

Bernese Mountain Dog Club of Canada Authorized Draft Test Committee's Guidelines

November 2013

Thank you for considering organizing a draft test on behalf of the Bernese Mountain Dog Club of Canada! To help you, here is your check list!

Even though we have tried to give you as comprehensive a list as possible, so that nothing is forgotten, please be aware that the most important thing for you to do is to familiarize yourself with the latest CKC rule book, "***Draft Dog Test Rules and Regulations***". We have indicated the relevant parts of the rule book for you under each item on the list. You can download the rule book from the CKC website. Be aware that it is the responsibility of the Draft Test Secretary and Chair to make sure that the club follows the rules when you put on an event.

Check List

1. Decide on Date & Venue
2. Recruit Draft Committee Volunteers
3. Draw up a Budget
4. Apply to the BMDCC Executive for Permission to hold a Draft Test
5. **Apply for Draft Test Sponsorship, if required**
6. Apply to the CKC for permission to hold the Event
7. Recruit Three Judges
8. Apply to the CKC for the Judging Panel
9. Make up the Premium List & Advertisements
10. Make sure to put Entry Form, Entry Fee & Closing Date in the Premium List
11. Get Judging Forms & Ring Equipment
12. Download the CKC Statement of Event Fees
13. **Request** Rosettes
14. Draft and Mail the Judging Schedule
15. Make up the Catalogue
16. Print Exhibitor Numbers
17. Prepare for the Test
18. On the Day of the Test
19. Mark the Catalogues as soon as the Test finishes
20. Complete Statement of Event Fees on the Day After the Test
21. Send Reports to the BMDCC

Good Luck!

On the following pages, you will find the detailed instructions that will help you along. Good Luck with the arrangements of the Draft Test & please let us know if there is any other way in which we can help!

The BMDCC Executive

1. Decide on Date & Venue

Please study *Chapter 2 – General Rules & Regulations* of the CKC rule book.

You need to start planning your test **at least 7 months** ahead of the planned test date. It is preferable but not necessary to offer all classes - DD, BDD, DDX and BDDX, so you need to consider your potential venues in the light of the exercises required for each of these tests.

2. Recruit Draft Committee Volunteers

Please study *Chapter 10 – Draft Dog Test Committee Functions* in the CKC rule book.

Recruit volunteers to fill the positions of Draft Test Chair (Event Superintendent) and Draft Test Secretary (Event Secretary). Both of these must be members in good standing of the CKC and the BMDCC and neither may judge or compete in the event. One of them will probably be yourself. You need at least five committee members in all.

Please also study *Chapter 7 – Unsportsmanlike Conduct* and *Chapters 15 – 20* of the CKC rule book, which deal with the procedures of protests, complaints and discipline. If any exhibitor were to file any such, it is the members of the Draft Committee that will have to deal with it in the first instance, and see to it that it gets handled properly. The committee members should also study *Chapters 11 – 13* and *Appendix A*, which deal with the execution and judging of the test.

Neither of the Test Chair or Test Secretary may have dogs entered in the test. However, draft is so much more relaxed than conformation and it is very typical for judges to attend lunch and/or supper get-togethers the evening of a two-day test with entrants there as well, or to spend the afternoon setting up the course while volunteers put up the rings. Those same volunteers are typically the entrants the next day in areas like this where there aren't enough non entered people to help do all of this.

Other volunteer jobs that you need to recruit people for are:

- Production and Printing of All Documents

This usually falls on the shoulders of the Test Secretary, who needs to be a person with good organizational and typing skills. It is also useful to recruit an eagle-eyed proof reader!

- Hospitality

Will there be food available or will you tell everybody to bring their own lunch? If you want a common lunch break, will it be pot luck, or perhaps purchase by donation, or fixed prices? Should food be sold at cost or for a profit, or just made available at no cost? You must supply lunch for Judges and you should also provide bottled water for the Judges, Ring Stewards and other volunteers.

- Welcome Bags/Gifts and Judges' Gifts

The Welcome Bags for the exhibitors are not strictly necessary, but it is a nice thing to have –

particularly for the non-qualifiers – and has almost become tradition in our club.

- Test Stewards

You need one designated Chief Ring Steward, who has prior experience of how to conduct a draft test, assisted by at least one other Ring Steward. These volunteers do not have to be the same people for the duration of the entire test.

- Fund Raising and/or Ways & Means

You may raise funds for the test as such, for the club's general fund, for the rescue fund, or for the health & education fund.

