

## WASCON: STEPS TO SETTING UP A TRIAL

1. Set date for trial
2. Choose trial chairman.
3. Obtain judges. Send copy of contracts to treasurer. Treasurer will reserve and pay for room when info about judges and judging dates received.
4. Make course map and directions if needed.
5. Fill out sanctioning form and prepare the trial's premium. Blank premiums for all our annual trials, plus entry forms for our AHBA trials, have been uploaded to the WASCON Yahoo group, and can be filled in, on-demand, with each year's correct dates, judges' names and other info:  
<http://pets.groups.yahoo.com/group/WASCON/files/Event%20Info%20and%20Entry%20Forms/>
6. Mail the sanctioning forms and course map (if required) together with check from treasurer.

### **Sanctioning contact info:**

**AHBA** sanctioning forms are here:

<http://www.ahba-herding.org/MainPage.php?AreaName=FormRequest>

*AHBA sanctioning forms must be sent in at least 60 days before the event, along with a sanction fee of \$15.00!*

Mail forms and fees to:

**Carol Lorenzon  
3767 W. 136th St.  
Cleveland, OH 44111-4432**

**ASCA** sanctioning forms are under "stockdog forms" here: <http://asca.org/formsandrulebooks>

*ASCA sanctioning must be received before 45 days prior to the event! Along with a sanctioning fee of \$25 per day per event.*

Mail forms to:

**AUSTRALIAN SHEPHERD CLUB OF AMERICA  
6091 E State Hwy 21  
Bryan, TX 77808**

**AKC** herding trial/test sanctioning form is here:

<http://www.akc.org/pdfs/agl999.pdf>

*AKC trial application must be received at least 12 weeks prior to the event!*

For AKC approval, all of the following information must be submitted together:

- Completed Application

- Judges Panel
- Application Fee (\$35 per event)
- Disaster and Emergency Plan (a separate plan is required for each event)
- Current membership and officer lists

Mail form and paperwork to:

**Performance Event Operations**  
**PO Box 900051**  
**Raleigh, NC 27675-9051**

AKC herding regulations are here: <http://www.akc.org/pdfs/rulebooks/RG9001.pdf>

7. After trial has sanctioning approval, send judges' contracts and book flights. Check with treasurer for flight payment.

8. Designate course director, trial secretary, stock handler for trial, and hospitality chair or committee.

9. Hospitality chair presents sample menus for lunches and other food. OR, hospitality committee agrees to and coordinates pot-luck.

10. Order ribbons and awards, including individual trial awards and qualifying ribbons. (Centaur Awards <http://centaurawards.com/>.) *Sylvia Arnett is present awards person. Her phone: 775 782-6001*  
 Check and make sure ribbon delivery is correct at least two weeks before trial.

11. Prepare catalogue. *Sylvia Arnett is present catalogue coordinator. Her phone: 775 782-6001*

12. Create premiums and (for AHBA trials) trial entry forms. Blank premiums and blank AHBA entry forms are uploaded to the WASCON Yahoo group, here:  
<http://pets.groups.yahoo.com/group/WASCON/files/Event%20Info%20and%20Entry%20Forms/>

13. Post trial premium, course maps/directions, food menu (if applicable) and entry form on WASCON website. (*webmaster is Doug Hill [dhill@ctar.us](mailto:dhill@ctar.us)*)

14. Stock handler/course director to contact/confirm stock handling assistants.

15. Trial secretary to confirm entries, send out schedule, run order, number of participants.

16. Prepare score sheets if necessary and take to printer 10 days in advance. *For AHBA, score sheets must be 2 copies, one white, one yellow.* Printer – (ASCA does theirs.)

**ABE Printing & Copy Center**  
**1679 US Highway 395 N # 1**  
**Minden, NV 89423**

**(775) 783-8559**

17. Vaccinate sheep 10 days before trial

18. Get judges' gifts.

19. Order portapotties from Nevada Johns: 775 887-5646
20. Make sure clip boards, grease boards, materials, stop watches, etc. are working and in place.
21. Set up course, clean up site, place tarps during work day. Make sure herding trial signs are placed at top of road.
22. Advertise trial.
23. AFTER THE TRIAL: take down tarps and trial/herding signs for safekeeping.

For an ASCA trial:

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**

For an AHBA trial:

Within 30 days after the event, Trial secretary shall send completed Recording Forms for all qualifying dogs, with fees, and the completed Report Forms.

Recording and Report forms are part of the "Events All Forms" download located here:  
<http://www.ahba-herding.org/MainPage.php?AreaName=FormRequest>

Send to the AHBA Sanction Coordinator:

**Carol Lorenzon**  
**3767 W. 136th Street**  
**Cleveland, OH, 44111-4432**

Tel. 216-941-6330  
Email: <mailto:codywink@aol.com>

24. If this is an end-of-the-year-trial, tear down and store all plastic panels and equipment from duck and sheep arenas. Make sure all shade canopies, tarps and other WASCON club property is properly stored and put away.