

DACHSHUND CLUB OF AMERICA

GUIDELINES FOR HOSTING THE NATIONAL FIELD TRIAL

HOSTING THE DCA NATIONAL FIELD TRIAL

The Dachshund Club of America welcomes invitations from local specialty clubs to host the DCA National Field Trial. The DCA National Field Trial does not need to be scheduled in conjunction with the DCA National Specialty, but every attempt to schedule it before the DCA 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 Field Trial in a different locale from the National Specialty.

The host club is entitled to present its own field trial, but the host club event assumes a secondary role. The DCA National Field Trial 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 Field Trial 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.

HOST CLUB RESPONSIBILITIES:

- Abide by all AKC rules and regulations as published in the AKC's *Field Trial Rules and Standard Procedure for Dachshunds*.
- The overall planning, management and financial success of the DCA National Field Trial.
- Keep the DCA Board informed of all matters relating to the DCA National Field Trial.
- Secure a suitable field trial site.
- Develop and submit an emergency plan as required by the AKC.
- File the AKC application and judging panel for the DCA National Field Trial.
- Ensure any event date conflicts are resolved.
- Develop an event budget
- Ensure information about the DCA National Field Trial is included in 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 DCA National Field Trial. The host club must provide insurance for its trials.
- Secure a veterinarian, either on-site or on-call, during the entire running of the event.
- Place the order for the DCA National Field Trial rosettes. Refer to the rosette requirements in the "Awards & Rosettes" section later in this guide.
- Arrange for the DCA National Field Trial judges' compensation and hospitality.
- Provide a complete detailed financial statement listing all revenue and expense to the DCA Treasurer within 30 days after the conclusion of the trial.
- Submit appropriate reports and fees to the AKC **within one week** following the event.
- Forward the names of all dogs who placed in the open classes and field champion classes at the DCA National Field Trial to the Triathlon Chairman within one week, or sooner, if the DCA National Field Trial immediately precedes the DCA National Specialty.
- Plan the Performance Awards Dinner following the DCA National Field Trial.

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

FIELD TRIAL CHAIRMAN:

The DCA National Field Trial Chairman is the on-site person, along with the DCA National Field Trial Committee, responsible for securing the trial site, necessary equipment and manpower for the DCA National Field Trial. The DCA National Field Trial 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 Dachshund field trials and AKC events in general. Ideally, this person should be someone who has already chaired Dachshund field trials. He/she should possess good event management and communication skills, and have demonstrated leadership in conflict resolution.

FIELD TRIAL COMMITTEE:

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

FIELD TRIAL SECRETARY:

It is the responsibility of the host club to arrange for a DCA Field Trial Secretary. The DCA Field Trial Secretary does not need to be a member of DCA. Ideally this person should be someone who has already served as a field trial 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 trial. Only a DCA Officer may sign contracts that bind DCA to any set of contractual obligations. If the host club is also holding a field trial in conjunction with the DCA National Field Trial, 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 clubs based upon usage. For example, if the DCA National Field Trial is a 2 day event and the host club trial is a 3 day event, DCA is responsible for 40% of the site fee and the host club is responsible for 60%.

PREMIUMS AND ENTRY FEES:

Each year the DCA Board of Directors sets the entry fee for the DCA National Field Trial, while

the host club set 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 Field Trial 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 it 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 events, including the DCA National Field Trial. As part of this sponsorship, Purina has traditionally donated prizes for our events. Check with your DCA Liaison to determine if Purina will offer prizes for the National Field Trial. If so, these prizes 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 FIELD TRIAL JUDGES – SELECTION AND COMPENSATION:

The DCA membership elects the DCA National Field Trial judges each year. It is up to the host club to assign these judges to the judging panel, making sure each judge has the same number of assignments. The host club is responsible for selecting and compensating all host club judges.

All DCA National Field Trial judges have already agreed to the following provisions. Any substitute judge for the DCA National Field Trial must also agree to them.

