

# NCA Working Test Guide

When a regional club considers holding a NCA water or draft test there are many variables to consider. The most important are whether the club has a pool of money to devote to the costs of a test, whether there is an appropriate test site available and whether there are enough reliable volunteers. The test committee has to follow the NCA regulations for the test and be sure to keep and send in the proper records within 30 days of the test.

The cost of putting on a working test differs greatly depending on the rental cost of your site, whether you will be using local judges or not, how extravagant you want to be with your catalog, gifts, etc. and how aggressively you plan to fund raise. Entry fees alone do not cover the costs.

## The Site

Site rentals range from free (not too common anymore) to about \$600 a day. Many tests are now two or three days so that fee may need to be ~~double~~ multiplied. If the site does not have working rest rooms you will have to rent one or more port a pots which cost from \$150 to \$300 each a day. Some sites require a life guard on duty for water tests and your club would be responsible for the cost of hiring the life guard. Some sites require parking or entrance fees. You could request to pay this as a one-time fee or ask all attendees to pay for themselves. These are all things to check on when you speak to the people responsible for renting the site. Some sites do catering and may be able to help with your lunches and a dinner as well.

The site must be checked to be sure that it meets the requirements listed in the NCA regulations for that test. It is also important to try to find a site that has nearby hotels and restaurants, plenty of parking and is near major highways. Some clubs use public parks while others rent private clubs or camps. If you use a public area you must be prepared to protect the test site from spectators and have permission from the site to limit public access to your area.

## The Judges

When choosing a judging panel consider that local judges will usually have less expense. Judges that do not have to stay in a hotel or can drive to the site instead of flying will cost you less. Most clubs enjoy asking non-local judges to judge their tests and will use one local judge and one non-local judge or, if finances allow two non-local judges. The club is expected to pay for all of the judge's expenses. Judges do not get paid to judge a test. Most judge because they enjoy the sport. Many have to use their vacation time from work to allow for their travel. It is very important to treat judges well and not expect them to pay for any of their expenses. It is much easier for them if their hotel room, rental car, etc. are paid in advance. All of their meals should be paid for as well. If a judge pays for their own airline ticket then the club should reimburse them immediately and not wait until after the test so that the judge is not carrying the balance on their credit card. The club also offers them a gift after each test as a token of their appreciation. When you consider asking someone to judge ask them up front what their expenses will be to be sure you can afford to pay their expenses. Will they drive or fly? Will they have to stay an extra night to catch a flight the next morning? Don't forget to ask their meal preferences for any meals that are offered at the test. The club is not expected to pay for extra hotel expenses such as toll calls or movie rentals. Someone should be assigned to be sure that the judges are well cared for and looked after such as being sure they get coffee first thing in the morning and are taken to dinner if they arrive the night before the test. It is recommended that, in the event that a judge is hosted by a club member, that club member not be an entrant in the test. Clubs are not expected to pay the expenses for the judge's spouse or friend that may choose to accompany them to the test.

## Other Expenses

The cost of printing catalogs will vary depending on how fancy you want them or how you want them bound. You will need to print enough for NCA, your regional club records and historians as well as all of the entrants and some to be sold to spectators. Some clubs photocopy their catalog and staple it, others use the spiral binding. As long as the required information is in the catalog it does not matter how you put it together. Most clubs sell advertising to help offset the cost of the catalog.

Gifts for the judges usually range from \$25-\$50 for each day of judging. They can be clothing, artwork, tote bags, towels, etc. If they are flying consider whether their gift will travel well or you may offer to ship it.

Trophies for entrants that pass the test should be a nice remembrance for them. They can range from a plaque to hang on the wall to a new piece of equipment for their next level of working test, to artwork, to a decoration for the house or yard. It is nice if it has the club name, test and date somewhere on it even if it is on an attached tag. Be sure to have enough for both days for a two day test but most clubs do not order a trophy for every entrant because the average passing rate is about 50%. Many clubs prefer to offer different awards for each day of the test.

Some type of small gift is usually offered to every entrant as a favor for entering the test. It can be dog biscuits, a dog toy, a decoration for the house or yard or anything else that fits in your budget.

NCA test forms must be copied for the test. Most clubs use 3 part, non carbon forms for their judging sheets. That way the club, the entrants and the judges all get a copy at the test and they don't have to be copied and mailed after the test. Entrants record forms, grievance forms, etc. all must be copied and available at the test. **If you club has forms left over from a previous year be sure that they are the most current forms that are available from the NCA web site.**

Clubs handle meals differently. Some have members bring side dishes and entrees or cook burgers and dogs. Some have pre-purchased sandwiches or have lunch catered. Some clubs offer free lunch to stewards for volunteering their time. Lunch should be offered for ~~under~~ **no more than** \$10. Depending how you handle lunch it can cost the club money or break even. Dinners are usually at a nearby restaurant. Some clubs take pre-orders for a sit down meal or a buffet. Others hold a "no host" dinner at which attendees order off the menu and pay for their meal that night. **It is helpful to remind people to bring cash to a no host dinner to make it easier to split the bill.**

## Fundraising

Fund raising can very much help the working test budget. Most clubs sell a T shirt or sweatshirt with the test logo on them. It should be planned to have them ready to be sold at other club events that come before the test as well as at the test. They can be advertised in your club newsletter or on your clubs web site also. Many clubs hold a raffle at their test. This can be done in many ways. You can ask for donations from businesses and club members or buy raffle items. You can sell raffle tickets before the test as well as at the test and pull the tickets on the second day of a two day test. Some clubs have items in their raffle that are not dog related so that they can sell more tickets to the general public or co-workers. The other raffle option is a brown bag raffle. Several items are collected and laid out on a table. A small paper bag is placed behind each item with its description printed on the bag. People purchase tickets and place their ticket in the brown bag or bags of the items they wish to win. These are sometimes held over the duration of a two day test at the test site or they can be held at the dinner. Some clubs hold two brown bag raffles, one each day.

