

SAND & SAGE ASCA TRIAL – ORGANIZATION STEPS

1. Choose trial chairman, trial secretary and course director. 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. Send in ASCA sanctioning form together with check from Club 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

5. Confirm judges and send judges' contracts.
6. 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)
7. Designate chief stock handler and hospitality chair.
8. Chief Stock Handler procures stock for this trial. Cattle have historically come from Russell Scossa, who can be reached through Sandy Moore. Ducks have been leased from Debbie Pollard (Herding4U@aol.com) of Vacaville, CA. Sheep are leased from Sandy Moore (Sheepcamp) and Lisa Edwards.
9. 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 recommended for ease of coordination.
10. 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/>
11. Order ribbons and awards, including any specialty awards and qualifying ribbons. (Centaur Awards <http://centaurawarda.com>). *Sylvia Arnett is present awards person. Her phone: 775 782-6001*
12. Double-check that judges are still coming. Check with Club Treasurer that the judges' lodgings and travel arrangements are in place.
13. Check in with Hospitality, confirm planning and address any questions or concerns.
14. Prepare catalogue. *Sylvia Arnett is present catalogue coordinator. Her phone: 775 782-6001*
15. Confirm hospitality planning in its final form. (Whether potluck or whatever.)

16. Post premium and menu on WASCON website (*webmaster is Doug Hill: dhill@ctar.us*). Notify WASCON membership of their availability.
17. Advertise trial with other clubs and trial listings. (Need info here on where/how to do this.)
18. Set a work-date for course set-up, site cleaning, tarp placement and Trial sign at top of road.
19. Check and make sure ribbon delivery is correct at least 2 weeks before trial.
20. * If a RAFFLE is desired for this trial, a Raffle Coordinator must volunteer/be appointed to advertise for and gather donations. She is free to enlist any help she needs from the club.
21. Chief stock handler to contact/confirm assistants.
22. Trial Secretary to confirm entries, send out schedule, run order, number of participants.
23. Vaccinate sheep 10 days before trial
24. Remind membership of the work-day to set up for the trial.
25. Get judges' gifts. (\$25 gift cards from Amazon or Home Depot are a suggestion.)
26. Order the porta-potties. Nevada Johns: 775 887-5646
27. Re-remind membership of the work-day to set up for the trial.
28. Gather clip boards, pens, grease boards, stop watches, etc.
29. Confirm purchase of drinks and water for judges and crew, and gather ice chests to put them in.
30. AFTER THE TRIAL: take down tarps and trial/herding signs for safekeeping.
31. 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