

Draft Test Chair/Secretary Responsibilities

Thank you for volunteering to chair a GSMDCA Draft test! Most of your specific responsibilities are outlined in the club's Draft Regs, Chapter 8. But here are some highlights:

- 1) **Create a Committee.** You need a minimum of 2 people: a Draft Test Chairperson, a Draft Test Secretary. Draft Test Committee members, including the secretary, are permitted to enter and show their dogs in the test.
- 2) **Coordinate your judges.** The draft page on the GSMDCA web site has a list of current GSMDCA-approved judges. You may also use Bernese Mountain Dog and Newfoundland draft judges. Currently, most draft judges don't charge a separate fee for judging, but they expect their expenses to be reimbursed (or at least partially paid in the cases where they may also be entering the trial). Expenses may include reimbursement for travel, toll fees, lodging and meals.
- 3) **Apply to hold the draft test.** An online application form to hold a draft test is on the GSMDCA website and is automatically sent to the Draft Committee Chairperson. A word version is also on the GSMDCA website. The application needs to be received no later than six weeks prior to the test.
- 4) **Market on GSMDCA website.** Contact the GSMDCA webmaster to place your draft test on the on line master calendar.
- 5) **Create a Premium List.** A Premium List template is at the GSMDCA website, if needed.
- 6) **Receive and Track Entrees.** The Draft Test Secretary receives entries and fees. Send two e-mails to each entry, one notifying them once you've received their entry and one the day after entrees close informing them they are entered and include the Running Order.
- 7) **Set up the test site.** The Draft Rules contain a list of equipment and judging forms needed. In general there are two main areas to consider. 1) A designated area for the Maneuver portion. 2) The one-mile Freight haul. Judges are responsible for printing and distributing the course map on site, setting up the Maneuver Course and wheeling the Freight Haul.
- 8) **Running the Test.** After checking in all exhibitors and lining up stewards, it then becomes the judges' show.
- 9) **Post Test.** As soon as possible after the test is finished, judges announce the qualifiers, distribute ring prizes and receive judges' gifts. Qualifier photos are taken at this time, too.
- 10) **Later Post Test.** The Draft Test Secretary emails the Judge's Report Worksheet to the Draft Committee Chairperson. The Draft Committee Chairperson informs the Working Titles Chair of the qualifiers and the Working Titles Chair mails certificates and brass plaques.