## **Volunteers**

A major consideration when deciding to hold a test is volunteers. Both tests require many behind the scenes volunteers, committee members and stewards. A test cannot move forward without the proper number of stewards. You must be sure that you will have plenty of stewards, with backups, for each test. Some clubs use stewards who are members of other local regional clubs or other breed clubs. Another great source of stewards are club members who want to learn or are just starting to learn about water or draft work. Stewarding is a great way for them to learn more and get the feel of a test. Some clubs hold a steward training day before the test. Stewards should be encouraged to be familiar with the test rules.

## **Test Committee Job Descriptions**

The following pages are job descriptions for each required and some optional committee positions for NCA working tests. Most of the job descriptions will apply to a water or draft test. The Chief Steward job description has been broken into two separate job descriptions for water and draft.

## NCA TEST CHAIRPERSON.....JOB DESCRIPTION

Keep open communication with your regional clubs working dog person or board of directors. Also, use them as a source of information. Find out if you have a budget with which to work.

Put together a committee. The chair's job is much easier if you have a good committee of workers assigned to help you with the details. The chair, secretary and third committee member must all be NCA members **and members of the regional club. If one of these members must be changed before the test the NCA WDC must be notified. The replacement must also be a member of the NCA and the regional club.**

With your committee, decide on a date and site for the test and whether it will be one, two or more tests over a weekend. Be sure to check with other local regional clubs to be sure that they are not planning a test on the same date. Visit the site you have chosen, if not used before, to be sure it has all the requirements needed to hold a test. (See the NCA test regulations for site requirements)

Compile a list of judges that you will ask to judge your test. Remember to put several names on your list because your first choices may not be available. Once the judges have accepted the assignment ask them to send you a judge's acceptance form.

Fill out your test application. The chair, secretary, ~~and third committee member~~ **and board member from the regional club** must all sign the application. ~~Contact your club's treasurer to write a check to accompany the application(s).~~ If you are applying for more than one test you must fill out an application for each test ~~and send the fee for each test.~~

This is all the information you will need to apply for the test. The judge's list, judge's acceptance form, and test application are all available on the NCA web site ([www.ncanews.org](http://www.ncanews.org)) as are other forms you will need. If the site has not been used more than twice before you will also need to enclose a map of the site with a diagram of where you will hold each exercise and a written description of the site.

Send the application to the appropriate application person whose name will be on the NCA web site. Your application must arrive at least four months before your test date though it is preferable to send it six months before the test. Send your application, ~~a check for the appropriate fees,~~ the judges acceptance forms and, if the site has not been used more than twice, a map and description of the site. You should hear back from the Working Dog Committee within a month as to whether your test has been approved.

Once your test is approved confirm the test date in writing with the judges and ask them about their travel plans. You may need to make airline or rental car reservations and book their hotel rooms. Confirm the date with the site and send a deposit and a copy of the insurance form, if necessary.

Send all committee members job descriptions which are available in this booklet. Your committee should include: Secretary, Chief Steward, Catalog and Advertising, Publicity, Fundraising, Hospitality, Equipment and Grounds, Trophies and Gifts. A photographer or videographer are optional. The person who signs the application as the third committee member can hold any of these positions, except Chairperson or Secretary, and is usually also the Safety Officer.

Assign jobs to your committee members and continue to check on their progress. Consult with them to make decisions. Be sure to inform them of the budget and expenses they may incur. A committee member should not spend money without your approval. They should send you their receipts so that you can record the amounts on your financial report. You should then send the receipts on to your club Treasurer so that your committee members will be reimbursed.

Locate a veterinarian that is willing to be at the test site or close by and on call. Get directions to the vet clinic and have maps available at test for emergencies. Also list the on call vet in the catalog and premium list.

Help the test secretary make the premium list. You'll have to set deadline dates and check to see that all required information listed in the regulations is included, especially entry limits, beginning and closing dates. ~~and the NCA refund and alternate policy.~~ Include information on hotels and meals. Include a description of the site and for draft tests you must include a description of the freight haul course and the terrain.

Be sure the advertising committee member sends a “beg” letter, for catalog ads, into your clubs newsletter six months before the test. Check for newsletter deadlines. It can also be included in the following issue or included in the premium list.

Be sure the premium list is sent out in a timely manner, about 2-1/2 months before the test. Send a premium to all that request a copy, the entrants from the last few years and the judges. Most can now be sent by email. Also have it posted on your regional club and NCA websites.

Check with your regional clubs working dog person about possibly using one of your regional clubs ads in Newf Tide. Approve the Newf Tide ad and publicity flyer with the publicity committee member before it is printed and sent out. This should also be in the newsletter six months before the test. Proof read the catalog before it goes to print.

Coordinate with the appropriate committee members to decide on judge’s gifts, trophies, favors and fund raising items.

Coordinate with hospitality committee member to be sure judge’s meals, hotel, travel reservations and expenses are handled properly. Judge’s hospitality is very important. They are volunteering their time to you. Many committees place a small welcome packet in the judge’s hotel rooms. It can have things they may use over the weekend and/or snacks, this is optional. Always be sure judge’s expenses, such as their hotel rooms, are paid before they arrive so that they will not have any out of pocket expenses. Also, check that meal plans and/or dinner reservations are all confirmed.

Approve expenses from committee members and be sure they have submitted receipts for approved items to be reimbursed. If something, such as equipment, is purchased for the test and the cost of it is reimbursed to the person who paid for it that equipment is now the property of the club.

One week before the test contact the equipment committee member to be sure all equipment will be on site and on time. Check with grounds committee member to be sure they have arranged for poop scoops, trash bags, and to put out road and site signs the night before the test or early on the day of the test. If a Water Test be sure that boats will be delivered on time. Be sure photographer and videographer (if applicable) are set to be there.

“The (Draft/Water) Test Chairmen shall act as the official representatives of the NCA and must see to the enforcement of the official rules and regulations.” Make sure committee members have a set of current NCA Test Regulations which are available on the NCA web site. You must be present on test day to help enforce the rules and regulations. Be familiar with the Grievance process and have a plan in mind should a grievance be filed.