- Trophies/Awards

Invite sponsorship of trophies and/or prizes from local breeders, draft enthusiasts, pet supply stores, etc; there may be prizes for oldest or youngest qualifying Berner or dog of any breed, for happiest worker or anything a sponsor would like to give a prize for that is in good taste; if in doubt, consult with the BMDCC Executive. Remember that all trophies need to be listed in the Premium List in order to be able to be officially awarded at the test.

- First Aid for people and dogs (arrange to have a local veterinarian on call, first aid kit on site, etc).

3. Draw up a Budget

Draw up a budget for the event. It is not necessary to make a profit, but you will be expected to not make a loss without first trying to cover such loss with fundraising activities, and of course being careful with your spending. If you think that there is a chance that the event will make a significant loss, you **may consider applying for the BMDCC Draft Test Sponsorship.**

Try to make the budget as detailed as you can – ask the Treasurer for help if you like. Standard expenses that need to be covered by the entry fees plus fundraising include:

- CKC Entry Fees (in 2014: \$4.60 plus HST per entry – check CKC website)
- Test equipment as defined in *Chapter 9* of the CKC rule book
- Printing costs
- Welcome bags/gifts for exhibitors
- Judges' expenses
- Judges' gifts (usually \$25-50 per judge)
- Venue rental

4. Apply to the BMDCC Executive for Permission to hold a Draft Test

Apply to the BMDCC Executive, through your local area director, to organize a draft test. Please refer to the BMDCC website, http://www.bmdcc.ca/club_contacts.htm, for contact information.

There is no form for this application, so just include the following information in your e-mail:

- Date;
- Venue;
- Draft Test Committee of at least 5 members, including Draft Test Chair;
- Whether the test will be limited entry and on what basis;
- Which classes will be offered;
- Whether the test will be three, two or one judge only;
- Whether the test will be All Breed or BMD only;
- Whether bitches in season will be allowed to compete;
- Whether the Group Option will be offered (per Section 11.2 & Appendix A of the rule book);
- What the refund policy will be;
- If there are any other rules, not listed in the rule book, that you plan on including;
- Entry Fee;
- Budget.

Once you get approval from the BMDCC Executive, you will receive the following package of documents, which we hope will be helpful to you:

- *Draft Test Committee Club Information;*
- *Sample of Judge's Contract;*
- *Sample of Premium List;*
- *Sample of Official CKC Entry Form*

5. Apply for the BMDCC Draft Sponsorship, if required. The intent of this fund is to promote draft tests in regions that normally would not have the funds or resources to hold a draft test.

After approval of the draft test proposal, the BMDCC may sponsor an amount not to exceed \$1000. The exact amount allocated will be based on the proposed budget and will be determined on a case-by-case basis.

On conclusion of the Draft Test and after the final accounting has been submitted, any profit made will go back into the BMDCC Draft Fund.

6. Apply to the CKC for permission to hold the Event

Once you have received permission from the BMDCC, download the form "Event Date Application Trials & Tests" from the CKC's website (CKC Services > CKC Forms On-line), complete the form and be sure to submit it so that it is received by the CKC *a minimum of 180 days prior to the event.*

Once your event is approved, a letter will be sent to the show secretary and the club secretary from the CKC with your event numbers.

You cannot advertise the event until it has been approved by the CKC. Note, however, that even if you have approval for your event date application, you cannot advertise the judges until they have been approved, too.

7. Recruit Three Judges

Please study Chapter 3 - Judges of the CKC rule book.

Select judges from the CKC's list of approved Draft Test judges. Judges, who are members of the BMDCC, do not usually charge a judging fee for judging a draft test, but we should cover their expenses and give them lunch on the day and a judge's gift should be presented at the end of the awards ceremony.

You need to get confirmation in writing of the terms of the judging assignment from each judge.

8. Apply to the CKC for the Judging Panel

Download the form "Judging Panel Application (Specialty Conformation shows, Trials or Tests) from the CKC's website (CKC Services > CKC Forms On-line). This application must be received by the CKC **no later than 120 days before the date of the test.**

Please refer to the CKC's Judges Directory, which is available on the CKC website. Make sure to check that the judges that you approach are eligible to judge all the classes that you are going to offer at the test.

9. Make up the Premium List & Advertisements

Please **STUDY VERY CAREFULLY** *Chapter 4 – Premium List, Catalogue & Judging Schedule, paragraphs 6.11 Bitches in Season and 6.12 Veterinarian, and Chapter 8 – Qualifying Scores, Awarding of Titles*, in the CKC rule book.