- No judge may judge the DCA National Field Trial two years in a row.
- DCA National Field Trial judges shall not exhibit in any class at the DCA National Field Trial.
- No dog owned or co-owned by a DCA National Field Trial judge, or any member of their household, may be entered in any class at the DCA National Field Trial.

If a judge substitution is necessary at the DCA National Field Trial, the host club should contact the DCA Corresponding Secretary for the name of the substitute judge, providing there is sufficient time before the trial. If the substitution is last minute, the host club is responsible for selecting a substitute judge, preferably one who has judged a minimum of 10 dachshund field trials and has not judged the DCA National Field Trial the year prior. This substitute judge will be compensated the same as all other DCA National Field Trial judges.

DCA compensates the National Field Trial judges as follows:

- One night's lodging at the host hotel or designated hotel for each day of judging at the DCA National Field Trial.
- Travel reimbursement up to \$300.00 for actual travel and meal expense.
- Breakfast and lunch will be provided on the day(s) they judge the DCA National Field Trial.
- DCA National Field Trial 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).

- DCA gives a pewter sunburst medallion to each DCA National Field Trial judge to commemorate their assignment. No additional judges' gifts are required.

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

AWARDS & ROSETTES:

DCA has a unique trophy plan for our National Field Trial. These awards will be shipped to the host club by the DCA Trophy Chairman; no order form is necessary. Included with the DCA National Field Trial awards will be the language that must be printed in the premium. The host club is responsible for shipping unused DCA National Field Trial awards back to the DCA Trophy Chairman and DCA will cover this shipping cost.

The DCA trophy plan for the host club field trial is optional. The host club is responsible for the cost of these awards and for the shipping cost to send any unused host club awards back to the DCA Trophy Chairman.

In addition to the DCA trophy plan, the DCA Board has approved \$250.00 for additional awards for the DCA National Field Trial to be purchased by the host club. These awards are intended for class placements from 1st place through NBQ, Best Open All Age, Best Field Champion and Absolute. It is up to the discretion of the host club on what awards to purchase but all awards must be listed in the premium list.

DCA determines the standard size of rosettes for the DCA National Field Trial. The chart below details the size of the rosettes to be awarded and the size and color of the Best Open All Age, Best Field Champion, Absolute and New Champion rosettes. This is to insure uniformity from year to year.

Awards of Merit are offered at the DCA National Field Trial – five each per regular class. The premium list should reflect under the heading *“Judges’ Award of Merit”*: *“At the conclusion of the DCA Open All Age Dog Class, the DCA Open All Age Bitch Class, the DCA Field Champion Dog Class and the DCA Field Champion Bitch Class, the judges may choose, at their discretion, up to five (5) entries from each of these classes as deserving an Award of Merit. The Awards of Merit shall be a burgundy and white rosette.”*

#	CATEGORY	COLOR	SIZE & DESCRIPTION
4	1ST PLACE	BLUE	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
4	2ND PLACE	RED	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
4	3RD PLACE	YELLOW	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
4	4TH PLACE	WHITE	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
4	NBQ	DARK GREEN	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
1	BEST OPEN ALL AGE	TBD	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
1	BEST FIELD CHAMPION	TBD	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
1	ABSOLUTE	TBD	6.75" X 30"; 3 STREAMERS – 2.5" WIDE
20 (5 PER CLASS)	AWARD OF MERIT	BURGUNDY/WHITE	5.5" X 20"; 3 STREAMERS – 2.5" WIDE
5	NEW TITLE	CAMO	5.5" X 20"; 3 STREAMERS – 2.5" WIDE

PERFORMANCE AWARDS DINNER:

It is customary to have a Performance Awards Dinner following the National Field Trial where the Chair of the Performance Events Committee (PEC) presents the annual DCA Top Ten Field Trial certificates. The host club is asked to plan this dinner. It can be a casual affair and is often held at the field trial grounds or a nearby restaurant. All attendees are responsible for the cost of their own dinner except the current DCA National Field Trial judges who attend. DCA will reimburse the host club for the cost of these meals.