

RESPONSIBILITIES OF THE HOST CLUB
DALMATIAN CLUB OF AMERICA ROAD TRIALS
 (updated 4/15/2022)

BEFORE THE TRIAL:

HOST CLUB & EVENT COMMITTEE:

HOST CHAIR: appoint a responsible, dedicated chairperson. This person must be a DCA member in good standing. The Host Chair may own/co-own or exhibit a dog at the trial.

EVENT COMMITTEE: appoint a committee of at least 5 responsible persons: 4 may be from the Host Club and at least 1 person must be on the DCA Board of Governors. At least 3 of the Event committee must be present on site on the day of the Trial. (Ch. 1, Section 8).

SECRETARY: a show secretary must be appointed to accept entries. If the Host Club allows it, the Secretary may own/co-own or exhibit a dog at the trial (Ch. 1, Sec. 7a; Ch. 1, Sec. 20).

APPLICATION TO HOST:

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 **MUST** be submitted enough in advance to be reviewed at a quarterly Board meeting at least 3 months before the proposed Road Trial. The proposal should include date, location, budget, chairman, committee names, secretary, the name of the certified judge, on-call veterinarian, 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 5-9).

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.

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 site must include an outdoor area of sufficient size where the Judged Exercises will be held (Ch. 3 Sec.3).

RENTAL HORSES & JUDGE’S HORSE: 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 3 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. 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 in case of a run-off. **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.

CONTRACTS: Contract required for judge. 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 (or similar) is required from all exhibitors. The Host may also require a liability release from all spectators.

INSURANCE: The Host Club should consider getting liability insurance for the event. At the DCA Nationals, the liability for the Road Trial will be arranged for by the Dalmatian Club of America as part of the National event. All other Road Trials should secure their own insurance for their event.

PREMIUM LIST & ANNOUNCEMENTS:

PREMIUM LIST: Premium list must include liability release form and statement of risk; date; location; sponsoring organization; show secretary; Chairman; Committee; classes offered; judge; veterinarian on call; directions to the veterinary clinic taking call; trophies, ribbons, limitation of entries (see Ch. 1, Sec. 15); 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, time of judge's briefing; liability release; and any other pertinent information.

VETERINARIAN: 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.

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. Actual arrangements will be the responsibility of each exhibitor bringing in a horse.

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

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

LIMITATIONS OF ENTRIES: The Premium List must state any limitation of entries, as determined by daylight hours on the day of the trial and/or any other limits. The Premium List must also define how limits will be reached.

CATALOG OR PAMPHLET & ORDER OF RUNNING:

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. 17. "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 team number. That number will be worn on the back of the exhibitor and must correspond with the number in the catalog. In teams of 2 or 3 dogs, each dog shall also be assigned a color. The color of the dog must correspond with a wide collar or jacket the dog will wear. Such numbers and colors must be listed in the catalog or the Road Trial Pamphlet/Catalog.

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.

PROVIDE NUMBERS FOR EXHIBITORS TO WEAR: Each exhibitor should wear a number that corresponds with the number printed in the catalog or RT Pamphlet. The team number must be worn on the back of the exhibitor.

COLLARS OR JACKETS FOR MULTIPLE DOGS ON A TEAM: When multiple dogs are on a team, each dog must wear a color-coded wide collar or jacket. It is the responsibility of the exhibitor to provide different colored collars or jackets for each dog on a team. The Host Chair should contact exhibitors that are running more than one dog on their team & ask them what color of wide collar or what color of jacket each dog on the team will wear. In the catalog, each dog on a team must be assigned a color that corresponds with the color the dog will wear. For example: if Team 101 is running 2 dogs and one dog will wear blue & the other will wear red, the dogs would be listed by name and identified as 101 Blue and 101 Red. When there is only one dog on a team, the catalog will not list a color.

PREPARATION OF SITE:

MEASURE THE DISTANCE: For classes with a distance requirement, you will need to choose an area where the required mileage can be completed, and correctly measure that mileage. For RD/RDC & RDX/RDXC, a 6 mile to 6 ¼ mile loop is the easiest configuration for Rest Stops, etc. If trails are limited, a 3 (+) mile loop can also be successful. Carriage exhibitors & mounted exhibitors must perform the Judged Exercises on the same course, but carriages may complete their *distance* on a different course/trail than the mounted exhibitors if necessary.

VERIFICATION OF DISTANCE: Ch 3, Sec. 7: The Event Committee must verify the distance completed by each exhibitor competing in a class with required distance. Method of verification is determined by the Host Event Committee. Verification may include having exhibitors take a selfie in front of a sign or marker at a specific place on the trail (& show the selfie to the judge at the rest stop) or having a steward placed at the furthest point on the trail or having a trail camera on the furthest point on the trail or having a sign-in sheet at the furthest point on the trail; etc. (see also: “Site Preparation for a Dalmatian Road Trial”). Verification evidence is presented to the judge after each loop or at the completion of the mileage and the judge must mark it on the score sheets. The DCA Board and/or the DCA Road Trial Committee may ask to review the verification evidence.