Remember to set a time line and stay organized. Keep the communications open with your committee. Be sure they are following through and doing their jobs. Know the rules thoroughly! The better the planning ahead of time, the smoother the test will run with less work and hassles for you test day! At the test if any committee member cannot make it, is not on time, or not doing their job it is up to you as the chair to be sure the job is done.

After the test be sure that someone goes over the site and picks up any trash, equipment, etc. that might be left behind. Always leave the site as clean as you found it or better. Write the official Chairman’s report, as required for NCA records, and send it to the test secretary to be included in the official paperwork which must be sent out within 30 days of the test. There are certain questions you must answer which are included in the on line packet. Be sure to follow up with the secretary to be sure the reports are complete and being sent in on time. **There are penalty fees if records are not returned on time.**

Write an article about the Test for your regional newsletter and Newf Tide, be sure to include some candid pictures. Be aware of deadlines. Newf Tide will not publish unless the article is received for the very next deadline after the test. You can also assign the publicity committee member this job.

Send the financial report to your regional clubs treasurer, if required.

Most importantly, HAVE FUN, MEET NEW FRIENDS, and continue to promote the abilities of our wonderful breed!

## NCA TEST SECRETARY RESPONSIBILITIES

Keep open communication with Test Chairman.

Sign Water or Draft Test application. This application must be signed by the test chair, secretary and a third committee member. All must be NCA members **and regional club members**. All the forms needed are on the NCA web site under Working Dogs/Water Work (or Draft Work)/Test Committee's Toolkit and Forms. Familiarize yourself with the forms. These include the report of the test secretary, score sheets, test record forms, judges and exhibitor evaluation forms and grievance forms. **If your club has forms left over from a previous year be sure that they are the most current forms found on the NCA web site before using them.**

Coordinate with the Test Chairman as to who will communicate with the judges and with the organization that owns or runs the test site. It is easier to only have one person contacting the judges and one person contacting the site. Write letters of welcome to the judges introduce yourself as the Test Secretary and identify the Hospitality Chairperson or another person who will be communicating with them. State the time, date and place of the test and request a brief biography **and picture** for your catalog. If you will be the person communicating with them; ask whether or not the judges will need accommodations and for which nights. Ask whether they need help with transportation plans, flights, rental cars, or mileage for their own vehicles. Observer judges pay for all of their own expenses but should be sent a welcome letter and premium list. **You must have a set of judges score sheets available for an observer judge but they do not have to be the three part forms. Some clubs will offer meals or a small gift to an observe judge but it is not required.**

You will be notified by the NCA Working Dog Committee (WDC) when your test has been approved. All of the forms needed for the test and a time line for your planning are available on the NCA web site and referenced in the back of this booklet. Make copies of all the forms you will need. Most Water and Draft Tests use 3 part NCR forms for the judges' sheets so that the Test Secretary, each entrant, and the ~~NCA-WDC~~ **judges** each have copies without requiring copying after the test. Where available, copy stores such as Kinko's and Copy Max have good prices and turnover times for the 3 part forms. Be sure to have copies of the Grievance policy and its accompanying forms available at the test. Also be sure to familiarize yourself with the Grievance policy.

Working with the Test Chairperson, gather information, design and put together the premium list for your test. Check past premium lists to see what was included. Be sure to include the information that is required by the NCA Water or Draft Test Regulations. Be sure to include the maximum number of entries (and minimum if there is one); ~~the NCA policy on how entries, alternates, refunds and lotteries are being handled (available on the NCA web site and referenced in the back of this booklet)~~, opening and closing dates for entries **for NCA and non-NCA members**; fees, information about teams for Draft Tests and post entries for Water Tests; site description and freight haul description for Draft Tests; and if there is a practice day or not. Include a note asking entrants to double check that their information is accurate and LEGIBLE on the entry form because that is the information that will be used for their certificate if they pass the test. If you are using a past premium as a guide be sure to update all dates listed in the premium. Also, don't forget to update the NCA and regional clubs board members. Information about hotels and meals should also be included and updated. Driving directions, **including the address for GPS**, should be included in the premium. It is best to have a committee member actually drive the route and record the directions rather than rely on Mapquest or other such sites since many of them are incorrect. Mention any unusual driving or parking restrictions such as might be needed for RV's. ~~Decide on the number of copies of the premium you will actually print and have them printed.~~ Send the premiums electronically when possible to save money. Send premium lists to the person in charge of the website for your regional club or group and to the person in charge of the NCA web site. Send premium lists to past entrants and to anyone who has requested one this year. Don't forget to send one to each judge. Most of this information for the premium list may have been kept electronically from a previous test. Check with the Working Dog Secretary of your regional club or with the Test Secretary of your previous test.

Keep an accurate record of the entries as they are sent to you. Sort the entries in order of postmark, not when you receive them, in case the entries exceed the limit and you have to assign alternates. Refer to the NCA Entry, Alternate and Refund policy to handle alternates. It is referenced in the back of this

booklet. You may send an e-mail confirmation upon receiving each entry if you wish, but only confirm that you have received their entry and not whether they are in the test or not at this time. Be sure to open each envelope when you receive them because one envelope may hold more than one entry. ~~Remember that a dog may not enter more than one level of a test on the same day.~~ Be sure to note if any entrants are sharing equipment or handling more than one dog and number them accordingly so that they are not tested back to back.

After entries close inform each entrant of his or her status in the test by sending a form letter with the entrant's name, the dog's (team's) name and entry number. This letter may already be available electronically from a previous committee. It must be sent at least 10 days before the test and must include the test location, map, judging time, judges' names, and any changes that have occurred since the premium list was sent. Specifics for this letter are in the regulations. Notify the alternates of their positions on the alternate list. Include a copy of each entrant's test record form so that the entrant can check to see that all of their information is correct and, if not, the entrant can inform you so that the information gets corrected before the test, and before the catalog goes to print, if possible. Be sure to type or print the information on the entry record forms for clarity.

