

NEBCA

Trial Managers Handbook

Last Update - August 2013

This handbook is intended to provide the new trial manager (TM) with a set of best practices for putting on a sheepdog trial. The information represents an amalgam of fairly standard practices as well as things that have been found to work well. Each trial is different and some things may not apply and some can be molded to fit your event. These are by no means rules or requirements. Specific rules & requirements for trials can be found on www.nebca.net and www.usbcha.com and the TM should be familiar with all the rules that apply. Additional resources related to this document are listed in appendix A.1.

Note to veteran TMs: If you have suggestions for improving this document, please contact the NEBCA Trial Committees, who will be maintaining it.

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Introduction

The sheep dog trial manager is surely one of the unsung heroes of the working Border Collie. Sheep dog trials have played a pivotal role in making the Border Collie what it is today. Trials provide a controlled test of working ability and so aid in the selection of such traits. In addition, they provided an important venue to bring the working Border Collie community together to share ideas on breeding, training and working. Without trials, the Border Collie would never have developed its abilities in herding so far or so quickly. Nor would the knowledge of training and working BCs be where it is today.

The sheepdog trial manager is advised to keep this noble purpose in mind at all times basically to help keep oneself sane or from throwing in the towel. Or said another way, putting on a trial is a lot of work, can be stressful and the pay stinks. The reward is often limited to knowing you have helped the Border Collie and if you are a handler, that you have done your part by running a trial.

The Trial Managers Role and Responsibilities (plus some advice)

The trial manager (TM) is head honcho of the event. The TM does the organizing, makes the financial decisions, and often does a lot of the legwork from start to finish. The TM must be a good organizer, know how to delegate tasks to competent people and be an informed and thoughtful decision maker. You should have the ability to listen and be a tactful diplomat. You are the public relations person for the trial. Sometimes a trial can have an organizing committee but even then, it needs one individual in charge.

New trial managers should definitely solicit advice and support from a seasoned trial manager the first time though. Rare is the trial that goes without some glitch and this goes double for the first time trials. It only takes a major problem in one area to spoil an otherwise well run event. It's usually difficult, if not impossible to change things after the trials starts, so seeing potential problems ahead of time is important. Maybe a temporary fence is needed to keep sheep from escaping into a thicket. Or an extra gate here or there would make life easier and speed the trial. It's often difficult to foresee these types of issues unless you've been involved with a lot of trials.

The TM must have some intestinal fortitude and decisiveness. This is most important during the event when you need to make a decision that not everyone likes. Be careful not to yield to a moaning crowd of handlers. An open forum rarely produces a good decision and wastes time. Stick to your plan and if some change is necessary and you'd like some advice, consult the NEBCA trial committee or someone you know to be experienced and impartial.

A well-run trial is something to be proud of. It will showcase your skills as an organizer and host and it is good for the breed. Don't let one complaint get you down. The majority of participants do appreciate your effort, even if you don't always hear it. Don't expect perfection. Make note of the problems and things you want to change for next year. It usually takes a few years to perfect a trial at a given location.

Finally, if you don't get the chance to sit and watch a few runs at your own trial then you clearly need more help. People will step up if asked. Putting on a trial is a ton of work, but with enough preparation and support, you should be able to enjoy it.

Trial Timeline

If this is your first time putting on a trial, especially if it is not on your property, then you want to have enough time to get ready for the trial. If it's a very large trial, then you may need a year to put everything into place. The more you can do before the trial will allow you to trouble shoot at the trial and perhaps even relax and enjoy it. If you continue to do the trial, then you will need less time to prepare and can pull it together in a few months. The appendix A.3 provides a timetable to help prepare what needs to be done before and after the trial.

Site Requirements

Field Size & Contour – Trial fields are like TVs, bigger is always better. There is, however, no set requirement for field size. A decent size for field for open class will permit a 3-400 yard outrun. But there are plenty of trials with under a 300 yard outrun. A few points/arena trials are less than 100 yards. Novice and Pro-novice classes need a minimum of 150 yards. Remember to allow 30-50 yards of space at the bottom and 50-100 yards of space at the top. Ideally, fields should be as wide as long, but most are not. You also need space for holding pens, camping, parking, and spectator areas. Access to parking and camping areas needs forethought, so a wet weekend doesn't result in rutting up your fields or worse some permanent residents. Holding pens should be on opposite sides of the field to balance the pressure and the pens separated as much as possible from the field.

The majority of the field should be visible from the post, judging tent and spectator area. The dog going out of sight on the outrun is not a problem. The sheep should always be in sight over most of the course. Perfect trial fields are rare and the course can often be adapted to the terrain.

A big issue in site selection and course layout regards pressure. This is especially true if the sheep are on their home ground. Managing the pressure to the barn or other favorite areas is critical. Sometimes the pressure is simply too great, though often just shifting things 50 yards can resolve a problem.

Fencing - Obviously, permanent hard fencing is optimal to prevent dogs and sheep from being lost or straying into dangerous areas. Many trials only put up temporary fencing along critical areas. Fencing to separate the spectator area and holding pens are important as is fencing to keep sheep and dogs off roads. If the flock is trained to know electro-net, this is often the least labor intensive way to block off parts of the field. Sturdier fencing will likely be needed near the holding pens and across the bottom of the field. Once the trial starts, you won't have the time or ability to put up more fences, so this needs to be thought through very carefully.

Camping/Parking Areas - Start by estimating the number of rigs handlers will bring. Handlers love space but can also tolerate closer quarters. The biggest issue is usually access. A solid gravel drive off the main road and through low spots is almost a necessity. If there is a concern, at least have a backup parking plan if it is wet. If you don't own a large tractor, check into where you can get one if needed. Also, with the size of rigs nowadays, narrow gates, sharp turns, and low tree branches can all be an issue.

Insurance - If the trial is on your property you should check if your personal/home/farm insurance will cover. Sometimes a special event rider can be added for a fee, though many homeowner insurance companies won't want to deal with special events, especially those involving dogs. If your trial is USBCHA sanctioned, the USBCHA offers insurance through their insurer for a fee. There's form on the USBCHA web site to apply.

Supposedly, the release/disclaimer used on most entry forms isn't worth much legally, but it can't hurt to have. Examples are given in appendix A.6.

Budget

The trial manager should not bankroll the trial or lose money on it. The time and resources the TM commits to the trial are enough of a donation. In general, one tries to break even, more or less a little. If the trial will continue year after year, any surplus can be carried over to the next year as seed money. A loss can be made up the following year. But try not to miss big either way.

Costs vary widely depending on the scope of the trial (number of days and size of classes). Some trials are bare bones and simple to budget. More elaborate trials with large sheep numbers, spectators, tents, food and vendors, announcers, programs, large purses, etc. will require much more careful planning. Sample budgets are included in appendix 0

Fundraising and Sponsors: Big budget trials will sometimes do fundraisers to make ends meet. Activities include fun trials, raffles, merchandise sales, etc. Another approach is to find sponsors who will contribute usually in exchange for advertising at the trial or in the trial program. Both avenues are usually done months to a year in advance of the trial and usually take a team effort. One other source of funding is promotional money from the ABCA. Promotional money requests are considered twice yearly. The amount available depends on the state/province and is published in the ABCA newsletter.

Staffing

General: Believe it or not, it takes 6-12 people to run a trial. The judge, scribe, pen crew, setout person, and trial secretary are the obvious required positions. Others include course director, sheep steward, gofer/water person, announcers, exhaust people, spectator admission/parking, food prep, etc. The size of the trial will usually determine whether you need dedicated individuals for each job or on the fly help is adequate. Note however that the smoothest running trials will pre-assign all the support positions ahead of time.

Set Out is a critical aspect of conducting a trial. It can be volunteers or paid. Setout people need to understand what's required and have dogs up to the task. If handlers will be doing set out, it may be beneficial to appoint a set out supervisor to oversee the set out during the trial. This person would function as liaison between the set out crew and the judge. This person can be the trial manager but be aware, that set out is a dynamic situation and can change throughout the day. A good person for this is someone who is well respected and can twist arms to get replacements if needed. Give the supervisor a name list of those who volunteered to aid in setting up the schedule. Learning who is willing to do set out can come from the entry form. Before the trial starts, be sure that you have the first hour of set out covered to give the supervisor time to get things organized and allow the trial to start on time. Having a plan in place before the trial is even better.

