

**DACHSHUND CLUB OF AMERICA**  
**GUIDELINES FOR HOSTING THE NATIONAL EARTHDOG TEST**

**HOSTING THE DCA NATIONAL EARTHDOG TEST**

The Dachshund Club of America welcomes invitations from local specialty clubs to host the DCA National Earthdog Test. The National Earthdog Test does not need to be scheduled in conjunction with the National Specialty, but every attempt to schedule it before the National Specialty should be made to accommodate the calculation of the annual Triathlon Awards. DCA will consider bids from local clubs to host the National Earthdog Test in a different locale from the National Specialty.

The host club is entitled to present its own Earthdog test(s), but the host club events assume a secondary role. The DCA National Earthdog Test is the main event to be showcased. The host club must commit to provide the Dachshund Club of America with a well-organized and financially sound National Earthdog Test conducted for, and on behalf of, the Dachshund Club of America, its general membership, the Officers and Board of Directors as well as the Dachshund fancy. If you have any questions about any information contained in this document, please contact your designated DCA Board Liaison.

The DCA National Earthdog Test is the only Earthdog test that the AKC will approve limiting the entries to Dachshunds only, however this is not mandatory. The host club may elect to open the DCA National Earthdog Test to all eligible breeds to boost the entry and help insure profitability. If the host club chooses to limit the event to Dachshunds only, this must be clearly stated in the premium. The AKC allows specialty clubs to give preference to their breed with regard to entering an event which also must be stated in the premium.

**HOST CLUB RESPONSIBILITIES:**

- Abide by all AKC rules and regulations as published in the AKC's *Regulations for Earthdog Tests for Small Terriers and Dachshunds*.
- Overall planning, management and financial success of the DCA National Earthdog Test.
- Keep the DCA Board informed of all matters relating to the National Earthdog Test.
- Secure a suitable Earthdog test site, all required test equipment including den liners, and all required manpower to set the den liners in the ground.
- Develop and submit an emergency plan as required by the AKC
- File the AKC application and judging panel for the National Earthdog Test.
- Ensure any event date conflicts are resolved.
- Develop an event budget.
- Ensure information about the DCA National Earthdog Test is included in all advertisements published in the DCA Newsletter and posted to the DCA website and Facebook page.
- Prepare the premium list. Forward the premium electronically to your DCA Board Liaison for final approval. Once approved, forward to the DCA Webmaster for publication on the DCA website and Facebook page.
- Secure copies of required insurance certificates by contacting the DCA Treasurer. DCA will only insure the National Earthdog Test. The host club must provide insurance for its own test.
- Secure a veterinarian, either on-site or on-call, during the entire running of the event.
- Place the order for the National Earthdog Test ribbons and rosettes. Refer to the ribbon and rosette requirements in the "Awards & Rosettes" section later in this guide.

- Arrange for the DCA National Earthdog Test judges' compensation and hospitality.
- Provide a complete financial statement listing all revenue and expense to the DCA Treasurer within 30 days after the conclusion of the test.
- Submit appropriate reports and fees to the AKC **within one week** following the event.
- Forward the names of all dogs who qualified in the regular classes of Master, Senior, Junior and Novice Earthdog to the Triathlon Chairman. This will need to be done within one week, or sooner, if the National Earthdog Test immediately precedes the National Specialty.

In addition to the above responsibilities for the National Earthdog Test, the host club assumes all responsibility and expense for the host club Earthdog test. This includes all AKC application and recording fees for the host club test; the selection and compensation of host club judges; all secretarial fees for the host club test; insurance certificates and site fees for the days of the host club test; and host club awards and ribbons.

**EARTHDOG TEST CHAIRMAN:**

The DCA National Earthdog Test Chairman is the on-site person, along with the DCA National Earthdog Test Event Committee, responsible for securing the test site, den liners and all other necessary equipment and manpower for the DCA National Earthdog Test. The DCA National Earthdog Test Chairman must be a DCA member in good standing and approved for the position by the DCA Board. This position requires someone familiar with the running of AKC Earthdog tests and AKC events in general. Ideally, this person should be someone who has already chaired AKC Earthdog tests. He/she should possess good event management and communication skills, and have demonstrated leadership in conflict resolution.

**EARTHDOG TEST COMMITTEE:**

The host club appoints the DCA National Earthdog Test Committee. This committee must consist of DCA members in good standing with at least three members that will be on-site throughout the running of the test. The DCA National Earthdog Test Committee has charge of the organization and management of the test. Refer to the AKC rulebook *Regulations for Earthdog Tests for Small Terriers and Dachshunds* for a list of all Earthdog test committee responsibilities. While it is hoped that there is no need for disciplinary action, the DCA National Earthdog Test Chairman and Test Committee should be familiar with the AKC pamphlet entitled *Guide for Bench Show and Obedience Trial Committees in Dealing with Misconduct at Dog Shows*.

**EARTHDOG TEST SECRETARY:**

It is the responsibility of the host club to arrange for a DCA National Earthdog Test Secretary. This person does not need to be a member of DCA. Ideally, this person should be someone who has already served as an Earthdog test secretary.