Around closing time you may receive a lot of phone calls and emails from people pulling from the test as well as alternates checking on their status. You may also receive general information calls. The more organized your paperwork the easier it will be to answer these questions. Don't be afraid to ask the Test Chair or some other experienced person for advice if you need help answering questions.

Send the entry information to the catalog chairperson as soon as it is available. Include all of the information on the entry forms; you may wish simply to copy the entry forms. Be sure to send this information as soon as entries have closed, because the catalog will be on a tight schedule for printing. Important: Do not change anyone's number after the information is sent to the catalog.

Hold the checks you receive until after the test and then send them to the Treasurer for your test or whoever is collecting the money, preferably by certified mail. Be sure to keep track of the amounts collected.

Advise your Trophy Chairperson of the number of entries (single and teams for draft) as soon as the entry is closed.

Fill out the Test Records forms and 2 score sheets for each entrant **and for each test** (1 for each judge, three if you have an observer judge). Also fill out a group sheet for the long down **for a Draft Test** and for Water Tests an Equipment Checklist. Make sure the entrants' numbers match on all forms and in the catalog. Do not change entrant's numbers if someone drops out after the test closes. Alternates are usually numbered as A1, A2, etc.

You are responsible for setting up a Secretary's table at the test. You will need a table and chairs and space to keep all your forms in order. You may want a tent, depending on the weather. You should have plastic sheets or bags available to cover the papers and clipboards in case of rain and you should have weights to hold papers down in case of wind. There ~~will~~ **must** be a scheduled time to have entrants check in with you before the test starts. At your table you should register entrants, record test results, mark a score board for spectators (or have someone do it for you), and keep all judging forms in order. If you have welcome packets or favors for entrants, give them out when entrants register. Welcome packets usually include a favor, a test evaluation form, a test catalog, a dog treat and something for the entrant such as hard candy. Whoever is in charge of getting equipment to the site **should** have a scoreboard, something to write on it and erase it, pens, clip boards, whistles, stopwatches, tables, tents, etc. Let this person know ahead of time what you will need.

Arrange score sheets in numerical order. Give one score sheet to each judge on a clipboard. Have the next entrant's score sheets ready on two more clipboards to switch with the judges when they have finished with the first entrant. If the judges prefer, they can take all the score sheets at once or use their own clipboard and you can just hand them the sheets as they need them. For Water Tests the judges

are done with the entrant's paperwork when they are finished with their water exercises. For Draft Tests the judges must be given each entrant's paperwork before each exercise. Be sure to provide pens, a whistle and a stop watch for judges, if needed. At the end of the test, be sure each judge signs each record form. You are responsible for keeping a marked catalog of the test. This catalog should be kept from the judges' view. Coordinate with the Chief Steward if you want someone to mark the scoreboard for you.

Have entrant evaluation forms on hand and ready to give to each entrant when he or she has finished, unless you have already included them in the welcome packets. If you are holding two separate tests with the same judges over one weekend, then each entrant needs only one evaluation form. If there are different judges on each day entrants should fill out two evaluations.

On the morning of the test, as each entrant checks in, ask if his or her Record Form information is correct and have the entrant sign the form. Ask if bitches are in heat. Assign numbers to alternates if needed. Advise the judges of any changes, bitches in heat, withdrawals, and absentees and mark their sheets accordingly. Mark these changes on the scoreboard and in your official copy of the catalog.

Post entries for Water Tests must fill out new entry forms and pay the fees before exhibiting.

During the test you should be available at the Secretary's table and you should assist the judges in whatever way you can. Mark your catalog, be sure the scoreboard is being marked properly and designate a person to sit in for you if you must ~~leave~~ **step away for a short time**.

After the test, be sure that all entrants receive a copy of their score sheets and remind them to fill out their evaluation forms. Within two weeks of the test, each entrant should send the evaluation form directly to the person on the WDC in charge of these evaluations; that person's name and address should be on the form. Be sure that the judges fill out and sign each record form. Some judges prefer to fill in the pass/fail section themselves while others are glad to have the secretary fill them out before giving them to the judges. Check with your judges ahead of time to see what they prefer. Be sure to give each judge a judge's evaluation form. You are responsible for sending all the necessary test records to the appropriate WDC Water or Draft Test Records person within 30 days of the test. The regulations and secretary's report form list what you need to send with your records. These forms should be sent via priority or overnight mail. You should also send a marked catalog to the person in your regional club responsible for historical records. Check with the Test Chairperson to see if he or she wants to include the chair's report with your records or wishes to send it separately.

Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses, with receipts, to the Test Chairperson for reimbursement. Any money collected should be reported to the Test Chairperson and sent to the test Treasurer. Sit back. Relax. You're done!

## TWO DAY TESTS

If you have two or more tests on one weekend, be careful to treat each test as a separate test! You can have one premium list with a box to check for each day being entered. You can have one catalog but the entries must be listed separately for each day. All other paperwork must be separate for each test including the records and reports that you send to the WDC after the test. Entrants may have different numbers for each day depending on the number of entrants and the order their entries arrived. Make the entrants aware of their number for each day. Keep a separate alternate list for each day. ~~WRDX is a separate test even if on the same day as the other tests. It must have a separate application and fee.~~

If a dog is entered both days of a two day test weekend and passes on the first day, that dog and handler have the following options for the second day:

1. a junior dog that passes a water test on the first day may move up to the senior level the next day or, if you have no alternate list for the second day, may attempt to requalify at the junior level. If you have an alternate list, this dog and handler will go to the end of the alternate list if choosing to requalify at the junior level.

2. a senior dog that passes a water test on the first day may attempt to requalify at the junior or senior level on the second day if there is no alternate list. If you have an alternate list, this dog and handler will go to the end of the alternate list. **If there is a WRDX level being offered the second day, and there are open slots for that level, the senior qualifier may move to the WRDX level on the second day.**

3. a WRDX dog that passes a water test on the first day may attempt to requalify at the WRDX level on the second day only if there is a WRDX test on the second day and there is no alternate list. ~~The WRDX dog may not attempt requalifying at the junior or senior level, because it is a separate test~~ **attempt to requalify at the junior or senior level on the second day (if they were entered in WRDX on the second day and chose not to requalify at WRDX) as long as there is not an alternate waiting.**

4. any dog that passes a water test on the first day at any level may choose to pull their entry for the second day without receiving a refund.