Pen Crew does the important job of managing the sheep at the top end. The number of people needed will vary with the pen design. A well-designed pen can run with two people for the day, with designs that have bottlenecks this number will increase and replacements will be required. The main crew needs to be sheep savvy and know how to move sheep with minimum amount of effort, so not to stress them. This is a good place for novice handlers to get their feet wet in volunteering.

Course Director: A course director (CD) is usually only used at very large, regional or national finals type trials. At smaller trials, the trial manager usually takes on this role in an “as needed” way. The CD is usually selected by the trials committee or trial manager and must be experienced in the function and etiquette of trials. The CD will see that handlers are ready to run per the program, explain the course if requested to do so prior to the run and convey instructions from the judge to the handler during a run. They will ensure that each group of sheep is set out in a consistent manner (to the judges liking) and keep the course clear and ensure that the handler and his dog are not interfered with in any manner during the run.

Judge selection is made by the trials committee or trial manager. An experienced and respected judging is important at the larger trials. At small events, a seasoned handler could be asked to judge. In either case, the judge must know and follow the "USBCHA Judging Guidelines". Ask other trial managers for suggestions and for their opinion on possible choices. Separate judges can be used for open and novice classes to keep one judge from doing too many days in succession without a break. Judges can be from inside or outside the region. If outside, especially from across the pond, be sure to fully explain the NEBCA novice class courses and rules.

Trial Secretary work needs constant careful attention. It is best to have one person responsible for this task. Every score sheet needs to be checked and double checked, posted and SAVED. Try to have a private, weather protected place for the secretary to work and appropriate supplies (pens, markers, clipboards, stapler, calculator, folders, posters, etc).

Scribing for the judge is a volunteer position at most trials. People with little to no experience scribing can usually help with a little coaching. Regardless, the trial secretary will need to be check all score sheets watching for mistakes. One mistake to look for is recording points off as points remaining. This will surprise a handler and embarrass you as trial manager if the final results aren't correct. One way to prevent this is to tell a new scribe to ask the judge to review and initial each the score sheet to be sure it is OK. Best to tell the judge you are doing this. While some judges talk to the scribe it is a good practice to ensure new scribes are told not to speak unless spoken to during runs. The scribe should have two timers incase of a malfunction and be familiar with how to operate the timer. Appendix A.1 contains two good references with instructions for scribes.

Water for sheep and dogs is critically important. You will need more water than you may think and a way to transport it. Water has to be in the set out pen and the exhaust pen for sheep. Water must be on the field for dogs to go to on their own if they become hot during a run. Also, we always have water for set out dogs and exhaust dogs. This is usually a large tub to get into to cool off. In addition to the tub, have a bucket of clean water clipped to the fence so dogs can drink water that another dog has not been laying in. The need to change water often will tax you. This job should be delegated.

Food for the judge, set out, pen crew are often provided and transported to these people if the trial runs without a lunch break. Ask for special requirements of these folks. If you do not have a food vender on site allow time for ordering, pick-up and delivery. You will need to have cash for this and someone who will get orders, pick up orders and deliver them to the appropriate people.

Toilets/Trash collection and safe storage of trash out of the reach of a loose dog needs arranged for and this can be delegated often to the same person who is doing the water duty. The bathrooms or port-a-potties should be checked every few hours to check on toilet paper and if a cleaning is necessary, unless this service comes with the unit.

Sheep

What Kind & How Many?

This topic could be a book in itself as there are many factors. The gold standard is having enough healthy unbroken sheep so that all dogs (in the first round or trial) get fresh sheep. Unfortunately, availability, cost, shipping and onsite management usually mean this is rarely possible. Fundamentally, we want sheep that provide a consistent test for the dogs from the first run to the last. This means using sheep of uniform breed, condition, age and experience as well as having enough sheep so they aren't run too many times.

All the common breeds of sheep can be used. Dorsets, Cheviots, Katadins, Scottish Blackface, and commercial crosses are commonly used in the Northeast, largely due to availability. Less common or exotic breeds (Jacobs, Shetlands) aren't a good choice but usually aren't available in sufficient numbers anyway. Just because a farm has 75 ewes doesn't mean all 75 are suitable for a trial. Once sorted for age and health you often have far fewer.

The age range can be broken in to ewes, yearlings, lambs and too old. Sheep that are too old to breed are too old to trial. Yearlings are great for experienced dogs. They usually hold up well and provide a consistent challenge. Mixing yearlings and ewes is ok provided each group has some of each. Lambs as young as 6 months old can be used but 9 month olds will hold up better. Lambs should be fully weaned and on grass. When mixing ewes and lambs, every group should be the same make up (e.g. two ewes one lamb). Ewes still with lambs should not be used. Ewes must have had lambs taken off 2-3 weeks prior to the trial and not have full udders. Adult rams shouldn't be used but wethers are usually fine.

If sheep of different breeds are to be used, they should work similarly. It still might be necessary for each group to have the same make up (e.g. 1 hair sheep with two wool) to keep things even. Mixing sheep from different flocks can be a problem. Certainly, mixing someone's training sheep in with sheep that rarely see a dog just won't work. Sheep from two flocks, even if similar in all respects, will require some time together before they act as one flock. Sheep of different breeds may never truly behave as one flock but it will help to pasture and work them together prior to the trial for several weeks if possible.

The numbers used at trials vary greatly. A flock of 40 sturdy dog broke sheep might be run 5 times in a day at a small fair or farm trial. Or 500 un-broke sheep at a large field trial may run just once in two days. Sheep that are regularly worked by dogs and are in good condition will hold up better than unbroken sheep. The latter are usually much more stressed by the whole affair and often won't tolerate more than 1 or 2 runs in a day. Generally, more sheep is always better but costs go up proportionally and you need space to manage them.

Most local trials run 3 or 4 sheep and only rarely 5. If, for example, 75 sheep are available and you run three sheep per group, you get 25 runs before they need to be reused. If you plan to run 50 dogs each day, the sheep would be used at least twice each day. So given the sheep you plan to use, you need to assess if they will tolerate this.

Another simple rule of thumb (assuming three sheep for each run) is to have 10 -20% more sheep than dogs running each day. The 10-20 percent gives a buffer for any that can't be run or one reason or another. This will ensure the sheep will only be used three times in a day. If running more than two days, however, you may find that this may not be enough sheep.

PreTrial Sheep Care

A well managed healthy flock probably doesn't need much special care. The only way to be sure, however, is a sort and check a few weeks to months before the trial. Of concern are general body condition, feet, udders, and disease indications. Ewe's will need to have lambs weaned off several weeks before the trial. Sheep to be shipped to the trial will usually need tags and a possibly a veterinary health inspection. Extra supplements, minerals, electrolytes may be warranted depending on their condition and the anticipated additional stress they'll experience.

Transport

If sheep will be transported to the trial site some special considerations are in order. If the distance is more than a few hours, a day or more of rest and acclimation may be needed prior to the trial. Shipping in hot weather, especially with heavily fleeced ewes is risky so a predawn or overnight transit may be warranted. Small lambs should generally not be shipped with ewes as they can be easily trampled or suffocated. A setup for loading and unloading at the site might be needed. Determine ahead of time who is responsible for the sheep during transit and the replacement cost. Know what health checks and paperwork are needed if shipping across state lines or even within state. See that the sheep are sorted, tags checked, and all in good shape prior to the shipper arriving.

Management During the Trial

The goals of good trial sheep and properly cared for sheep are consistent. Content healthy sheep will make for a better trial. Stressed, tired, or hungry sheep will not. A sheep dog trial takes the sheep out of their normal routine. They won't be eating as much but being asked to expend a lot more energy than usual. Lambs are particularly sensitive but even healthy adults will be stressed.

Sheep need adequate time to graze each morning, evening and overnight. Sheep in holding pens during the trial may nibble on some hay but simply won't get enough to eat that way. Furthermore, in addition to the runs themselves, sheep in the holding pens are often on their feet most of the day due to the regular shuffling at the start and end of each run. So they're not likely to be as aggressive grazers when the trialing day is done. High energy supplements, grain and minerals may be needed depending on the quality of the grass and the time to eat.

If sheep are to be in holding pens (supply or exhaust) throughout the day, access to water should be provided. Some quality hay can be made available. Protein blocks are a convenient way to supplement the sheep in the pens during the day. Be sure to locate water and feed where the sheep can access it undisturbed. Not near gates or where people and dogs will be passing. If hot sunny weather is expected, access to shade may be needed at both ends.

Sheep should not be left in the holding pens over night. This might be an easy place to keep them but usually will result in excessive pressure to the pen during the trial. Certainly, a predator proof place is needed since trial sheep are often away from their regular paddocks. Electronet with a charger is a good option for an overnight pen as it permits leaving the sheep on good grazing areas and is generally predator proof.

