

Chairman's Planning Schedule

Months in Advance

Apply for the date with the WD Chairman using the WD Application Form

Obtain a site

Obtain necessary permits (Fish and Game, DEC, etc) if necessary

Order bird tags if required by law

Contact the ACC Treasurer regarding proof of insurance or to add an additional named insured for the event.

Keep the copy on hand for the day of the test

Open WD checking account, or use existing RD account

Invite your judges, and firm it up in writing

You may use two sets of judges for one stake when necessary – one set for land and one set for the water.

This can make the tests move much quicker when there is a large entry.

Enlist helpers - (live shooters, bird boys, poppers, marshals)

Advise the bird man of your date and get ok for approximate number of birds needed

Write an advance information blurb for Email lists and the ACC Bulletin, include on websites, etc

Obtain and create a mailing list of members in your area and other interested parties

Type up a flyer and mail with entry form to ACC members and your mailing list and to the RD's in the neighboring states. Include a deadline date for entries and address where to send entries to.

Order ribbons if needed (Ribbons are only given with a WD held at a Specialty Show but are not required)

30 days before the test

Firm-up your list of workers and shooters

Ensure all gun handlers have appropriate training (hunter's safety course, etc.)

Ensure all gun handlers have a hunting license, and orange if necessary

Order Birds and check on Bird tags (if necessary)

Get all paper work and entry forms from WD chair

Arrange for lodging/hospitality for judges (if necessary)

Arrange for lunch/tailgate for workers and/or participants (if necessary)

Mail additional flyers if necessary

Arrange for any fundraiser (raffles, tailgate, etc.)

Order port-a-potty (if needed)

Coordinate the entries and closing date

2 weeks before the test

Send WD Rules and Guidelines to judges

Get equipment as needed (guns, poppers, ammo, clipboards, white shirts, bird bags, umbrellas etc.)

Call your judges, gunners, marshals, and workers to verify they are coming and what time.

Make direction signs

Compile all the entry forms from contestants and check for missing info

Print Marshal Sheets with the running order
Print program (if any)
Have someone assigned to bring a test dog

Day before the Test:

Walk grounds with the Judges the day before if possible. Be prepared to answer any questions.
Question judges as they set up tests. Go over WD/X/Q Rules and Judges Guidelines with them.
Set up the port-a-potty, hospitality tent etc. the evening before the test

Morning of the Test

Have workers meet at least 1 ½ hours before stated start time
Have all equipment and birds ready 1 ½ hours ahead
Have a list of the workers who will be running dogs so the Marshal can schedule the dogs
Distribute bird tags (if necessary) to live gun stations
Have test dog ready 10 minutes before the starting time
Go over the basic test and rules with the contestants and Judges.
Answer any questions before they start.

After the Test:

Resolve all scratches/refunds
Ensure WD entry forms are filled out completely, signed by the Judges, and send to the WD chair
Write up results for ACC Bulletin, etc.
Send financial report to ACC Treasurer
Keep all receipts!
Remove all equipment, posted signs and take proper care of dead birds
Thank all the workers, judges and contestants