RESPONSIBILITIES OF THE HOST CLUB
DALMATIAN CLUB OF AMERICA ROAD TRIALS
(updated 11/2019)

BEFORE THE TRIAL:

SANCTIONING: request permission to host a DCA Road Trial by sending in a proposal to the DCA Road Trial Committee chairman. The Committee will then review the proposal and approve or disapprove the proposal. If the proposal is approved by the Committee, it will then be sent to the DCA Board for approval or disapproval at one of their quarterly meetings. The proposal should include date, location, budget, chairman, committee names, secretary, potential judge(s), potential veterinarian(s), sources for rental horses, name of the person/committee responsible for preparing the site, the division of responsibilities within the committee, etc. (Road Trial Regulations Chapter 1, Section 5 & 7).

CHAIRMAN: appoint a responsible, dedicated chairperson

EVENT COMMITTEE: appoint a committee of at least 5: 4 from the Host Club and at least 1 person who is on the DCA Board of Governors. At least 3 must be present on site on the day of the Trial. (Ch. 1, Sections 6, 7)

SECRETARY: a show secretary must be appointed to accept entries. This person may not own or exhibit a dog at the trial (Ch. 1, Sec. 5; Ch. 1, Sec. 18).

BUDGET: develop and approve a budget through the Host Club; include this budget in your proposal. The budget must include the source of income; i.e.: entry fees, fundraising, trophy donations, corporate sponsorships, etc. (for a sample budget, see “Hosting a Road Trial” booklet).

SITE: select, secure, and prepare an appropriate site (see “Site Selection for a Dalmatian Road Trial,” and “Site Preparation for a Dalmatian Road Trial”). This should include any necessary permits and written agreements with the landowner(s). All attempts should be made to secure a site that is appropriate for carts (Ch. 3, Sec. 3). A back-up site should also be selected (Ch. 3). The Host Chair and the Host Club Event Committee are responsible to choose & designate an area for the judged exercises (Ch. 3). The judge may choose the order of the judged exercises.

TROPHIES: (Ch. 4, Sec. 2,3,5, & 6).

RIBBONS: 1st through 4th place ribbons and qualifying ribbons are required (Ch. 4, Sec. 4, 5,& 6). Most clubs offer rosette neck ribbons, designed to be worn around the dog’s neck. The regular colors (blue, red, yellow, white) are suggested.

RENTAL HORSES: It is the responsibility of the Host Club to attempt to locate one or more rental horse suppliers to enable exhibitors without horses to make arrangements for a rental horse. If rental horses are not going to be available for a particular trial, it should be so stated in the Premium List, and announced to the general membership of the DCA at least 6 months before the trial. The same rule applies if the rental horses are limited. The Host must obtain a written estimate from supplier for a minimum number of horses on the specified date at a guaranteed price for a specified amount of time (see Host Packet for sample rental horse supplier contract). Rental horses should be available the day before the trial for a match-up with exhibitors, a test ride, and the pre-trial course review. On the day of the trial, rental horses should remain available until after the awards have been given out. Remember, you will need to keep one horse available for the judge and at least one horse available for exhibitors in case of a run-off. Notify exhibitors of rental horse arrangements. Final arrangements for exhibitor rental horses are the responsibility of the exhibitor, and should be between the exhibitor and the supplier (Ch. 2, Sec. 8). Written estimate and contract required by DCA.

Supplier may require a deposit and a liability release from exhibitors.

LIABILITY RELEASE FORM: The Host Club must provide a liability release form that must be signed by each exhibitor. It may be included in the Premium List. Spectators may also be required to sign a liability release form.
CHECK POINTS: Ch 3, Sec. 7: “There shall be at least one steward or sign-in sheet posted along the course at whatever point(s) deemed necessary by the Trial Host in order to verify each team's completion of the required distance.” (see also: “Site Preparation for a Dalmatian Road Trial”). The Start/Finish Steward must record the time in/time out for each dog at the start, at the rest points, and at the finish. The steward then presents this document to the judge, and the judge transfers the times to the official score sheet.

JUDGE(S): Chapter 6, Sec. 1, 1A, 1B. The Host must arrange for a qualified mounted judge. If the Host chooses, the Host may provide both a mounted judge and a Course judge, but only one judge is required. If the judge(s) is/are to be paid, this must be in the budget. At a minimum, transportation and meals are usually provided. A contract is required.

VETERINARIAN: (CH. 5). The Host must arrange in advance for a licensed veterinarian to be on call. The name & location of the veterinarian, along with emergency contact information and directions from the Road Trial site to the veterinary clinic, must be printed in the Premium List & displayed prominently at the Road Trial site.