Finally, it's really helpful to have a person at the trial dedicated just to shepherding the sheep, especially at larger events. The trial manager is often just too busy with other matters. The trial shepherd can see the sheep get some good grazing time before and after the trial each day, tend to their needs during the day, and identify and treat overly stressed or injured animals.

Pre-Trial Activities

Setting a trial date

DATE selection is your choice. It is courteous and practical not to conflict with other trials held nearby. Coordination with nearby trials can be a benefit to the trials doing so. Site and sheep availability are often the main limitations but seasonal factors such as weather, length of day might also be factors.

Sanctioning

NEBCA Approval is obtained by contacting the appropriate committee chairperson at least 30 days prior to the trial. NEBCA approved trials must be published in the newsletter or on the NEBCA Web site and have the results submitted to the points keeper. Once approved, entry forms, running orders and other information can be sent directly to the NEBCA web master

Often handlers learn of the trial from the website. It can be helpful to point out the distinction between your contact address and the trial site if they are different. This will keep campers out of your home driveway.

USBCHA Approval – USBCHA requires at least 30 day notice on their website to host a trial. Sanctioning for open and nursery requires sending in a form (found on the USBCHA website) to the USBCHA secretary 30 days before the trial date. A sanctioning fee is paid when the trial results are sent in.

Contacts -

NEBCA Officers, Committee Chairs, webmaster, newsletter, points keeper: NEBCA.NET

USBCHA Website: www.usbcha.com

USBCHA Secretary: Francis Raley f.raley@worldnet.att.net

Entry form

The best source of information here is to look at entry forms for other established events. Some of the information is pretty obvious, e.g. dates, classes, directions, local hotels, start time, food. Other items like entry fees, deadlines and size limits should be carefully set. Entry fees are up to you. Too low or high will affect your turnout and budget so plan accordingly. Deadlines are set to so there's adequate time to pull running orders, print programs and other general planning ahead of the event. Entry limits may be needed as there's only so much time in the day or limited number of sheep. Appendix A.5 contains a list of information that can be included on the entry form.

Scheduling the Trial Day

Probably the earliest running can start is 1/2 -1 hour after sunrise. While running could continue until dusk, it's wise to schedule an earlier finish. Leave at least an hour of daylight to take care of the sheep at the end of the day. Bad weather, fog, and unexpected delays are all possible so you may want even more of a buffer. The judge, spotters, pen crew, and other helpers will all appreciate finishing well before dark.

The following rules of thumb can help figuring out how many runs can be done in a day

Novice-Novice	3-4 minute course	9-10 dogs per hour
Pro-Novice 8-9	4-5 minute course	8-9 dogs per hour
Ranch	6-8 minute course	6-7 dogs per hour
Open	8-10 minute course	5-7 dogs per hour

Add 10-20 minutes between classes
 Recycling sheep will add 10-20 minutes
 Course changes 10-30 minutes

Changing course time can be reduced, by having a course crew, who sets up the course, if you have marked the location of panels with line paint. Another way is to have panels set up for all classes ahead of time and just removing panels as they are not needed. This works if you start with novice/novice and move up in classes. If the novice panels are a different color is helpful too.

Running order

Running orders are usually drawn a week or more prior to the trial start. It is recommended that trials use the USBCHA method to pull orders. Appendix A.7 includes a detailed explanation of how to implement the USBCHA method. While not required, most trials post the running order on the NEBCA website or by emailing it directly to handlers.

After the running order is pulled, have someone fill out score sheets with the name of the handler and dog. It's a good idea to number them in case they get out of order. The score sheet should include the judge, the day and date, class, handler name, and dog name. The USBCHA website has a good score sheet available on its web site or you might ask other trial managers for a copy of theirs.

Site & Course Setup

Site Layout: Laying out the site is straight forward at some venues and not at others. In the latter case, the layout often starts with marking the locations of the handlers post, setout point, holding and exhaust pens with flags and then adjusting these so there's enough space for everything (space for the judge, space for the spectator/parking/camping areas, a buffer between the course and the exhaust pen, etc.). A sketch of the venue showing dimensions, boundaries, fences, important terrain features can be useful in planning. A sample site layout sketch is provided in appendix A.9

The pressure on the course to holding/exhaust/overnight pens, barns, or gates the sheep are familiar with needs some careful thought. Adjustment of the course and site layout to lessen the pressure is wise and can prevent an otherwise well planned event from turning into a rodeo.

If fencing across the bottom of the course is needed, it's preferable to use woven wire or electronet rather than snow fence or something that hampers good viewing.

The location if the gate where handlers will come onto the field is important, It should be directly behind the post if possible and easy to use. This will speed up entry and reduce last minute frustrations of handlers. One such method is to use a one way gate opening out from the field with a bungee cord to pull the gate closed behind the handler. Opening out from the field is preferred to opening into the field to reduce the change of a dog pushing the gate open and getting on the field during a run.

Course Setup: As mentioned earlier, the course is adjusted to fit the venue. Generic layouts and dimensions can be found on the NEBCA, USBCHA and ISDS web sites. Panels are usually

about 6-8 feet wide and located 7 yards apart. A regulation trial pan is 8x9 foot, but smaller pens will suffice for broke and fewer than 5 sheep.

Holding Pen Design: Numerous different holding pen designs have been used. The pen must allow efficient stress free sorting of the sheep and be sized proportionate to the number and type of sheep to be used. Trials with large numbers of sheep should consider keeping some of the sheep in a separate "Lounge" area where they can be undisturbed to eat or lie down. Sheep in the holding pen, regardless of how well designed will be on their feet and unlikely to eat or drink. Depending on the weather, shade for people and livestock is important. It's also wise to do a test run prior to the trial to check function and to get an idea of the manpower needed.

Diagrams of two generic holding pens designs are provided in appendix A.12. Commercial chute handling equipment has the advantage of being strong and transportable. It has the disadvantage of squeezing sheep making them hot and less good-natured. Another popular design uses three successively smaller holding areas. The sheep tend to be more cooperative and comfortable as they're never squeezed. A third more elaborate design is also included in the appendix. It can be run by one person as the sheep flow through it readily.

Exhaust Pen Design: There is no typical exhaust pen arrangement as it is usually dependent on the site and space available. There are some key features that are important. The gate off the course should be sturdy, easy to use and in a location that eases the pressure on the field but isn't too far from where the sheep will be at the end of the run. If at all possible, the main pen areas should not be just behind the gate off the course but separated by as much space as possible. Often an alleyway is created between the gate and pen area with a second gate to keep the sheep from drifting back up the alley. Certainly this is more work to set up and takes more materials but it will improve the trial. The pressure on the course will be reduced and it will help avoid sheep making death leaps to get into the exhaust pen.

Other Pretrial Activities

Water is crucial to a dog trial. Sheep and dogs need access to clean water on a regular basis. If you have a source of water nearby you can run hoses, but you still may still need a portable water supply. Borrowing a water tank on a trailer or on the back of a pickup is a good way to service all areas that need water. If the only source is a pond or a river, you will also need a water pump and generator to get water into the tank. It's important to let handlers know ahead of time if water will be available for them to fill up or not.

Insurance coverage is available through USBCHA. The instructions are on the web site. This needs to be done at least thirty days prior to the trial but given the importance it would be wise to do much earlier.

Rental Equipment should be order at least 30 days or more in advance. This would include port-a-potties, if no bathrooms are nearby and tents. The rental company can help you decide how many port-a-potties and the size of the tent. A tent is not a necessity for handlers, but it doesn't help bring folks together at a trial like food. Most of your time is sitting around watching other run their dog. White 12" by 20" canopies from various places can be purchased for around \$100. If you ask, handlers will bring pop ups. Another option is to make a donation to a local church or group, if they loan you their tent. Some type of covering is needed for the judge, typically a pop up and for the set out crew and sheep.

Chairs, tables and PA systems can be rented too. But again, asking fellow handlers for a PA system if the public is going to be present is one way to go. Again chairs and tables could be

found at the local church or school. It just means more work on your part, because you are going to have to go get them and return them, as well as send a thank you note.

Power is nice to have. If you have a PA system and serve coffee, then you will need to have power. You can use someone's trailer who has a generator or run long lines of extension cords if power is nearby.