Note that any prizes that have not been advertised in the Premium List cannot be officially awarded on the day.

Please refer to the rule book for the information that needs to be included in the Premium List and follow those instructions carefully.

Please also **NOTE VERY CAREFULLY** the instructions in *Chapter 4.1.3* about how many copies of the Premium List to send to the CKC.

Once the judges have been approved by the CKC, they can be named in your advertising.

Please send an e-mail to the BMDCC web master, and ask for an electronic copy of the BMDCC logo to be used for the documents that you are going to produce.

If it is the first time that you have drafted a Premium List, it is advisable to let a more experience colleague take a look at it before you publish it, or you can send it to the BMDCC Drafting Chair for review.

When finalized, send an electronic copy of the Premium List to the BMDCC web master for advertising on the BMDCC website under "Upcoming Events".

Other suitable places for advertising are through **online groups and websites**, for example:

<http://www.canuckdogs.com/>

[http://pets.groups.yahoo.com/group/BC Berner Events/](http://pets.groups.yahoo.com/group/BC_Berner_Events/) (for events in BC)

<http://pets.groups.yahoo.com/group/Berner-1/>

<http://pets.groups.yahoo.com/group/bernerperformance/>

<http://pets.groups.yahoo.com/group/Carting-L/>

<http://pets.groups.yahoo.com/group/CdnBMD/>

If there is time before the event, please also send an ad to the editor of the club newsletter, the Bernese Please!

10. Make sure to put Entry Form, Entry Fee & Closing Date in the Premium List

Please study *Chapter 6 – Entries & End of Test, sections 6.1 – 6.9*, of the CKC rule book.

Try to set the closing date far enough ahead of the test date so that you will have time to **request** the rosettes after you know how many entries you have in each class, because the rosettes have to be marked with the class for which they were awarded.

Consider your expenses when setting the entry fee, but try to keep it in the range of \$50 - \$75, or you may not get enough entries.

As you receive the entries, you need to check all exhibitors against the latest list of Ineligible Event Participants, which you can download from the CKC website (Membership Services / CKC Events / Ineligible Event Participants).

11. Get Judging Forms & Ring Equipment

Please study *Chapter 9 – Rings & Equipment, Chapter 15 – Protests* and *Chapter 16 – Complaints*, in the CKC's rule book.

You need to order or **download** the following forms and obtain other equipment to have on hand for the day of the test: CKC now recommends that you only get 1 of each form and make your own copies for the entrants. **Forms can be ordered or downloaded at CKC Services>CKC Forms On-Line>Event Supplies>Draft Dog Test**

- Judge's Evaluation Forms & Judge's Record Forms

To be given to exhibitors at the conclusion of the test for DD, BDD, DDX and BDDX and be sent to the CKC together with the marked catalogues at the conclusion of the test. Note that the forms have all been changed. The Judge's Evaluation Forms and the Judge's Record Forms are now combined into one form. It is advisable to make copies of that form for the judges, 1 for CKC and 1 for the Test Secretary to keep in case of any discrepancy.

- Move-up Form

Copies of this form need to be available during two-day tests.

- Equipment Check Worksheets

- Personal worksheet for the judges;
- Group Down Worksheets
;
 - CKC's Draft Dog Test Rules and Regulations
At least one copy of the latest version, but it is better if you have several copies. These can be purchased from the CKC, or from the BMDCC Drafting Chair, or they can be printed off from the CKC website (Membership Services > Event Rule Books); The CKC sends one free copy with the test kit if you order it on the forms requisition form at the same time that you order the other forms.
 - CKC Official Protest Forms
These forms need to be available in case there is a protest, as this needs to be lodged with the Draft Dog Test Committee Chair before the closing of the test, and a hearing shall be held prior to the departure of all parties.
 - CKC Official Complaints Forms
These forms also need to be available in case there is a complaint, as this needs to be lodged with the Draft Dog Test Committee Chair no later than 15 minutes after the completion of judging of the test, although it may also be submitted directly to the CKC within 10 days of the test, if the complainant so prefers. If there is a complaint against a judge, there should be a hearing while all parties are still in attendance.

For assistance, you may contact the BMDCC Drafting Chair or any of the members of the CKC's Draft Dog Council. You may obtain a list of these from the CKC website (About CKC > CKC Administration > Councils > Draft Dog Council).

