

FARM TRIAL ASCA TRIAL – ORGANIZATION STEPS

1. Choose trial chairman, trial secretary and course director.
 - 1a. Course director duties are detailed here:
<http://asca.org/programs/stockdog/coursedirectorguidelines>
2. Inform membership of these choices via the WASCON Yahoo Group.
3. Choose and contact ASCA judges. A list of ASCA judges may be found here:
<http://www.ahba-herding.org/MainPage.php?AreaName=JudgesList>
4. Draw up course map and directions.
5. Send in ASCA sanctioning form, together with Farm Trial course map & directions and check from treasurer. ASCA sanctioning must be completed before 45 days prior to the trial date!
Sanctioning forms, both Stockdog and Ranch trials, are to be found under "stockdog forms" here:
<http://asca.org/formsandrulebooks>

Forms shall be mailed here:
AUSTRALIAN SHEPHERD CLUB OF AMERICA
6091 E State Hwy 21
Bryan, TX 77808
6. Confirm judges and send judges' contracts.
7. Club Treasurer will book judge's flights and coordinate their travel arrangements, including airport pickup and delivery to trial site, and will also book their motel reservations here.
(Motel used is the Westerner at 1353 Hwy 395, Gardnerville, NV. 1-775-782-3602)
8. Designate chief stock handler and hospitality chair.
9. Stock handler procures stock for this trial.
10. If no one person wishes to act as hospitality chair, any volunteer hospitality committee shall coordinate together and keep the WASCON board advised of their planning. Potluck is advised for ease of organization.
11. Create premium. Blank premiums are uploaded to the WASCON Yahoo group, here:
<http://pets.groups.yahoo.com/group/WASCON/files/Event%20Info%20and%20Entry%20Forms/>
12. Order ribbons and awards, including any specialty awards and qualifying ribbons. (Centaur Awards <http://centaurawards.com>). *Sylvia Arnett is present awards person. Her phone: 775 782-6001.*
13. Double check that judges are still coming. Check with Club Treasurer that the judges' lodgings and travel arrangements are in place.
14. Check in with Hospitality, confirm planning and address any questions or concerns.

15. Post premium and menu on WASCON website. (*webmaster is Doug Hill: dhill@ctar.us*) Notify WASCON membership of their availability.
16. Advertise trial with other clubs and trial listings. (Need info here on where/how to do this.)
17. Check and make sure ribbon delivery is correct at least 2 weeks before trial.
18. Chief stock handler to contact/confirm assistants.
19. Trial Secretary to confirm entries, send out schedule, run order, number of participants.
20. Vaccinate sheep 10 days before trial
21. Get judges' gifts, if Farm Trial is separate from ASCA arena trial. (\$25 gift cards from Amazon or Home Depot are a suggestion.)
22. Order the porta-potties. Nevada Johns: 775-887-5646
23. Gather clip boards, pens, grease boards, stop watches, etc.
24. Confirm purchase of drinks and water for judges and crew, and gather ice chests to put them in.
25. AFTER THE TRIAL: take down trial/herding signs for safekeeping.
26. Trial Secretary shall send in ASCA Trial Results Report forms, which can be found here: <http://asca.org/formsandrulebooks>

Forms shall be sent to:

ASCA

6091 E. State Hwy 21

Bryan TX 77808

Phone: (979) 778-1082

FAX: (979) 778-1898