MARK THE TRAIL: The Regulations require the Host to make certain preparations to the site such as: measuring the trail, providing water on the trail, mile markers, directional markers, specific markers for the judged exercises, check points on the trail, Rest Stop, etc. The distance portion of the trail should be well marked & easy to follow, including markers at every crossroad & fork in the trail. Course Layout is at the discretion of the Host Club (both the Judged Exercises & the distance). See Ch 3. See also: the RT document “Site Preparation”.

FOR THE JUDGE:

JUDGE(S): (Chapter 6.) The Host must arrange for a mounted judge that has been certified by the Dalmatian Club of America Judge’s Certification Committee. If the judge is to be paid, this must be in the budget. At a minimum, transportation and meals are usually provided. A contract is required.

PREPARE OFFICIAL JUDGES BOOK: Ch. 1, Sec. 29; Ch. 6, Sec. 11. The Host must prepare an official judge’s book which includes score sheets & aggregate score sheets for the mounted judge. This can be a 3-ring binder with the official score sheets enclosed. The judge 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. The Official Judge’s Book should also include blank “incident” forms (in case of dog aggression), & a copy of the RT Regulations for reference if internet is not available on site. 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.

CONTRACT: Contract required for judge.

JUDGE'S HORSE: The judge must be mounted. 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.

STEWARDS: The Regulations require a minimum of one judge's steward; a Start/Finish steward, and a handler for the Distraction dog. One or more stewards may be placed at the farthest point(s) on the trail to verify completion of the required distance (see "Verification of Distance.") The Start/finish steward must also record the time in/time out at the mid-point rest stop(s) & will need a form to record these & then report them to the judge. Other stewards may also be advisable.

SCORE SHEETS: Print out the correct score sheets for each class that has entries. Print out aggregate score sheets for the judge & for the exhibitors.

PREPARE CERTIFICATES OF TITLE, CERTIFICATES OF COMPLETION OF A CHAMPIONSHIP LEG, & 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 may be completed in advance and awarded only to the dogs that earn them on the day of the trial. Title certificates must be signed by the judge(s) and the DCA president. "Leg" & participation certificates are signed by the judge and the Host Chair. If a title certificate has been prepared in advance for a dog that does not qualify, the certificate is then destroyed. The Regulations require the Host provide Certificates of Participation for all exhibitors, regardless of qualifying status. Non-DCA certificates may be prepared & awarded by the Host Club in non-Regular classes. A digital file of the official DCA certificates of title is available from the DCA Road Trial Chair.

TRY-OUT RIDE & JUDGE'S BRIEFING:

ARRANGE FOR JUDGE'S BRIEFING/COURSE REVIEW WITH EXHIBITORS: The exhibitors should be encouraged to attend a judge's briefing 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 briefing should be printed in the Premium List.

CONDUCT JUDGE'S BRIEFING & "TRY-OUT" RIDE: The Regulations suggest that exhibitors ride their horses in the judged exercise area before the trial **without dogs** (Ch. 3, Sec. 8). *Dogs are not allowed on the Judged Exercise Area before judging begins.* Exhibitors should also be encouraged to try out their rental horses *with dogs in an area that is not part of the Judged Exercise Area.* CC entrants who will use a rental carriage & driver must be given a time to practice with the carriage & driver before the trial in an area away from the Judged Exercise Area. 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, verification requirements, 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. The Host Chair should provide exhibitors with a map of the course. The scheduled time for the pre-trial course review and judge's briefing should be printed in the Premium List.

OTHER:

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 & give them to exhibitors.

DISTRACTION DOG: The Host must provide a dog and handler for the Distraction Exercise (Ch. 9, Sec. 5). It is suggested that the dog be of medium to large size, well-behaved, and handled by a competent handler.

TROPHIES & AWARDS: See Road Trial Regulations Ch. 4.

RIBBONS: 1st through 4th place ribbons and qualifying ribbons are required. Most clubs offer rosette ribbons. The regular colors (blue, red, yellow, white) are suggested.

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.

DAY OF TRIAL:

BRING NECESSARY SUPPLIES: (see document "Road Trial Checklist: Items Needed for Trial").

Score sheets, copy of the Regulations, liability forms, Official Judge's book, copies of blank incident forms, leashes for rest stops, certificates of title/leg/participation; ribbons, awards, exhibitor numbers, copies of the catalog or RT pamphlet, map of course, water containers for dogs & horses, hospitality items, etc.

DISTRACTION DOG AND HANDLER

JUDGE

LICENSED VETERINARIAN ON CALL LISTED IN PREMIUM LIST

STEWARDS

RENTAL HORSES

at least 3 COMMITTEE MEMBERS/EVENT COMMITTEE ON SITE

DCA BOARD MEMBER "on-call" (as part of the Event Committee)

START/FINISH STEWARD checks the Judge's math on the score sheets

AWARDS CEREMONY

HAND OUT SIGNED TITLE/LEG/PARTICIPATION CERTIFICATES; destroy any prepared certificates that were not earned.

HANDLE ANY INCIDENTS ON SITE on the DAY OF THE TRIAL: as described in the Regulations (incident forms available online). Aggression incidents must be handled on the day of the trial; forms must be signed by the judge & by the 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

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

Official Judge's Book

Any incident/dog attack forms

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. 29 & 29a.