USEA MEDICAL CARD: Each exhibitor is required to carry personal emergency medical information on their person. This information should be in the form of a USEA medical card that has been filled out by the exhibitor. Host clubs should print out blank cards (available in a digital file from the RT Committee) & give them to exhibitors.

PREPARE OFFICIAL JUDGES BOOK: Ch. 1, Sec. 27; Ch. 6, Sec. 11. The Host must prepare an official judge’s book which includes score sheets for the mounted judge, & course judge (if there is one). This can be a 3-ring binder with the official score sheets enclosed. The judge(s) may have separate score sheets to use during the trial. They then transfer their scores to the official aggregate score sheets in the official judge’s book at the end of the trial. After the trial is completed, the Host sends the official judge’s book to the DCA Corresponding Secretary, with copies of the score sheets to the DCA Road Trial Committee.

AGGREGATE SCORE SHEETS: The Host may provide an aggregate score sheet to each exhibitor listing the score each dog received in each scored exercise, the total time on course, and all pass/fail ratings. This exhibitor copy of the official aggregate score sheet must be marked “UNOFFICIAL COPY”. If the Host wishes, the Host may hand-copy comments from the judge(s) onto the aggregate score sheets, but the original score sheets are not to be given to exhibitors. A copy of the aggregate score sheet is included in the Host packet.

STABLING OF EXHIBITOR HORSES: Locate stables to board horses that may be brought in by exhibitors. The Host should make any pertinent information available to exhibitors, such as required vaccinations, directions to the rental stable, cost of stabling, etc.

PRE-SHOW MAILING: prepare information to be included in a pre-show mailing, or announcement, to potential exhibitors.

PREMIUM LIST: Premium list must include liability release form and statement of risk; date; location; sponsoring organization; show secretary; Chairman; Committee; classes offered; judge(s); veterinarian on call; directions to the veterinary clinic taking call; trophies, ribbons, limitation of entries (see Ch. 1, Sec. 13); entry form, availability of rental horses and contact information for rental horse supplier (or information stating no rental horses will be available); whether or not the course is appropriate for carts (Ch. 3, Sec. 3); hotel information, and any other pertinent information. When possible, Premium List should be made available in both a hard copy & a digital format. The Host Club may decide what forms of payment are acceptable.

CONTRACTS: Contract required for judge(s). A written agreement is required for the landowner(s). A written estimate and contract is required from the rental horse supplier (see above). A liability release & USEA medical card is required from all exhibitors. The Host may wish to require a liability release from all spectators.

JUDGE’S HORSE: The Host must provide a stable, quiet horse for the mounted judge to ride during the judged exercises. This horse must remain available for use until after the awards have been given out.
HORSE FOR POSSIBLE TIE/RUNOFF: In the case of a tie, there will be a run-off. At least one horse, besides the judge’s horse, must be available for use until after the awards have been given out.

HOTELS: locate hotels in the area that will accept dogs.

STEWARDS: The Regulations require a minimum of one steward per judge; a Start/Finish steward, and a handler for the Distraction dog. One or more stewards or a sign-in sheet must be placed at the farthest point(s) on the trail to insure completion of the required distance. A steward or the judge must also record the time in/time out at the mid-point rest stop(s). Other stewards may also be advisable.

RANDOM DRAW OF EXHIBITORS: The Premium List must state the limitation of entries, as determined by daylight hours on the day of the trial, or as determined by the Host Chair. If the number of entries received by the secretary is larger than the number stated in the Premium List, exhibitors will be drawn by lot (Ch. 1, Sec. 13).

RANDOM DRAW OF “ORDER OF RUNNING”: (within 4 days of the closing date). The order in which the teams shall be run shall be drawn according to Ch. 1, Sec. 15. “Start” times should be assigned, and exhibitors must be notified of their start time (most exhibitors can be notified via email).

ASSIGN NUMBERS AND COLORS: After drawing the order of running, each team shall be assigned a number, and in teams of 2 or 3 dogs, each dog shall be assigned a color. The color of the dog must correspond with a wide collar or jacket provided by the Host. Such numbers and colors must be listed in the catalog or the Road Trial Pamphlet. In inclement weather, dogs may also wear jackets/coats which have been provided by the owner.

NOTIFY EXHIBITORS: The Host shall notify exhibitors of their start time, directions to the site, final rental horse information, date and time of review of course, etc.

PRINT CATALOG OR ROAD TRIAL PAMPHLET: (Ch. 1, Sec. 5). The Host must print a pamphlet for distribution on the day of the trial that lists exhibitors, dogs, teams, numbers, colors, and order of running (start times). This can be just one sheet of paper, or it can be a “catalog”, including advertisements and other information, as determined by the Host. After the trial, a marked catalog or pamphlet must be sent to the DCA Corresponding Secretary and to the DCA Road Trial Committee Chairman.

