

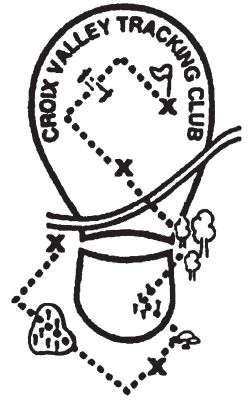
Tracking Test Chair Responsibilities

Five Months Prior to Draw:

1. Finalize judge's travel and/or hotel reservations, if applicable. Verify if judges' require a rental car or transportation provided by the chair.

Three Weeks Prior to Test:

1. Arrange for overnight housing and breakfast for judges.
2. Notify judges of test participant status and request time for track laying to begin on Saturday, which is typically 8 am. Let the judge know where they will be housed on Friday/Saturday night.
3. Make sure that you have a Head Tracklayer, Transportation and Hospitality Chair in place. If there is no hospitality chair, please call the test committee and tracklayers and have them bring a potluck dish.
4. Call Darrell (Sani-Can) at 715/425-1025 for delivery. Needed at Willow River State Park and Kinnickinnic State Park. Darrell will automatically pick up. Verify area of drop-off. Give them current treasurer's address so they can mail the bill to the treasurer for payment.
5. Verify who has CVTC T-shirts (\$10) and sweatshirts (\$20) for sale and who is bringing them to the test. They are currently in the storage locker in Hudson. Head tracklayer may be able to bring them to the test if asked and they have room in their vehicle. Or, find a person who can bring all the test stuff to the test on plotting day.



Day Of Plotting:

1. Arrange for judge's transportation to and from test site, if applicable.
2. Put up directional signs for participants, gallery and dog exercise area.
3. Arrange for dinner for the judges and provide a quiet place for working on the judge's books.
4. Accompany judge to overnight housing. Arrange for breakfast and/or transportation to test site on test day.
5. Arrange for State Park or forest preserve parking fees (pick up extra payment envelopes from the ranger station).

Test Day:

1. Arrange for judges transportation to and from test site. If applicable, including return to airport, train station, etc. upon completion of test.
2. Arrange for State Park or forest preserve parking fees (have extra envelopes available).
3. Before leaving grounds, be certain area is clean and return any key to groundskeeper.
4. No need to call Sani-Can people for pick-up. Pick up is automatic.

updated 12/12/05