Ribbons, Prizes and Prize Money. Ribbons should be ordered four weeks ahead or more. Trial managers in New England have used:

www.hodgesbadge.com in Rhode Island

www.norogalaribbons.com in Maine

If you want to give out prizes, you might want to start a few months ahead to see if any stores that would benefit from a sheepdog trial would be willing to donate merchandise. Otherwise, set a budget line item for purchasing items. Trial managers have given out dog related prizes, food items like maple syrup, honey, jam, local cheeses, to larger items like chairs, portraits and clothing for the overall winner.

Once you have set your budget and covered your expenses, then the money left over could be used as prize money. Typically prize money is given in Open and not as often in the Novice classes. There are many ways to pay out in open. If you post on your entry that you will pay out to 10 place, you should do that, otherwise you will have unhappy handlers. So, if you are not sure, say you will pay to 8 and then if there is enough money and you want to pay out to more places, do so. Depending on your philosophy and budget, some trial managers only pay out to three to five places, with the most money going to the top places. Others prefer to "share the pot of money" and instead of paying a lot of money to the first three places, will spread it out more.

Food at the Trial

There are several considerations for food. Judges and crew should always be the first priority. Water is essential to everyone at all times, especially if it is hot. You don't have to do anything for the handlers or the public, but you need to let them know that. Food does have away to bring handlers together at a trial and can make your trial extra special. If you do decide to provide food and drink try not to make it one of your jobs.

To arrange for food, one can seek out a food vendor who will come onsite and provide breakfast and/or lunch, if you have enough handlers and possibly public to support their effort. Vendors can be individuals or organizations like church groups, rescue groups, Boy/Girl Scouts, etc.

If the vendor starts their day early they can also sell coffee and breakfast items. This will eliminate the need for the trial staff to make it available. Arrangements can be made with the vendor to establish a tab for judges and workers. A list of the names should be given to the vendor. This arrangement makes less work for the trial manager.

Vendors will more than likely need some source of power for refrigeration such as electric or the need to run a generator 24/7. If there is a need to run a generator consideration for handlers and neighbors is important.

If a food vendor is not available someone needs to be given the responsibility to be sure that the judges and crew have food and water. Food can be purchased from a local business who may deliver or someone from the trial will need to go get it. Another option is for someone to bring food with them to feed the judges and crew. All of these arrangements are best made before the trial to avoid making these arrangements the day of the trial. It is very helpful if weather

conditions are taken into consideration for food and beverages as that can determine what you need.

Typically handlers bring their own food and beverages. If there is a catered dinner or organized potluck, handlers should be given sufficient notification to plan accordingly. The entry form can include information regarding the availability of food on and off site.

Public Events

If you plan to open your event to the public, there are some extra considerations and work to do. To start with the venue needs to be suitable in terms of vehicle access and parking and have good viewing areas. You may need people just to manage parking, admissions and extra signs so visitors can find the event. Check to see if the insurance will cover the visitors and if there any special permits required.

A popular event takes good planning, legwork and often several years to build a reputation. Good advertizing is crucial. Local papers usually require several weeks to months of advance notice to put a listing in the event calendar. You might find a local reporter willing to write an article about the upcoming event with photos. Radio or TV spots have also been done. Post flyers about the event at stores and other public places in the area. A sign or banner can be put up at the event site or in town.

If visitors are to really appreciate the event they need to know what's happening. A quality PA system and good announcing really helps. A printed program with information about the event, participants and a course description is also good to have.

The Trial

Before the handlers meeting (if not the day before) take time with the judge to go over things such as the time per run, whether the shed or pen should come first, what will be a good shed, specific rules peculiar to the region such as wear/drive/assisted drive etc. Understanding these things prior to the handlers meeting will reduce confusion and add confidence to the judge. This meeting should be done away from handlers.

Handlers Meeting should begin on time. Do not start early even if it looks like everyone is present. This is the time for handlers to ask questions of the judge and you may miss someone if you start early.

- 1) Introduce yourself and welcome everyone
- 2) Give housekeeping info i.e. boundaries of property, where to walk dogs, tell everyone where duty assignments are posted (post on score board), remind the first couple of set out people and scribes of their times
- 3) Describe the course i.e. direction of drive, sequence pen/shed etc.
- 4) Welcome and introduce the judge. Let the judge describe what is desired and answer questions
- 5) Thank everyone and announce the start time

Time schedule for the trial is possibly the main task you will need to deal with the day of the trial. If you are running seventy dogs wasting two minutes per run will cost you almost 2 ½ hours. Look at the runs to see where time is being lost. Having a blind on the field where the next handler and dog can wait, out of sight of the sheep and dog on the course. It also helps to alert you when no one is in the blind that someone is not ready and help you to get them to the post.

Time is often lost getting sheep on and off the field. If you know a handler has mobility problems ask the handler who runs prior to him if he would stay to exhaust a second group. It is courteous and saves time. The greatest way to save time is to ask at the handlers meeting if people would retire when their run is going badly. This is not a way to allow you to run a trial that is over subscribed, but when fog or thunder storms put pressure on the schedule handlers understand and they will retire.

Set Out, Pen Crew and Water need to be checked on and not forgotten. Radios help, but visiting and spending a couple of minutes will help these important tasks work better.

Water delivery should have been delegated but checking on these is required.

Posting Scores is the duty of the secretary and is usually done on a large score board or computer monitor. The secretary (or their delegate) will pick up and check score sheets and post scores every 3-5 runs. Since discussion or exclamation is likely at the score board, locate it away from the judges hearing and handler's tent. The original score sheets can be shown on request to a handler but must be kept under control of the secretary. Questions on the scores from handlers should never go directly to the judge but rather be made to the secretary, trial manager or course director. The latter will consult the judge if they feel it necessary.

Ties and Runoffs: Appendix A.11 contains a description of the standard methods used to deal with ties along with examples.

Ribbons and Prizes need to be organized ready to hand out. The secretary should provide the list of final results as well as any special awards that are to be given out.

Photos: Don't forget to take pictures of the handlers/dogs receiving prizes for the write-up.

Trial Safety

Safety Considerations: You can't prevent things from going wrong, you can reduce their likelihood and impact by reducing the number of things that may pose a risk to people, dogs, and sheep. Having a First Aid kit is important, preventing the need for one is better.

The Field & Grounds: Walk the field and look for possible problems.

- Groundhog and chuck holes - Fill them
- Old wire in fence lines that a dog may need to cross in running the course – Remove it if possible
- Sharp edges on gates and in pens - cattle panel ends can be covered by old hose or tubing split longwise and placed over prongs, pull nails that protrude.
- Electric Fence – turn off during trial, mark with warning and tell people if on
- If the entry to the site is narrow or has an obstacle, such as a ditch or culver that is not clearly visible to someone driving in at night, mark it. If there is camping on site, keep open a turnaround area for the largest rigs to be able to use.

Limiting Dog to Dog and Dog to People adverse interaction: This topic holds real risk to those putting on a trial and faces real difficulties in limiting. While separating handler and public areas may be helpful, it may be necessary at your site to include other measures. This may include not chaining dogs out, barriers around tied out dogs or crating of dogs.

To think that we will not be sued for injury to our friends and fellow handlers is not the case. It is not just an injured person who can bring legal action, it is notably the insurance company for an injured party that can and will bring legal action to recover their loss in the claim.

Trial managers and hosts need the help of all handlers to rethink the risk of their actions. It may be someone's practice to have their dogs run loose together at their farm. Large numbers of dogs running together as multiple handlers return from a trial dinner is an increased risk to the people putting on the trial.

Water: USBCHA requires a water tub on the field that a dog can go to if needed. Locate off field water tubs at the normal exits from the field. It is good to also have a bucket with clean water that a dog can drink from that is not muddy from prior dogs. It is best to have enough water to replace the cool down tub water often. Don't forget the set out dog in the water considerations. Sheep also need water troughs at both the exhaust and at the set out holding pens. You will use more water than you may imagine. In hot weather, shade for sheep in the exhaust and set out pens will make the sheep better for the trial. If your system permits giving more room to let sheep spread out when not "on deck" to run, the effort for the set out and stress on the sheep will be reduced.

Emergency Information: Type an emergency information sheet. Include both people and dog emergency info. Start with the phone number for emergency help and where the trial is located. Include anything that would be useful to get an ambulance to the site. Include directions to the closest ER for those who do not want to wake fellow handlers and choose to drive themselves. Include a set of directions to the closest animal 24 Hour ER. Type this in LARGE BOLD print to help us old handlers read it. Hand these out to early arrivals and post where they can be pulled and taken with someone driving themselves. Give these out at the handlers meeting or include in the welcome packet if you have one.

