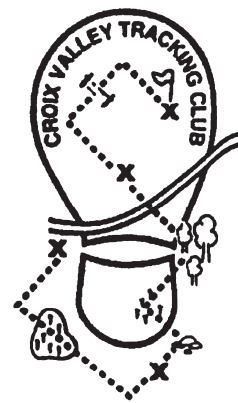


Board of Director's Test Responsibilities

Eight months prior to test draw:

1. Determine test type (TD, TDX, VST or combination), test date, site, number of dogs and entry fee.
2. Select the Test Secretary.
3. Select the Test Chair.
4. Select Hospitality Chair.
5. Select Head Track Layer.
6. Judges should be selected and invitation calls made.
7. Approve fees and hospitality to be offered to judges.
8. After a positive response, send out letters of confirmation with one copy to be signed and returned to our club. Be sure to get judges' certification dates for catalog. Send map of test site, if available.
9. Determine the closing date. (Should be greater than 10 days prior to event. People appreciate a 17- day time frame for TDX tests).
10. Verify vet on call. Use Animal Emergency Clinic – 24 hours, 651/501-3766, 7166 10th Street Oakdale Center, Oakdale, MN.
11. Order Judges Books and Covers if they are not available. Remember that at a combination TD/TDX test, there should be a judges cover sheet for each event number. Ownership of the judges books can vary from year to year, please verify where the books are.



Six months prior to test draw:

1. The tracking test Application and Emergency Plan should be submitted to the AKC, Event Plans, P.O. Box 37927, Raleigh, NC 27627-7927, ph: 919/816-3579 or via fax: 919/816-4221 a minimum of 24 weeks prior to closing date. Applications submitted prior to 11 months before event will not be accepted. (Note: Computer generated corresponding date applications are sent to the Club Secretary after test records for previous event have been closed out.)
2. Call State Park, University or the forest preserve office to reserve sites/building for test weekend. Return "Special Events Recreational Use License" form along with proof of insurance and any rental fee as soon as you receive it by mail. Willow River, ph: 715/386-5931; Kinnickinnic State Park, ph: 715/425-1129; UW River Falls, ph: 715/425-3911. Note: Provide insurance form for first test at a State Park each year. UW River Falls does not require insurance form. However, UW River Falls (Jerry Walker, 715/425-4484) needs to issue a contract at least six weeks prior to event.
3. The panel of judges should be submitted to the AKC for approval as soon as finalized, no later than 18 weeks prior to closing date. **Note: sending in the judging panel with the test application has historically had better success for acceptance.** Send via fax: 919/816-4221 or to AKC, Event Plans, P.O. Box 37927, Raleigh, NC 27627-7927. Blue AKC Form. As there have been problems at other clubs, we may wish to send certified, return receipt requested, though this mailing process can take five days.
4. Send copy of AKC papers and Judge's contract to Test Chair and Test Secretary.

Two Months Prior to Test:

1. Send a newsletter article request to newsletter editor with closing date, test date, directions to site and how to volunteer. A general invitation to the test and to participate in the potluck lunch should be included.
2. Make sure premiums for upcoming tests are submitted to the web mistress to be put on the web site.

Three Weeks Prior to Test:

1. Reconfirm with management of grounds where test is to be as to what time each day the Club will need access to grounds and facilities, if applicable (especially availability of indoor facilities on Saturday).