5. a single draft entry that passes on the first day may pull their entry for the second day, attempt to requalify on the second day if there is not an alternate list or move up to a team entry. If there is an alternate list the dog and handler will go to the end of the alternate list. A dog moving to a team entry must supply the test secretary with the other dog's information according to the NCA regulations for team entries.



## NCA DRAFT TEST CHIEF STEWARD .....JOB DESCRIPTION

Coordinate with the Draft Test Chairperson as to who will be in charge of policing the site for dog safety, compliance with rules and keeping spectators out of test areas. Decide if any additional stewards will be needed. ~~Decide who will plan the intriguing distraction.~~

Solicit volunteers to steward. You will need a minimum of 8 for a full freight haul but remember that there could be up to three freight hauls and not every steward may be physically able to walk it three times.

You may also need extra stewards for safety, such as a road crossing, ~~or to do the intriguing distraction.~~

Plan to have more stewards than you need just in case some can't make it at the last minute. The test cannot take place without the correct number of stewards! The chief steward must be prepared to step in as a steward if necessary.

Be sure to have at least 8 stewards (minimum) available for test day. Be sure that they arrive early enough to walk through the courses with the entrants. Ask them to become familiar with the rules and know their assignments. If applicable, assign people to steward for practice day. Stewards may switch assignments on practice day. Assign someone to police the practice sessions to be sure entrants are following NCA rules and regulations.

Assign stewards to the following positions for test days:

- 2 stewards, minimum, for Basic Control to take leashes, line up next entrant and help monitor long down. It is also helpful to have a steward outside of each side of the basic control ring.

- 1 steward for Harnessing and Hitching to move harness and apparatus into test area and hand harness to entrant if the entrant so chooses. This steward may also weigh any freight weight that is not labeled with its weight.

- Several stewards for the maneuvering course, 2 to adjust narrows for each dog, others spaced out over course to place equipment back where it belongs if knocked out of place or catch runaway dogs.

- ~~-As many stewards as are needed to perform the intriguing distraction.~~

- 1 steward to lead entrants out of sight and up to 6 to stay with dogs during this exercise.

- 2 lead stewards and 1 steward per dog for the freight haul. More if needed for safety

- Extra stewards may be needed as substitutes and as additional help near roads, parking lots, etc.

- **For Advanced Draft Tests one steward is needed to take the leash and a few others should be placed around the course to replace articles bumped out of position.**

Be sure not to assign a steward to a dog they may be familiar with or near a family member that may be entered. Be sure to inform stewards that they are not to instruct, answer the entrants questions or take direction from the entrants. They must refer to the judges. Remind them not to stand or walk too closely to the carts so that they don't distract the dogs.

It is the chief steward's job to watch over the stewards at the test to be sure they are doing their jobs properly and timely. The stewards help to keep the test moving along smoothly. Be sure stewards are comfortable, ask if they need a break or beverage. Thank them at the award ceremony.

Submit your financial report, if any, to the Draft Test Chairperson as soon as possible after the test. Turn in any expenses, with receipts, to the Draft Test Chairperson for reimbursement.

# NCA WATER TEST CHIEF STEWARD .....JOB DESCRIPTION

Coordinate with the Water Test Chairperson as to who will be in charge of policing the beach for practice day (if any) and pre-swim. Decide if any additional stewards will be needed for safety reasons.

Solicit volunteers to steward for the test(s) and practice day, if applicable. Stewards should not do the same stewarding assignment at the test that they did on practice day. This also goes for two day tests. The same people may steward but should perform different assignments. Assign someone to police the practice sessions to be sure entrants are not exceeding their practice time and are following NCA rules and regulations. Ask all stewards to become familiar with the rules. All stewards, ~~except for basic control but including beach stewards~~, **entering the water or in boats** must wear life jackets and foot protection. Be sure to have extra stewards available in case someone tires or doesn't show up. The chief steward may have to fill in themselves on a stewarding position if necessary.

Assign someone to police pre-swim on test day. No equipment other than a single retrieving article should be used at pre-swim. Senior **and excellent level** dogs may get on and off the beached boat platform. No stewards are allowed in the water for pre-swim. Safety equipment, such as life jacket and foot protection, ~~is~~ **are** necessary at pre-swim as well as when being tested.

Assign stewards to the following positions for test days:

## Junior Division

1 or 2 stewards for basic control ~~ring~~ to take leash, line up next entrant, ~~help monitor long down~~.

~~3 or 4 to position around the ring for safety in case a dog jumps the ring.~~

2 or 3 beach stewards (1 should be experienced) to number equipment (easiest to do during judges equipment check), run cushion/jacket to canoe, post entrants numbers, if applicable, hand bumper, and take a line rope to handler and be ready to take equipment back from handler promptly. Take tow a boat line to rowboat. Beach steward may need to also mark scoreboard.

Two stewards are needed in the canoe, **or one in a kayak**, (experience helpful) to do drop retrieve.

2 stewards are needed in the boat for the tow a boat exercise, one an experienced rower, the other a caller not familiar with the entered dogs.

1 experienced steward is needed to be the caller for the take a line exercise. Cannot be familiar with the entered dogs.

## Senior Division

2 or 3 beach stewards needed to number equipment (easiest to do during judges equipment check), run cushion and jacket to canoe, post entrants numbers, be ready to take the double retrieve articles from the handler and hand them their paddle, life ring, underwater retrieve article, tow a boat line and be ready to take equipment back promptly. Beach steward may need to also mark the scoreboard. Two beach stewards must steady the boat for the exercises in which the dog boards the boat.

2 experienced stewards are needed in the canoe, **or one in a kayak**, to do the double retrieve.

1 experienced boat steward is needed for rowing and 1 other steward for balast for the retrieve off the boat and rescue exercises. 1 experienced steward that is not familiar with the entered dogs is needed to call for the tow a boat exercise.