In case there is a protest or a complaint, the Test Chair should also have a copy of the current CKC Schedule of Fees available on the day of the test. This can be downloaded and printed from the CKC website (CKC Services > CKC Schedule of Fees). Note that GST must be added to the fees listed, and HST where applicable.

12. Download the CKC Statement of Event Fees

As soon as entries close, you should download this form from the CKC website (CKC Services > CKC Forms Online).

This form needs to be returned to the CKC immediately when the test has been held, but it can be completed as soon as you know how many entries you have.

If not before, you will need to complete this form **on the day immediately following the test**, and send it to the CKC, together with a cheque covering all the entry fees plus GST. It is safer to send it directly to CKC with your private cheque (marked with the BMDCC's club number 0494) because this form and the money **have to reach CKC headquarters within 21 days of the test**. This is the responsibility of Event Secretary. Alternatively, you may pre-order the cheque from the BMDCC Treasurer, when you know how many entries you have.

Mail a copy of the form to the BMDCC Treasurer together with all the cheques for entry fees that you have collected. If you send the original, the Treasurer will check your calculations, countersign the form ("Signature of Authorized Signing Officer") and issue the cheque to the CKC. Because of the CKC's strict 21 day time limit on this, however, it is better if you do it

yourself, and mail it to the CKC together with the marked catalogues and other forms immediately after the conclusion of the test.

13. Request Rosettes

As soon as you know how many entries you have, contact the BMDCC executive and let them know how many rosettes you will need for each class. The appropriate number of rosettes will be provided.

14. Draft and Mail the Judging Schedule

Please study *Section 4.3 – Judging Schedule* in the CKC's rule book.

The Judging Schedule shall show the times scheduled for the judging of each test level, and (optional) the start time for each section of each test level. Scheduled times for equipment checks and examination of loads should also be in the programme, as well as the number of dogs entered at each test level and in total.

As soon as entries have closed, mail or email the Judging Schedule to:

- Each of the exhibitors, along with an acknowledgement of entry;
- Each officiating Judge;
- The CKC Director in the area;
- The CKC Draft Rep;
- Volunteers and guests (if desired);

15. Make up the Catalogue

Please study very carefully *Section 4.2 – Catalogue* in the CKC's rule book.

In addition to what is required by the CKC rules, the catalogue should also include the Judging Programme.

If you have the time and inclination, and the printing cost is not a problem, consider also printing the judges' bios in the catalogue. This is a nice touch and will be appreciated by the exhibitors as well as by the judges.

Do not forget to acknowledge the trophy donors with a thank you note in the catalogue.

Advertising in a draft catalogue is almost unheard of, but if you are lucky to get an ad, make sure that you charge enough for it so that it at least pays for the cost of printing it.

16. Print Exhibitor Numbers

You need to design and print two exhibitor numbers for each team – one for the handler's armband and one to tie on to the back of the cart. These items are often decorative and sometimes humorous and an item that many exhibitors save with their score sheets – use your imagination!

A third number on 8.5 x 11 with the dogs call name and perhaps a cute cartoon picture with

the # as well may be used for the equipment check, so exhibitors know where to line up their cart and harness.

17. Prepare for the Test

Please study *Chapter 9 – Rings & Equipment* in the CKC rule book. Make sure that the venue is ready for use. Apart from the equipment listed in the rule book, you will need things like:

- A number of Tables & Chairs, e.g. the Test Secretary's Registrations Table, a table for the Welcome Bags, Judges' Conference table, Lunch tables, Ways & Means and other fund raising, Rosettes & Prizes, etc.;

- Shade/Rain Tents to cover the tables;

- Signs for Parking, Pooper Scoopers, Washroom facilities, etc.;

- Fencing, gates, drapery or rope approximately 61 centimeters/2ft high to enclose control & carting rings (minimum 12.1 x 15.2 meters/40 x 50 ft)

- Figure 8 posts (natural obstacles can be used)

- Markers (flags and/or surveyors tape or similar) for field & backpacking exercises

- DDX distraction dog

- Clipboards for the Judges

- Stopwatch

- First Aid kit (& qualified First Aid attendant for the day of the test)

- Scales for weighing backpack loads and checking draft loads

- Back up Stick (marked at 1.2 meters/4 ft)

- DD Weight (approx. 18.2 kilos/40 lbs) for fieldwork. **BDD weight will be double this**

- DDX Weight (approx. 27.2 kilos/60 lbs) for carting. **BDDX weight will be double this**

- DDX Weight (18.2 to 27.2 kilos/40 to 60 lbs) for fieldwork. **BDDX weight will be double**

Note that if group exercises are allowed at the test, you need to have enough weights for each dog in the specified group. For example, there could be three dogs per group, all needing either 40 lbs or 60 lbs weights in their carts at the same time.