Weather: Severe storms with high wind, lightning and tornadoes are worth giving some thought to in your plan. If your location has a safer place that you can prearrange access for dogs and handlers, do so, and plan how you will notify people when and where to go.

Post Trial

Teardown and Cleanup

Many hands make quick work is the theme here. With enough help, what took a day or more to erect can be taken down in hours saving you a lot of time. You can usually coax some of the handlers that live close to help with the teardown work. If the trial is on someone else's property, be sure the site is left clean and as you found it, so that you're welcomed back in the future. Also, if you haven't already, take photos of the course, supply & exhaust pens, and anything to help guide in organizing and setting up next year.

Report Results

You usually have to report the results to sanctioning organizations within 30 days. Best to do it ASAP, however so you don't get handlers contacting you about why they haven't received their points yet. Save the score sheets, posters, and results lists for at least a month in case there's a question.

REPORTS for NEBCA should be sent by email to the keeper of NEBCA points. In the subject identify it as "Trial Results" and the name of the trial. This can be in Excel or Word or plain email.

NEBCA Open Results: NEBCA open points depend on the placing and number of dogs run, not the actual score. Include the handler/dog name and placings for the top 10 or top 20%,

whichever is larger, (excluding 3rd dogs for a given handler), and the number of dogs that actually ran for each trial. Overall or combined totals for two or more trials are not required.

NEBCA Novice Results: NEBCA novice points depend on the score received, not the placing. In Novice/Novice and Pro/Novice report all scores 50 or higher. In Ranch report all scores 60 or higher. Report only the total score, not the breakdown.

USBCHA Open & Nursery Results: The placings for the top 20% (rounded up) or each trial must be mailed to the USBCHA secretary along with the sanctioning fee. The form is on www.usbcha.com, In addition to the handler/dog name, placing, and total number of dogs run, they wish to have the handlers home State or Province.

Trial Write-up

Its appreciated by those that attended as well as those that couldn't attend the trial to see a write-up in the club newsletter. Before the trial is over ask someone there, preferable someone with a gift for words, to do the write-up. You might ask someone that also did well since they'll be more willing and also write a more glowing recount of the event. Send the write-up to the club newsletter editor.

Trial Review

It's often hard to want to focus on the event after the last handler pulls out and everything is taken down and put away. But this is the best to make notes for the next time. What worked, and what didn't? How many dogs were run each day and the start and end times? How the sheep held up? The course layout and the time limit for each class. No trial goes on without some glitch or thing that could be done better. If you want a popular and respected event, you just don't want the same problem happening year after year. This doesn't mean you need to double the work. Small changes can often make a big difference.

Acknowledgments

Many people have provided input to this document. They are listed below alphabetically. It's hoped more this list will expand in future updates.

Dave Fetterman
Nancy Phillips
Rose Redick

Barbara Leverett
Warren Mick
Gene Sheninger

Appendix

A.1 Links and References

USBCHA rules	http://www.usbcha.com/assoc/rules_sheep.html
NEBCA Novice Guidelines	http://www.nebca.net/noviceguidelines.html
NEBCA Open Guidelines	http://www.nebca.net/opentrialrules.html
NEBCA Fall Foliage	http://www.nebca.net/fallfoliagerules.html
ISDS	http://www.isds.org.uk/society/handling_trailing/isds_trials.html
Northern California Sheepdog Association – Hosting a trial	http://norcalssheepdog.org/hosttrial.pdf
Scribing Tips (Little hats)	http://www.littlehats.net/apprentice/trialing-articles-006.html
Scribing Tips (OBCC)	tbd

A.2 Sample Trial Budget

This particular trial was a two day open and novice trial

Income	Actual
Novice runs 21 @ \$23	483
Pronovice runs 44 @ \$23	1012
Ranch runs 42 @ \$28	1176
Open runs 74 @ \$38	2812
Total income	5483

Expenses	Actual
Judge	350
Food for judge	68
Novice sheep rental \$1 / sheep / run	270
Open sheep rental \$1.25 / sheep / run	375
Hauling sheep \$1/mile x 145 miles	145
Handling equipment	100
Pen crew	84
Ribbons	213
prizes for novice and overall	200
USBCHA fee for open	140
Vermont Triple Crown contribution	150
Porta - potty	212
Trial field rental	300
Miscellaneous costs	184
Insurance	75
Trial secretary mileage 0.50 x miles x 2	90
Dinner supplies	25
Vermont cheeses and chocolate sauce	50
Breakfast (coffee, cream, quick bread, etc)	30
Lunch for all day volunteers	113
Drinks, snacks, ice for pen, judge and trial sec.	105
Dinner for trial secretary	17
Donation	200
Subtotal without prize money	3496
Prize money	1900
Total expenses	5396

Net Cost	
Income - Expenses	87

A.3 Trial Preparation Timeline

Prior to Trial Date	What needs doing
6 -12 months	<ul style="list-style-type: none"> <input type="checkbox"/> Check with your town about a permit <input type="checkbox"/> Pick a date that preferably does not conflict with a nearby trial <input type="checkbox"/> A new trial needs to check with the NEBCA Open Committee <input type="checkbox"/> Confirm the use and cost of a field, if not yours <input type="checkbox"/> Locate sheep supplier, if not yours <input type="checkbox"/> Pick a judge(s) <input type="checkbox"/> Decide on classes and class entry limits <input type="checkbox"/> Contact potential sponsors <input type="checkbox"/> Rough out a budget
4 - 6 months	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize order of classes & class entry limits <input type="checkbox"/> Post dates on NEBCA, USBCHA, and other websites (NEBCA Newsletter, NEBCA FaceBook, NEBCA Yahoo, Sheepdog list,etc.) <input type="checkbox"/> Locate required equipment (holding pens, fencing,trial course items) OR start to purchase or build what you need (See equipment list) <input type="checkbox"/> Make flight arrangements for judge if needed <input type="checkbox"/> Line up key helpers <input type="checkbox"/> Work on trial program - if one is planned <input type="checkbox"/> Review budget
2 – 3 months	<ul style="list-style-type: none"> <input type="checkbox"/> Write up trial entry form and information sheet <input type="checkbox"/> Reserve tents and portojohns <input type="checkbox"/> Arrange for caterer/food vender if planned <input type="checkbox"/> Order ribbons & prizes <input type="checkbox"/> Preliminary sheep inspection - verify numbers, condition <input type="checkbox"/> Arrange for sheep hauling if needed <input type="checkbox"/> Post trial info and entry on NEBCA with an opening date <input type="checkbox"/> Budget numbers firmed up
1-2 months	<ul style="list-style-type: none"> <input type="checkbox"/> Pre-trial sheep care (feet, worming, etc.) <input type="checkbox"/> Inspect trial site - fence/gate repairs <input type="checkbox"/> Locate equipment and check on NEBCA fencing if needed <input type="checkbox"/> Arrange for insurance if needed <input type="checkbox"/> Confirm arrangements with judge and key helpers <input type="checkbox"/> Contact local vet <input type="checkbox"/> Apply for NEBCA and USBCHA sanctioning (30 days minimum) <input type="checkbox"/> Apply for NEBCA and USBCHA sanctioning (30 days minimum) <input type="checkbox"/> Make a map of trial field with dimensions. Make maps of various layouts. <input type="checkbox"/> Review budget <input type="checkbox"/> Locate PA system if needed