2 silent drowners and one experienced caller are needed for the take a life ring exercise. Caller can not be familiar with entered dogs.

## WRDX Division

1 steward is need to row and drop the line for the Search for Abandoned Boat. This steward must be capable ~~of~~ **of** dropping and retrieving an anchor.

At least 5 stewards are needed for the Multiple Person Rescue. 1 to row, one for balast and three drowners. You may use two beach stewards to steady the boat while the dog boards or the drowners may do so before entering the water.

1 steward is needed for the Rescue of an Unconscious Victim that must be wearing a long sleeved wet suit, weather permitting. If not then wet suit material sleeves reaching at least to the elbow. The steward must also be wearing approved gloves. A light weight steward is preferred for this job because it is easier for the dog to turn them and tow them. This steward must be experienced and trustworthy because it is their job to determine if the dog is biting down too hard and to let the judges know which may fail the dog.

2 stewards are needed for the Rescue of a Victim from Under a Capsized Boat. One person uses the canoe, kayak or rowboat to tow the person in the raft into position. One person capsizes the raft. ~~This is another exercises in which the steward has the power to fail the dog if it is biting down too hard. This steward must be experienced and trustworthy.~~

Three stewards are needed for the Delivery of a Line from a Stranded Boat to Shore. 1 to row, 1 for balast and one to call from shore. The beach stewards should steady the boat while the dog boards.

3 stewards are needed for the Rescue of Victims Behind the Boat. 1 rower and 2 to call from behind the boat.

The WDC has put together a WRDX Steward and Committee handbook that fully describes each steward's position for this level.

Every effort should be made to use the same calling stewards for each dog at each level. You should try to pick calling stewards who are not familiar with any entered dogs at that level. However, if a calling steward is overly familiar with the dog being tested they must be replaced while that dog is tested.

It is the chief steward's job to watch over the stewards at the test to be sure they are doing their jobs properly and timely. The stewards help to keep the test moving along smoothly.

Be sure stewards are comfortable; ask if they need a break or beverage. Thank them at the award ceremony.

Submit your financial report to the Water Test Chairperson as soon as possible after the test. Turn in any expenses, with receipts, to the Water Test Chairperson for reimbursement. Be sure to have extra stewards available in case someone tires or doesn't show up. The chief steward may have to fill in themselves on a stewarding position if necessary.

## NCA TEST HOSPITALITY.....JOB DESCRIPTION

Coordinate with the Test Chairperson as to who will correspond with the judges, about their need for lodging or transportation and who will communicate with the site.

Locate hotels near the test site that accept dogs. Ask for a group rate for your test dates. Confirm any camping arrangements and fees with the test site, if applicable, **or a local campground.**

Plan with the test site for any meals they will provide, the menu, and cost and any other activities they may want to plan for the weekend. If they will provide dinner decide on meal choices. If they will provide lunch decide whether to have cookout foods, brown bag lunch, buffet, etc. Be sure there will be some type of food available for spectators that have not ordered meals ahead of time. If dinner will be off site, make arrangements and reservation.

Submit hotel and meal information to the test secretary to be included in the premium list including a meal reservation form, if necessary. Be sure to have this information ready 3 months before the test. Keep publicity committee member informed of any special events.

Coordinate with Test Chairperson to make reservations for lodging and transportation for judges, if necessary. Arrange for rides to and from the airport, if necessary, or a rental car. Put together a welcome packet for the judges. Include snacks, drinks, toiletries, chapstick or any other small things you feel would be necessary for the weekend and a note of welcome. Be sure they are delivered to the place they will be staying.

Receive meal reservations. For meals that had choices make separate tickets for each meal being offered and give the tickets out at the test to those who purchased them. Each ticket should specify the choice of meal such as ham, turkey, etc. It is easier if the tickets are different colors. Keep a log of who ordered what in case they have forgotten. Send any checks collected to whoever is handling the money for the test. Record the amount collected and report it to the Test Chairperson.

Make arrangements with the Test Chairperson as to how the judge's lodging, meals and transportation will be paid for as well as how and when to pay for the site.

If you are providing lunch, instead of the site, coordinate with your equipment person to arrange for tables, paper goods, etc.

On test day sell any additional meal tickets that may be available. Set up a hospitality table to serve coffee, tea, hot chocolate, donuts, muffins, bagels, etc., whatever you decide to have available. Be sure that this is set up EARLY, especially the coffee! This is provided for judges, stewards, committee and entrants. It is optional to post a sign, that explains that all others should make a donation, and put out a collection jar. You should also provide soda, juice and water in coolers of ice for judges and stewards. If the weather calls for very hot temperatures you should also provide extra ice for dogs that may need it. This should be done on both days for a two day test. Be sure to check with judges throughout the day to see if they need a break or a beverage. Check with the chief steward to see if any stewards need a beverage.

Submit your financial report to the Test Chairperson as soon as possible after the test. Give them any expenses with receipts for reimbursement and any money that is collected.

## **NCA TEST FUNDRAISING .....JOB DESCRIPTION**

Decide on fundraising activities with the Test Chairperson. (T shirts, raffle, auction). Be sure to have all expenses approved by the Test Chairperson.

Try to solicit items which can be donated to the raffle or auction or arrange to buy them. Try to find some "non-doggie" items so that you can sell tickets to more people.

Arrange to have raffle tickets printed or buy a roll of tickets. Send description of raffle items to secretary, publicity and catalog committee members and your regional newsletter editor. Decide if you want to include tickets with premiums.

Coordinate with Test Chairperson on a design/logo for the test and T shirts. This will also be used on premium, catalog and publicity flyers. Find costs for printing T shirts. Decide how many and what sizes to order and how much to charge and arrange for printing.

Be sure to have T shirts and tickets ready and available to sell at other club functions. (matches, specialties, fun days, annual meeting)

Sell raffle tickets at the test, especially during the lunch break. Hold the drawing at the designated time (usually after lunch on Sunday). Arrange to send items to winners who were not present. Set up the brown bag auction where you planned to have it (dinner, during test, etc) and draw prizes when announced.