- Whiteboard & markers (optional, but often useful – note, however, that ***you may not disclose ANY results until all judging of the day is complete and the judges have signed off the marked catalogues!***);

Make the following arrangements:

- Judges' transport & accommodation, if needed;
- Hospitality (lunch for judges, volunteers, exhibitors; snacks, coffee, tea, water; etc)
- Test Stewards (secure their availability; you need one designated Chief Ring Steward, who has prior experience of how to conduct a draft test, assisted by at least one more Ring Steward).
- First Aid for people and dogs (arrange to have a local veterinarian on call, first aid kit on site, etc)

It is the responsibility of the Draft Test Chair to see to it that all equipment necessary to run the test is available on the day and in working order.

18. On the Day of the Test

The Draft Test Chair is in charge of the test. The Test Chair normally assists the Judges with the setting of the course and sets the loads for the Field Work portion of the DD test and the Carting and Freight Haul portions of the DDX test. The Test Chair also collects any protests or complaints that are made on the day, including the necessary monetary deposit for such complaints to be processed, and chairs the hearing.

The Test Secretary will register each exhibitor upon arrival, hand out the exhibitors numbers, give the judges their forms and collect them again, mark the catalogues (see below) and, finally, post the results.

The Chief Ring Steward should be in attendance for any discussions between the judges (inc the meeting prior to the start of the test when multiple judges decide amongst themselves which judge shall act as the instructing (Lead Judge) for each of the sections of the test. Exhibitors' questions or concerns may be directed to the Chief Steward so that any matter may be checked with the judges if appropriate.

19. Mark the Catalogues as soon as the Test finishes

Please study *Section 6.10 – End of Test* in the CKC's rule book.

As soon as the judging is complete, the results must be recorded and marked in the catalogues that are to be submitted to the CKC. Enter the word "Qualifying" next to the names of the dogs that received qualifying scores, for each officiating judge. Each judge shall then verify the accuracy of the marked catalogues and the Test Secretary and each Judge then complete the appropriate section in each catalogue.

In all, you need to mark six catalogues:

- One marked catalogue for each of the three judges;
- One marked for the CKC;
- One catalogue for the BMDCC Drafting Chair..
- One catalogue for the CKC Draft Rep.
- One catalogue to be held by the event secretary for the club for the period of one year.

Make sure to collect all the Judges' Records Forms that you have to mail to the CKC together with the marked catalogue and the Statement of Event Fees and cheque.

20. Complete Statement of Event Fees on the Day After the Test

Please study section 6.4.2 (*Entry Fees*) and *Chapter 6.10 – End of Test* of the CKC rule book.

On the day immediately following the test, complete the Statement of Event Fees and send it to the CKC, together with a cheque covering all the entry fees plus GST/HST. It is safer to send it directly to CKC with your private cheque (marked with the BMDCC's club number) because this form and the money **have to reach CKC headquarters within 21 days of the test**. This is the responsibility of Event Secretary. Alternatively, you may pre-order the cheque from the Treasurer, when you know how many entries you have.

If this return is late, the club will be fined up to \$105, depending on the number of days it is late.

It is possible to send this return to the BMDCC Treasurer, but you have to make sure that the Treasurer is at home and available to deal with this matter and issue the cheque immediately. Unless you do this immediately on the day after the test, it will not make it in time to the CKC head office, where it is due within 21 days of the event. It is therefore safer to pay with a private cheque and then be reimbursed by the BMDCC. It may take up to two weeks from the day you mail an invoice to the BMDCC Treasurer before our club's cheque reaches its recipient.

21. Send Reports to the BMDCC

Financial Report

A complete record of all monies earned and all expenses paid or outstanding must be submitted *to the BMDCC Treasurer within 21 days of the event*.

Draft Report

Also within 21 days of the event, a brief report of the draft test should be sent to the regional BMDCC director, who will in turn pass this report on to the BMDCC Executive. However, if there was a problem, a protest or a complaint, such report should be sent immediately.

BMDCC Newsletter "Bernese Please!"

Appoint a member of the Draft Committee, or perhaps one of the exhibitors, to write a brief article, with some pictures, to submit to the editor of the "Bernese Please!"