Prior to Trial Date	What needs doing
2-4 weeks	<ul style="list-style-type: none"> <input type="checkbox"/> Close entries <input type="checkbox"/> Notify media <input type="checkbox"/> Make needed signs for trial <input type="checkbox"/> Cash checks <input type="checkbox"/> Finalize budget and payout in open after expenses <input type="checkbox"/> Print out a copy of the NEBCA and USBCHA rules <input type="checkbox"/> Check in with food vendor
7 – 10 days	<ul style="list-style-type: none"> <input type="checkbox"/> Pull running orders <input type="checkbox"/> Preliminary site setup <input type="checkbox"/> Finalize and publish work lists <input type="checkbox"/> Confirm all is set with judge and key helpers <input type="checkbox"/> Final sheep sort prior to trial <input type="checkbox"/> Print score sheets, posters and running orders <input type="checkbox"/> Prepare scribing items (clipboards, pens, timers) <input type="checkbox"/> Post reminders about the time of the trial and any other pertinent info on Sheepdog L, NEBCA Yahoo and other info sites. <input type="checkbox"/> Buy extra toilet paper for port-a-potty, cleaner, if not being serviced <input type="checkbox"/> Buy drinks and snacks for judge, trial secretary and pen crew <input type="checkbox"/> If you are supplying Morning drinks and snack, start to prepare <input type="checkbox"/> Buy batteries for walkie talkies
1-2 days before	<ul style="list-style-type: none"> <input type="checkbox"/> Final site setup <input type="checkbox"/> Tent and port-a-johns arrive <input type="checkbox"/> Put up road signs <input type="checkbox"/> Set course <input type="checkbox"/> Notes to remind you what to say at the handlers' meeting <input type="checkbox"/> Write checks for refunds, payments and prize money in Open <input type="checkbox"/> Check that PA system works and walkie talkies
Day before trial	<ul style="list-style-type: none"> <input type="checkbox"/> Fill water tanks <input type="checkbox"/> Run sheep through set-out pen and into exhaust if needed <input type="checkbox"/> Prepare coolers with food and beverages for judge / pen crew. <input type="checkbox"/> Give last minute instructions to key helpers <input type="checkbox"/> Inspect course with judge. <input type="checkbox"/> Post running order and job chart at job sites, with secretary, in the tent, and entrance to field
Morning of Trial	<ul style="list-style-type: none"> <input type="checkbox"/> Shouldn't be a lot to do <input type="checkbox"/> Be available to trouble shoot problems

Prior to Trial Date	What needs doing
After the trial to next day	<ul style="list-style-type: none"> <input type="checkbox"/> Help sheep supplier to load sheep. <input type="checkbox"/> Remove all equipment and leave the grounds cleaner than you found them. Walk the all whole area to pick up trash, plastic ties, dog poop, fill holes, etc. <input type="checkbox"/> Check in with the land owner to see if there are any issues and to thank
1 - 10 days after the trial	<ul style="list-style-type: none"> <input type="checkbox"/> Post results <input type="checkbox"/> Send results to NEBCA(within 2 weeks) and USBCHA <input type="checkbox"/> Send USBCHA check for nursery and open runs <input type="checkbox"/> Send write up to NEBCA Newsletter <input type="checkbox"/> Pay bills <input type="checkbox"/> Update budget <input type="checkbox"/> Send thank you notes <input type="checkbox"/> Debrief with key people for feed back <input type="checkbox"/> Make notes about the trial if you plan to do it again

A.4 Job Descriptions

Job	Responsibilities
Trial Manager	<ul style="list-style-type: none"> • Oversee and coordinate all activities • Financial issues: refunds, paying bills, prize money • Arrange for venue, judge, sheep, equipment • Enlist help for all other jobs (or do them at smaller trials) • Trouble shoot problems • Set running order • Present prizes and awards • Write trial press releases and final write up
Course Director (Often the TM)	<ul style="list-style-type: none"> • Set the course and review with the judge • See handlers are ready for their run time. (can be delegated) • See sheep are set and exhausted properly • Focal point for all handler questions concerning the trial course • Liaison between judge and trial committee/handlers • Interpreting NEBCA and USBCHA trial rules • Inform handler of judges requests (DQ's, reruns, etc.) • Ensure that the handler and his dog is not interfered with in any manner during the run. • Explain course if requested to do so prior to a run.
Sheep Manager	<ul style="list-style-type: none"> • Orchestrate sheep moves (morning, evening, recycles) • Manage/monitor exhaust pen • Help remove errant sheep from course/set up a volunteer list to cover this area though out the day if errant sheep or incomplete runs are a problem. • Supply a sheep first-aid kit. • Line up a veterinarian on call for sheep emergencies.

Job	Responsibilities
Trial Secretary	<ul style="list-style-type: none"> • Prepare supplies for scribes (timers, pens, clipboards, score sheets, posters, etc.) • Oversee posting of scores. • Prepare prize/results lists • Keep track of score materials during the trial. • Keep running order current. • Inform TM of any issues • Set up ribbons and prizes
Gofer(s)	<ul style="list-style-type: none"> • Maintain water supply at set-out, exhaust pen, dog water on trial field. • Check porta-potties for toilet paper and cleanliness • Check trash cans
Spotting/Setout Pen Coordinator	<ul style="list-style-type: none"> • Arrange spotting schedule. • Oversee pen crew. • Liaison with the food coordinator for refreshments at the pen crew at the set out pen.
Scribe Coordinator	<ul style="list-style-type: none"> • Arrange schedule for volunteer scribes • Instruct scribes on proper etiquette for scribing.
Food Coordinator	<ul style="list-style-type: none"> • Arrange food for workers and judge (meals, snacks and beverage) • Coffee/snacks for handlers in AM • Arrange/coordinate handlers dinner
Set up crew	<ul style="list-style-type: none"> • Set up perimeter fencing, supply and exhaust pens • Set up tents, spectator areas, parking • Set up posts, panels, pens, shedding ring
Tear down crew	<ul style="list-style-type: none"> • Take down and pack up equipment • Ensure site is left in good condition • Make sure arrangements are made to fix any damage to field or roadways.

A.5 Entry Form Information

When you create your trial entry form, try to put all the pertinent information on one page.

- the name of the trial and dates
- opening date of entries and closing date
- date of refund
- name and address of handler
- handlers phone and email
- name of dogs, classes, days/dates and cost
- dinner cost, if applicable
- to enter entries fees are paid in full
- liability release and abuse rule, space for signature and date
- make checks payable to _____ No Refunds After (select date).
- address to send entry and fees

The second page can have pertinent information that the handler may need to know.

- - starting time and order of classes
- - type of sheep
- - judge
- - your address, email and phone numbers
- - opening and closing dates of entries
- - last date for refund
- - information about food, access to water
- - information about accommodations
- - information about camping
- - directions (on this page or location of directions)
- - other pertinent information about the trial

A.6 Example Entry Disclaimers

6) I take full responsibility for the actions of my dog and myself to any livestock, person or property associated with the Jollity Farm Sheep Dog Trials, the Baggins Family, their management, and any employees/volunteers associated with the Trials. I will not hold them responsible for injury to myself, my family, my vehicle, or my dogs(s)

Signature

Date

7) I will not hold Jane and John Doe, Happy Acres Farm, the Northern Hemisphere Border Collie Association, their agents, employees or anyone connected with the trial responsible for any accident, occurrence or injury to myself or my dogs while participating in this event. I will accept responsibility for and agree to pay damages for any sheep or other animals injured by any dog in my care while on farm property.

Signature

Date

- 8) I understand that I am responsible for any cost incurred as a result of damage caused by me, my family or my dogs to the facilities, animals or persons associated with the trial. I will not hold responsible Jock, the trial personnel, the Shanghai Scottish Festival or Big Valley Farm for damages to my property or myself.

Signature

Date

A.7 USBCHA Method for Drawing the Running Order Explained

The USBCHA has a rule as to how to pull running orders. It's written specific for the Finals, but can be used for any trial. Here's how it goes:

Imagine three hats (assuming the trial accepts third dogs). First take all handlers with only one dog entered and randomly divide the dogs among the three hats. Now take all two dog handlers. Randomly draw each of the two dogs and deposit them equally in hats 1-2, 1-3 and 2-3. Example: Handler 1 has dog 1 put into hat 1 and dog 2 put into hat 2; Handler 2 has dog 1 put into hat 1 and dog 2 in hat 3; Handler 3 has dog 1 put into hat 2 and dog 2 put into hat 3. Now take all three dog handlers and randomly place each of the handler's dogs in each of the three hats. There should now be an equal number of dogs in each hat. Now pick a hat and randomly pull the dogs from that hat on a list. Add to the list the random draw from another of the hats. Now add to that list the random draw from the final hat. At this point there may have to be a bit of manual manipulation. If a given handler ends up with one of his/her dogs at the end of the draw from a hat and another dog at the beginning of the next hat, leaving too little time between runs, one of the dogs will have to be moved up or down the list to allow adequate time between runs.

If only two dogs are allowed in the trial, then you'll use only two hats, but the process will be the same.

How you pull the names of the dogs is up to you. You can put names on scraps of paper or assign numbers to each dog. If you use numbers, you could easily pull the numbers by going to a random number generator, available for free on the web.