Send money from raffle ticket and T shirt sales as it accumulates to whoever is handling the money for the test. Be sure to report the amount to the Test Chairperson. Keep track of how many tickets and T shirts are sold and how many and what sizes you have left.

Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses with receipts to the Test Chairperson for reimbursement. Any money that is collected should be reported to the Test Chairperson and sent to whoever is handling the money for the test.

# NCA TEST EQUIPMENT AND GROUNDS JOB DESCRIPTION

Check with the Test Chairperson to find out what equipment will be needed at the test. Make arrangements with whoever has the regional clubs equipment to get the equipment you will need to the test. Arrange to rent port-a-pots if needed. Check with site to be sure grass will be mowed, raked, etc. Ask if they will provide trash cans.

Check equipment ahead of time to be sure it is functional and does not need repairing or replacing. Check to see what signs are available and arrange to make any new signs that will be needed. Be sure to have all expenses approved by the Test Chairperson. **Be sure you have stopwatches and whistles for the judges.**

Early on the morning of the test post directional signs on the roads leading to the site. Post signs at the site for parking, no trespassing, etc.

Coordinate with the Test Chairperson as to who will decide on the courses for Draft Tests. Set up test site as soon as it is feasible to do so. If you are using a public area you may not be able to set things up until early the morning of the test. Rope off any areas that are for entrants only. Check to see that the ground is free of any unusual debris. Set up the equipment for the maneuvering area for draft tests and walk through to be sure it flows well through turns. Mark the freight haul, if necessary.

For Water Tests you will need to rope off the beach area and place the markers and anchors in the water. Blow up the inflatable boat for WRDX. **Be sure you have the gloves for the unconscious victim.**

**For Draft Tests**, set up the Basic Control ring ahead of time but be sure it is closed off so that no one can enter and use it. Take down the Basic Control ring and store it when Basic Control is finished unless you are using a private site and it is a two day test.

Be sure to provide and set up plastic bags, trash containers and pooper scoopers. Place them at many locations around the site where needed.

Reserve exhibitor and judges parking areas and enforce them on test day. Direct any entrants with bitches in heat to their designated parking area.

Coordinate with Chief Steward to see if you are needed to help enforce any parameters ~~and if they will need any equipment for the intriguing distraction.~~ Help to police the test site. Prohibit unentered dogs from entering the test site, check on dogs left in closed cars and discourage owners from doing so in warm weather. Ask dog owners to remove dogs from spectator areas if causing a distraction (excessive barking, etc). Ask dog owners to tend to their dogs in vehicles if they are too warm, barking or causing a distraction.

Help to remove and store equipment at the end of the test. Be sure to account for all of the clubs equipment.

Do a final grounds check after the test to make sure all is left in order. Empty trash containers, unless you have arranged for the site to handle trash, and pick up papers and poops on the ground. Return any equipment that was moved back to its original position.

Remove all signs at site and on the roads.

Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses with receipts to the Test Chairperson for reimbursement.

## SOME EQUIPMENT YOU WILL NEED:

- Signs for roads and site
- Scoreboards for writing exhibitors numbers and test exercises, something to mark & erase.
- Exhibitors numbers.
- **For Draft Tests**: Baby gates or ropes and poles for Basic Control ring.
- Four foot back up stick for Draft Test.
- Articles for removable obstacle, high and low narrows for Draft Test.

- Paint or lime to mark course on ground for Draft Test.
- Scale for Draft Test
- Rowboat with platform for Water Test
- Canoe or Kayak for Water Test
- Water markers for Water Test
- Tape measure, duct tape, mallet and other tools necessary.
- Coffee pot, paper goods, megaphone or PA system, stopwatch, clipboards, whistles, pens, tent, tables and chairs, first aid kit.

# NCA TEST CATALOG AND ADVERTISING.....JOB DESCRIPTION

Design information sheet for catalog ads including:

- Cover letter
- Size of ads available
- Price of ads
- Picture information, cost
- Where to send ads
- How to make payment
- Submittal deadline
- Price for booster listing and business card

Send copy of information sheet to regional newsletter editor for the issue deadline which will be 4 months before the test. Send copy of information sheet to the committee member doing the premium list and to the web site.

Solicit for ads, business cards and boosters at other Newf events, fun day, annual meeting and by phone or email.

Receive ads, record information and checks. Report amount of checks to Test Chairperson. Send checks to whoever is handling the money for the Test.

Design the catalog, with the Test Chairperson. Don't forget to include:

- Cover Design (test logo)
- List judges with brief biography (picture optional)
- Schedule of the day
- Order of the exercises
- List Test Committee, title and name
- List current officers of NCA and your regional club
- Veterinarian on call
- Thank you page, judges, test committee, stewards, donations, advertisers, site, etc.
- Donator page
- Description of the exercises
- Entrants
- Scorecard

Additional nice touches: History of the test, note the number of years this has been an annual event, acknowledge trophies and or favors if handmade or donated, credit cartoons, artwork, and logo. If, you are holding two separate tests, entrants and scorecards for each test must be listed separately under each day in the catalog. If any other breeds are exhibiting after your test they can be included in the catalog but must be listed as a completely separate test and must state that the all breed test is not an NCA event.

Decide how many catalogs to print. Include copies for entrants (usually free), advertisers (if giving free copy for a full page ad), secretary, NCA, regional club historian and enough to sell. Decide how much you will need to charge for catalogs at the test.

Be sure to get information about entrants from test secretary as well as the judge's biographies. Be sure to include all ads received. Also, if applicable, get information about trophies and favors if handmade or donated.

Be sure to list any new or specific rules that will be enforced at the test and mention that unentered dogs are not allowed on the test site and must be kept from being a distraction in the spectator areas.

Arrange to have catalogs printed and ready well before the test. Bring printed catalogs to the test. Be sure to give the Test Secretary all the copies they need.