PREPARE CERTIFICATES OF TITLE AND CERTIFICATES OF PARTICIPATION: It is the responsibility of the Host to obtain official DCA title certificates, fill them out for the dogs that qualify, have the certificates signed by the DCA president and the judges, and present these certificates to the qualifying exhibitors (Ch. 4, Sec. 1). The preparation of the certificates can be completed in advance, allowing the certificates of title to be handed out on the day of the trial. The certificates must be signed by the judge(s) and the DCA president. If a title certificate has been prepared in advance for a dog that does not qualify, the certificate is then destroyed. Title certificates may be prepared for all entries; even those who have already earned the title, or they may be prepared only for dogs competing at that title level for the first time. The Regulations require the Host provide Certificates of Participation for all exhibitors, regardless of qualifying status. A digital file of the official DCA certificates of title is available in the Host Packet.

PROVIDE NUMBERS FOR EXHIBITORS TO WEAR, AND COLOR-CODED COLLARS FOR DOGS: Each exhibitor should wear a number that corresponds with the number printed in the catalog or RT Pamphlet. When multiple dogs are on a team, each dog must be assigned a color that corresponds with the color listed in the catalog for that dog, and the color of the collar or jacket issued to the dog on the day of the trial by the Host (Ch. 1, Sec. 11). When there is only one dog on a team, no color-coded collar or jacket is required.

PREPARE THE SITE: The Regulations require the Host to make certain preparations to the site such as: measuring the trail, providing water, mile markers, directional markers, specific markers for the judged exercises, check points on the trail, rest stop, etc. See the RT document “Site Preparation”.

ARRANGE FOR JUDGE’S MEETING WITH EXHIBITORS: The exhibitors should be encouraged to attend a judge’s meeting where they can ask questions of the judge. This is usually held in the
afternoon or evening of the day before the trial, in conjunction with a course review. The scheduled time for the judge’s meeting should be printed in the Premium List.

**CONDUCT PRE-TRIAL COURSE REVIEW:** The Regulations suggest that exhibitors ride their horses in the judged exercise area before the trial without dogs (Ch. 3, Sec. 8). Exhibitors should also be encouraged to try out their rental horses, with dogs, the day before the trial. CC entrants who will use a rental cart & driver must be given a time to practice with the cart & driver before the trial. The judge will hold a question and answer session with the exhibitors before the trial, explaining the order and location of the judged exercises. At some point, the Host is responsible for gathering the exhibitors to explain the mileage portion of the course including any check points, sign-in sheets, rest stops, repeated loops, spectator areas, etc. If possible, the Host is encouraged to ride the course or a portion of the course with exhibitors, either in vehicles or on horseback. A map of the course is suggested (Ch. 3, Sec. 8). The scheduled time for the pre-trial course review and judge’s meeting should be printed in the Premium List.

**DISTRACTION DOG:** The Host must provide a dog and handler for the Distraction Exercise (Ch. 8, Sec. 8 & 9). It is suggested that the dog be of medium to large size, well-behaved, and handled by a competent handler.

**DAY OF TRIAL:**

**BRING NECESSARY SUPPLIES:** (see document “Road Trial Checklist: Items Needed for Trial”). Score sheets, liability forms, Official Judge’s book, leashes for rest stops, certificates of title and participation, ribbons, awards, exhibitor numbers, colored collars/jackets for multiple dogs on teams, copies of the catalog or RT pamphlet, map of course, etc.

**DISTRACTION DOG AND HANDLER**

**LICENSED VETERINARIAN ON CALL LISTED IN PREMIUM LIST**

**STEWARDS**

at least 3 COMMITTEE MEMBERS/EVENT COMMITTEE ON SITE

**HANDLE ANY INCIDENTS AS DESCRIBED IN THE REGULATIONS**

Optional: prepare Aggregate score sheets for each exhibitor

**AFTER THE TRIAL:**

**RETURN TO DCA ROAD TRIAL COMMITTEE CHAIRMAN:**

Copy of Score sheets
Copy of Official Aggregate Score Sheets
Copy of Marked catalog or marked RT Pamphlet, including SCORES

**COPY OF FINAL REPORT:** send a copy to the DCA RT Chairman.

**RETURN TO DCA CORRESPONDING SECRETARY:**

Original Score sheets
Official Aggregate Score Sheets
Marked catalog or marked RT Pamphlet (including scores)
Official Judge’s Book

**FINAL REPORT:** Write up a final report of the trial, including final costs, what has been sent to the RT Committee, and detailing any incidents. (Send a copy to the DCA RT Chairman). (The DCA will assess a fine to the Host Club if the proper paperwork is not sent within 7 days. See Ch 1 Sec. 28a).