A.8 Sample Running Order with Job Assignments

Mad River Valley SDT - Saturday, July 16, 2011

Handler - State --Dog	Set out	Pen	Scribe	Announce
1 Jim Allen MD - Zip	George Northrup	Carol Weigand	Dee Woessner	If people are present
2 Sherry Farster NC - Scott				
3 Werner Reitboeck ON - Roy				
4 Bruce Smart ON - Link				
5 Richard Seaman MA - Boo				
6. Patricia H Murphy MA - Fran				
7 Peter VandeCar NY - Katie				
8 Ellen R Black CT - Tyne				
9 Nancy Phillips VT - Susie	Werner Reitboeck	Jen Hammond	Rose Redick	Sherry Farster
10 Clara Stites MA - Penn				
11 Bud Ames NH - Dirk				
12 Fiona Robertson QC - Pen				
13 Christine Koval NC - Tweed				
14 Jim Perkins ME - Z				
15 Maria Amodei MA - Song				
16 Dee Woessner MA - Nell				
17 Mike Nunan VT -	Peter VandeCar	Judy Gambill	Jan Berger	Fiona Robertson
18 Maria Mick NY - Bodie				
19 Chris Bowen NH - Jake				
20 Steve Wetmore VT - Pace				
21 Sharon Perkins ME - Roy				
22 Annette Haithcox NC - Dod				
23 Bruce Smart ON - Lucy				
24 Richard Seaman MA - Kip				
25 Jim Allen MD - Nick				
26				
27 Bernie Armata NY - Roy	Chris Bowen	Caitlin Reeves	Clara Stites	Bruce Smart
28 Jim Perkins ME - Ben				
29 Werner Reitboeck ON - Tara				
30 Fiona Robertson QC - Tap				
31 Barb Armata NY - Meg				
30 Steve Wetmore VT - Gile				
31 Jan Berger MA - Moss				
32 Sherry Farster NC - Vic				
33				

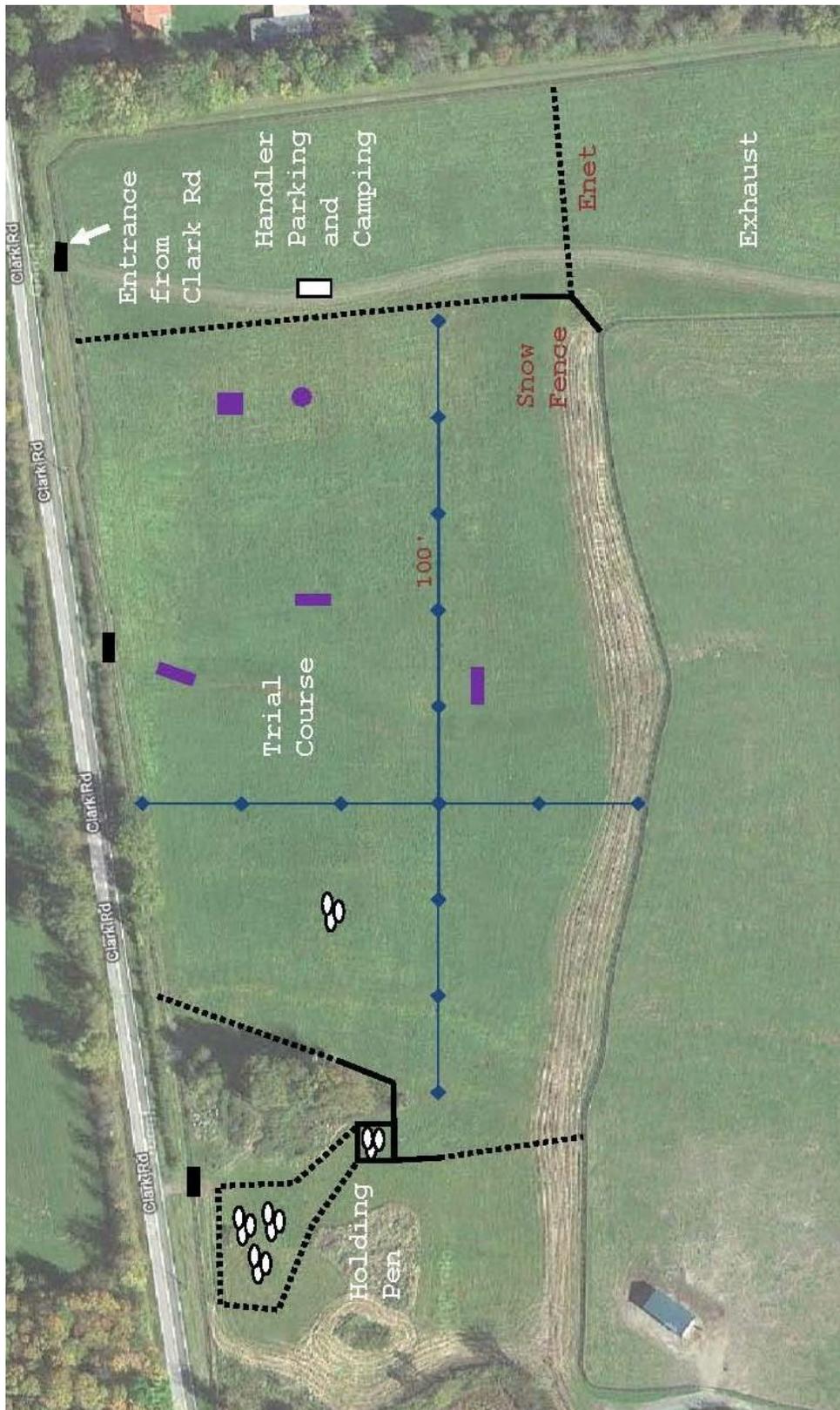
34 Annette Haithcox NC - Gin	Jim Perkins	Martha Walke	Sally Lacy	Steve Wetmore
35 Maria Amodei MA - Fina				
36 Sandy Hornung MD - Ozzie				
37 Christine Koval NC - Bess				
38 Maria Mick NY - Kit				
39 Sharon Perkins ME - Cash				
40 Chris Bowen NH - Sam				
41 Peter VandeCar NY - Russ				

Trash Patrol and Bathroom restocking – Clara Stites and Bill Black

Course set up for pronovice and novice/novice – Bill Black and Jim Perkins

Starting time: 7 AM Lunch: Boy Scouts have a lunch menu Dinner: half hour after the trial

A.9 Example Site Layout



A.10 Equipment List

#	Set Out Pen	
	Panels for pen and holding area	
	Panels for either side of pen	
	Gate	
	Black plastic	
	Plastic snow fencing	
	Fiberglass poles	
	T-posts	
	baling twine and or zip ties	
	5 gallon buckets	
	Water for sheep	
	Water tub for dogs	
	Water bowls for dogs	
	Chairs	
	Shavings (more if rain expected)	
	Sheep marker	
	EZ-up tent and/or 12" by 20" tent	
	Running order and job chart	
	Sheep first aid kit	
	Tool kit for repairs	
	Job chart and running order	
	Radio	
	Cooler with ice, drinks and snacks	
	Handi wipes	
	Port-a-potty, if needed	
	Exhaust Pen	
	snow fence	
	Black plastic	
	Panels on either side of gate	
	T-posts	
	Fiberglass posts	
	Panels or Electronet to make holding area	
	Rope for sheep gate	
	Gate for sheep	
	Gate for people	
	Gate for vehicles	
	Water tub (sheep)	
	Baling twine or Zip ties	
	Sheep marker	
	Dog tub	
	Water bowl for tub	
	Course	

4	Pen panels	
	Wheel for pen gate	
	6 ft rope for pen	
6	Panels about 6 ft long	
	Bags of sand for shedding ring	
	Plastic pipe for post	
	T posts to hold up panels and post	
	Additional panels for chutes or Maltese Cross	
	Posts or cones to mark set out points for classes	
	Judging Area	
	Chairs	
	Cooler for water and ice	
	Scoring material	
	Canopy for sun and rain or truck or trailer if judge needs to be elevated	
	Running order and job chart	
	Radio	
	Small table	
	Bottom of Course	
	Water tub and bowl for dogs	
	Water supply or tank	
	Perimeter fencing	
	Woven wire fencing in pressure area or snow-fencing	
	Electronet for non pressure areas	
	T posts	
	Fiberglass poles	
	Gate to field	
	Blind near gate	
	Running order and job chart at gate	
	Umbrella for handler and dog	
	Sheep at night or holding area for extra sheep	
	Electronet	
	Charger	
	Water	
	Hay	