**GROUNDS – SITE SELECTION:**

Selecting a suitable site is important to the overall success of the event. Many sites require a signed contract and proof of insurance. The DCA Treasurer should be contacted for proof of DCA insurance if it's required. The host club is responsible for their own insurance certificate on the day of their test. Only a DCA Officer may sign contracts that bind DCA to any set of contractual obligations. If the host club is also holding an Earthdog test in conjunction with the DCA National Earthdog Test and a site contract is required, DCA requires the host club to be a co-signer on the

contract with DCA. A copy of all contracts shall be sent to the DCA Corresponding Secretary. Any site fees will be split between DCA and the host club based upon usage. For example, if the DCA National Earthdog Test is a 1 day event and the host club test is a 2 day event, DCA is responsible for 34% of the site fee and the host club is responsible for 66%.

#### **PREMIUMS AND ENTRY FEES:**

Each year the DCA Board of Directors sets the entry fee for the DCA National Earthdog Test, while the host club sets their own entry fees. Contact your DCA Liaison to confirm the correct DCA entry fees. Each club will receive 100% of their respective entry fees.

The host club is responsible for the preparation of the DCA National Earthdog Test premium list. The DCA logo must appear on the front cover of the premium. If the premium is combined with the host club premium, the host club logo may also appear on the cover. Once the premium has been approved by the DCA National Advisory Committee, forward the DCA Earthdog Test premium electronically to the DCA Webmaster for publication on the official DCA website and Facebook page. DCA will not absorb the cost of any pre-premium brochures mailed out via U. S. mail. If the host club wishes to mail a pre-premium brochure, it will be at the host club's expense.

#### **CORPORATE SPONSORSHIP:**

DCA has had a long standing relationship with Purina to sponsor our National Specialty. As part of this sponsorship, Purina donates prizes to many of our National events. Check with your DCA Liaison to determine if Purina will offer prizes for the DCA National Earthdog Test. If so, these must be listed in the premium.

No additional sponsorships are to be accepted without first receiving approval from the DCA Board. DCA requires cooperation from host clubs to honor all terms of a negotiated sponsorship agreement and ensure all committees comply with the terms and conditions of the sponsorship.

#### **DCA NATIONAL EARTHDOG TEST JUDGES – SELECTION AND COMPENSATION:**

The DCA membership elects the National Earthdog Test judges each year. The DCA Corresponding Secretary will give the host club the names of the elected judges. It is up to the host club to assign these judges to the judging panel.

All DCA National Earthdog Test judges have already agreed to the following provisions. Any substitute judge for the DCA National Earthdog Test must also agree to the following:

- No judge may judge the DCA National Earthdog Test two years in a row.
- All DCA National Earthdog Test judges must be approved to judge through Master Earthdog.

If the host club becomes aware a judge substitution is necessary for the DCA National Earthdog Test, the host club should contact the DCA Corresponding Secretary for the name of the first alternate judge elected by the membership, providing there is sufficient time before the test. If the substitution is last minute, the host club is responsible for selecting a substitute judge, preferably one who is already approved by the AKC to judge through Master Earthdog and has not judged the DCA National Earthdog Test the year prior. This substitute judge will be compensated the same as all other DCA National Earthdog Test judges.

DCA compensates the National Earthdog Test judges as follows:

- Each judge will receive \$200.00, all-inclusive, for their assignment whether they judge one or more classes at the National Earthdog Test.
- Breakfast and lunch will be provided on the day(s) they judge the National Earthdog Test.
- DCA gives a pewter sunburst medallion to each DCA Earthdog Test judge to commemorate their assignment. No additional judge's gift is required.
- DCA National Earthdog Test judges will be the invited guest of DCA to the annual Performance Awards Dinner or the annual Awards Dinner, whichever one the judge chooses (but not both).

The above compensation is all-inclusive. DCA National Earthdog Test Judges are not compensated for additional expenses such travel, lodging, kennel help, dog boarding or house sitting. DCA is responsible for the DCA National Earthdog Test judges' compensation but the host club should be prepared to pay the DCA Judges at the completion of their assignment and seek reimbursement from DCA in the final accounting.

**AWARDS & ROSETTES:**

DCA offers a special trophy plan for Dachshunds only at the DCA National Earthdog Test. There is specific premium language that must go into the premium describing this. The premium language and DCA awards will be sent to the DCA National Earthdog Test Chairman by the DCA Trophy Chairman; no order is needed.

In addition to the DCA trophy plan, the DCA Board has approved up to \$250.00 for additional prizes to be purchased by the host club. These prizes are for each qualifier in all classes, both Dachshunds and Terriers. It is up to the discretion of the host club as to what prizes to purchase but they must be listed in the premium.

DCA determines the standard ribbon order for the DCA National Earthdog Test following AKC regulations. The appropriate color of ribbons and rosettes for non-regular and regular classes is described in the AKC's *Regulations for Earthdog Tests for Small Terriers and Dachshunds*. The chart below details the size of the ribbons and rosettes to be awarded. This is to insure uniformity from year to year. The number of ribbons and rosettes to order in each category is suggested; the host club may adjust the numbers up or down depending on anticipated entries. *New Title* rosettes are to be awarded for titles earned in regular classes only.

# Suggested	Category	Size & Description
20	Intro to Quarry	Flat ribbon, 2" wide, 8" long
12	Novice	4" rosette head, 8" streamer length, 3 streamers
12	Junior	4" rosette head, 8" streamer length, 3 streamers
12	Senior	4" rosette head, 8" streamer length, 3 streamers
12	Master	4" rosette head, 8" streamer length, 3 streamers
12	New Title	4" rosette head, 8" streamer length, 3 streamers Camo colored ribbon