “crossing guards” at road crossings, areas where there are safety concerns, etc..

A place for the Open handlers to go for the out of sight stay

Ring favors (optional)

Trophies

Gifts (if giving judges gifts or for stewards, etc)

Signs to direct entrants and spectators to the Draft Test site & tools to put up (hammer, tape, etc)

Potty area signs and NO Dogs signs if needed (depends on the site use agreement)

Poop disposal receptacles and poop scoopers or clean-up supplies

Morning hospitality supplies (optional)

Lunch supplies (as needed)

Shovel – in case you need to fill in holes in the maneuvering ring

Bucket – to carry water to soften hard ground so the posts will drive in

‘In case kit’ - paper towels, first aid kit, garbage bags, tools - hammer, screw driver, pliers, wrench, duct tape, bungee cords, etc.