Arrange ahead of time to have someone in charge of catalog sales at the test. Be sure they have a list of who is to receive free catalogs. This may be able to be combined with fundraising. Have someone go through spectator areas selling catalogs.

Submit your financial report to the Test Chairperson as soon as possible after the test. Be sure to approve any expenses with the Test Chairperson before the Test. Turn in any expenses with receipts to the Test Chairperson for reimbursement. Any money that is collected should be reported to the Test Chairperson and sent to whoever is handling the money for the Test.

## **NCA TEST TROPHIES AND GIFTS .....JOB DESCRIPTION**

Coordinate with the Test Chairperson to select judge's gifts, trophies and exhibitor favors within the budget. Order or have made early enough so a "prototype" can be approved. Decide how many of each you will need. For a Draft Test single dog and team trophies can be the same, similar or different. Usually one trophy is given for a team. At a Water Test trophies can be the same, similar or different for each level but should specify which level was passed. Trophies should not be dated so that they can be reused. Have a separate plaque that can be added later with the date. Be sure to have the trophies at the test site the morning of the test.

Be sure to have all expenses approved by the Test Chairperson. If holding a two day test two sets of each will be needed, preferably something different for each day. Decide, with the Test Chairperson, if gifts or favors will be given to stewards or committee members.

Notify catalog committee member what type of trophies and favors are being offered and who made or donated them, if applicable, so that it can be mentioned and thanks given in the catalog. Be sure they are ready one week before the test.

Coordinate with the test secretary so that every entrant is given a favor with or in their welcome packet.

Have the judges gifts wrapped or presented nicely, with a thank you note, to be presented to them after the awards ceremony. If it is a two day test have two sets of gifts for the judges.

Any extra favors or trophies left over because of absentees, should be turned over to the Test Chairperson.

Be sure to be present for the awards ceremony after the test(s). Help to hand out the trophies and present the judge's gifts.

Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses with receipts to the Test Chairperson for reimbursement.

## NCA TEST PUBLICITY.....JOB DESCRIPTION

Coordinate with the Test Chairperson to design a flyer including all pertinent information. Check with fundraising committee member as to the logo being used. Be sure to have all expenses approved by the Test Chairperson.

Send flyer to your regional clubs newsletter and local regional clubs and request that it be published as soon as possible. Watch for publication deadlines so you can send the flyers EARLY enough. ~~Contact who ever writes your regional clubs Newf Tide column to include the test in an ad in Newf Tide.~~ Check with your regional club to see if you can advertise in Newf Tide. Post flyer in local businesses and dog training facilities.

Write an article announcing the test for any local dog publications such as Match Show bulletin, Canine Companion, etc.

Contact the press of local newspapers and TV stations and ask them to either publicize or cover the test. Notify local radio stations to ask them to mention the test in their public service announcements. Invite the press to the test.

If any press attends the test play host to these people. Notify hospitality committee member to see if they could supply complimentary meal tickets, etc. Set up an area at the test where the press can watch, photograph, etc. Encourage them to take pictures unobtrusively so as not to interfere with the test. Ask them to interview exhibitors AFTER they have exhibited, not before. Give interviews, or assign someone to give interviews, to explain the test and the history of Newfoundlands.

Discuss with the Test Chairperson who will write the article for Newf Tide and your regional clubs newsletter and include pictures of qualifiers and especially candid shots of the dogs working. Watch deadlines!

Submit your financial report, if any, to the Test Chairperson as soon as possible after the test. Turn in any expenses with the receipts to the Test Chairperson for reimbursement.

## NCA TEST PHOTOGRAPHER/VIDEOGRAPHER..... JOB DESCRIPTION

This is an **optional** position. It depends if there is a reason you want the test photographed/videoed or if someone experienced volunteers to do so. It is nice to have done if possible. You should at least have someone take some pictures to be included on your regional clubs web site and for the Newf Tide and your regional clubs newsletter articles.

Check with the Test Chairman as to what they want covered and where they want you to position yourself. ~~Be sure to have enough film and batteries.~~ Ask for your budget.

If you are video-taping the whole test be sure to include Basic Control, **at Draft Tests**, in the morning. You should include an order form in the catalog for entrants to order a copy of their dog's performance. Be sure to include shipping in the price.

If taking still pictures keep a log of who you are photographing so you will be able to identify who is in the picture later. Be sure to get candid of the judges and committee members doing their jobs as well as any other activities. Take photographs at the end of the test of all the qualifiers in each level.

~~If you think you will be running out of film or battery in the middle of a dogs performance please change them ahead of time so as not to distract the dog.~~ BE AWARE at all times that your first responsibility is to allow the dogs to have every chance to complete an exercise successfully, so don't do a lot of moving around when a dog is working. Please be invisible!

After the test get photos ~~processed~~ **organized** immediately and send copies to the Test Chairman or send them on disk. Mark each photo with names from your log so we will know who is in the photo. Videotapes will need to be copied to ~~CD's~~ **DVD's** to fill orders after the test. Only copy the dog's performance which is ordered, not the whole test or give the tape to the Test Chairman to have copied.

Submit your financial report to the Test Chairman as soon as possible after the test. Turn in any expenses with receipts to the Test Chairman for reimbursement. Only previously approved expenses will be reimbursed. Any money collected should be reported to the Test Chairman and sent to whoever is handling the money for the test.

## Appendix - Where to find it

**Water test:** application, forms, timeline, regulations, judges list, Working Dog Committee contacts and WRDX Steward & Committee handbook:

<http://www.ncanewfs.org/working/water/pages/WTSecretary.html>

**Draft test:** application, forms, timeline, regulations, judges list, Working Dog Committee contacts and ~~Provisions for Disabled Handlers:~~ <http://www.ncanewfs.org/working/draft/pages/DTSecretary.html>

~~**Addendum to the NCA Working Test Rules:** Handling of Entries, Alternates and Refunds-~~  
<http://www.ncanewfs.org/working/draft/pages/DTRegsUpdates.html>

**Questions:** Working Dog Committee <http://www.ncanewfs.org/committees/pages/wdc.html>

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