	Tools	
	Post pounder	
	Mallet	
	Staple gun & staples	
	Cordless drill & extra battery	
	Tape Measure	
	Shovel	
	Weed whacker	
	Jack Knife	
	Generator, if needed	
	Other Equipment	
	Flagging tape	
	Stakes	
	Water wagon with water tank	
	Water pump if needed	
	Hose	
	Mule, Gator or 4 wheeler (Opt)	
	Traffic cones if needed	
	Garbage cans and bags	
	Bailing ties or zip ties	
	Secretary Area	
	chair	
	table	
	Score board	
	Score sheets	
	Paper	
	Calculator	
	Pens, pencils, markers	
	Leader board, optional	
	Copy of NEBCA and USBCHA rules and guidelines	
	Radio	
	Cooler with water and snacks	
	Canopy or tent	
	Extension cord, if needed	
	Running order and job chart	
	Emergency numbers	
	Spectator Area	
	Tables for prizes, merchandise, speaker system, food, etc.	
	PA system if public is present	
	Tent(s)	

	Flagging tape and posts	
	Extension cord	
	Trash barrels and trash bags	
	Extra toilet paper and cleaning supplies	
	Port-a-potty	
	Signs about approaching dogs	
	Other signs as needed	
	Chairs, optional	
	Easel for posting notices, optional	
	Entrance to Trial Field	
	Sign for trial entrance	
	Flagging tape or rope to mark off areas	
	Signage as needed	
	Gate for spectators to enter	
	Table for donations or place to pay entry fee	
	Scoring Material for Scribe	
	Score sheets with name of handler and dog	
	Pencils and erasers	
	Paper clips	
2	timers	
	Extra batteries	
	calculator	
	Running order and job chart	
	Handler Tent / Hospitality	
	Table	
	Cooler with ice	
	Power and cord	
	Cups, plates, spoons, forks, knives, napkins, cutting board	
	Trash can and bags	
	Water jug	
	Table cloth and clips to hold down	
	Tent	
	Food	
	Drinks	
	Cleaning supplies	

A.11 Breaking Ties & Run-offs

The method for breaking ties in trials is an unwritten but long standing and accepted practice. The procedure is described below along with several examples.

First Place Ties: First Place Ties in all classes should be broken with a run-off . The structure of the run-off should be decided by the judge and trial manager. If an unusual method is used (e.g. silent gather) it should be announced at the beginning of the trial. The decision should consider the amount of time required vs. the length of the trial day. Some options:

- Gather only
- Silent Gather
- Gather plus pen
- Full Course
- An alternate configuration

Ties for Lower Places: There is a prescribed order to making the decision in breaking a tie (other than first place):

- 1) Compare Gathers, highest Gather score wins;
- 2) If Gathers are the same, compare the Drive scores, highest Drive score wins;
- 3) If the Gather and Drive scores are the same, compare Pen scores, highest Pen score wins;
- 4) For Open, if the Gather, Drive and Pen scores are the same, compare the Shed scores. This can't happen. In order for there to be a tie, Shed scores must be the same (see Examples below)
- 5) If the Gather scores, Drive scores, Pen scores and Shed scores are the same, go back to the Outrun and compare Outrun scores, highest Outrun score wins;
- 6) If Outrun scores are the same, compare Lift scores, highest Lift score wins;
- 7) If Outrun scores and Lift scores are the same, compare Fetch scores. This can't happen. In order for there to be a tie, Fetch scores must be the same (see Examples below);
- 8) If all scores are the same across the board, go to time. The shortest time should be declared the winner. Clearly, in many trials, scribes are not required to record the time. So, if time is not recorded, then the tie-breaker will have to go to #9. However, breaking an identical tie using time is FAR more preferable than #9. It prevents the "luck of the coin". It's absolute and specific. Trial managers should be encouraged to encourage their scribes to record time remaining;
- 9) If scribes have not recorded the time (all scribes should be recording time, probably time-remaining), then it's either up to the judge or a flip of the coin (not a very good option).

Examples of breaking a tie (other than first place):

Example #1									
Dog	Outrun	Lift	Fetch	Drive	Pen	Shed	Total	OLF	Time Left
Dog 1	20	10	15	25	10	9	89	45	2:31
Dog 2	19	9	18	23	10	10	89	46	1:53

Gather (OLF) is 46 for Dog 2 and 45 for Dog 1. Therefore, Dog 2 wins.

Example #2									
Dog	Outrun	Lift	Fetch	Drive	Pen	Shed	Total	OLF	Time Left
Dog 1	18	8	16	21	9	7	79	42	2:31
Dog 2	19	9	14	23	8	6	79	42	1:53

Gathers for both dogs are the same (42). Therefore go to the Drive. Drive is 21 for Dog 1 and 23 for Dog 2. Therefore, Dog 2 wins.

Example #3									
Dog	Outrun	Lift	Fetch	Drive	Pen	Shed	Total	OLF	Time Left
Dog 1	18	8	16	23	10	7	82	42	2:31
Dog 2	19	9	14	23	9	8	82	42	1:53

Gathers for both dogs are the same (42); Drives are the same for both dogs (23). Therefore go to the Pen. The Pen is 10 for Dog 1 and 9 for Dog 2. Therefore, Dog 1 wins.

Example #4									
Dog	Outrun	Lift	Fetch	Drive	Pen	Shed	Total	OLF	Time Left
Dog 1	18	8	16	23	10	8	82	42	2:31
Dog 2	19	9	14	23	10	8	82	42	1:53

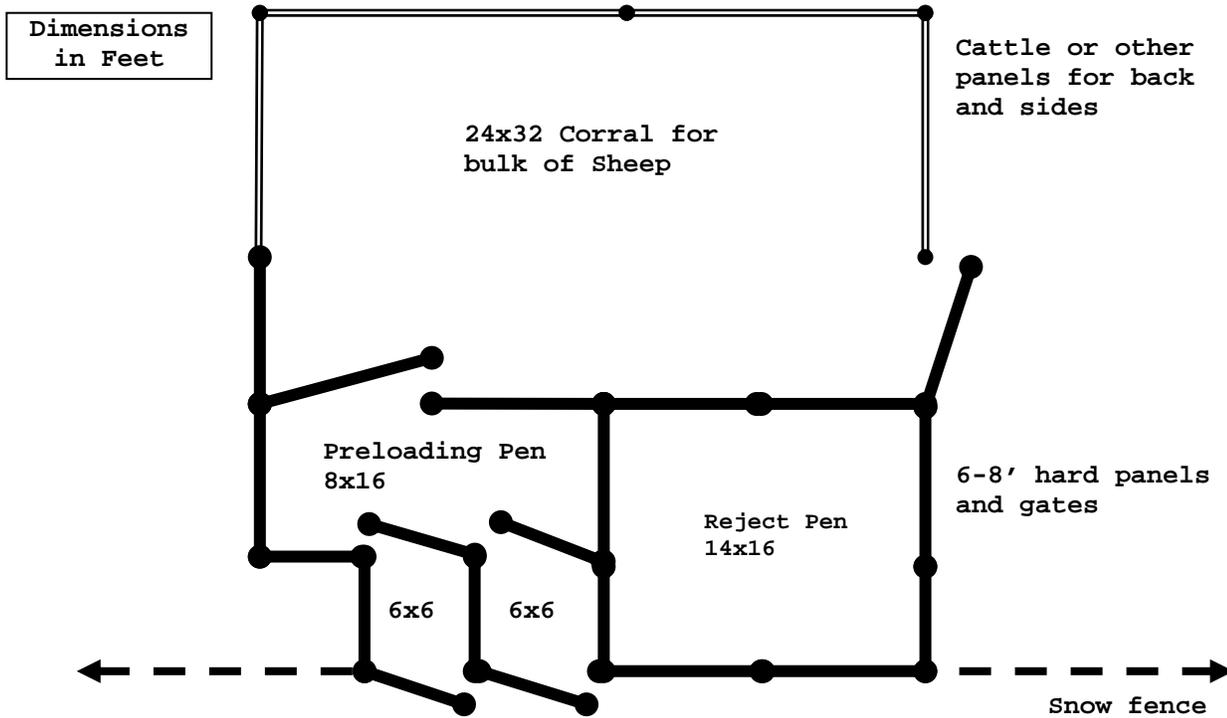
Gathers for both dogs are the same (42); Drives for both dogs are the same (23); Pens for both dogs are the same (10). In order for there to be a tie, both Shed scores have to also be the same (8). Therefore, go back to the Outrun. The Outrun is 18 for Dog 1 and 19 for Dog 2. Therefore, Dog 2 wins.

Example #5									
Dog	Outrun	Lift	Fetch	Drive	Pen	Shed	Total	OLF	Time Left
Dog 1	19	8	15	23	10	8	82	42	2:31
Dog 2	19	9	14	23	10	8	82	42	1:53

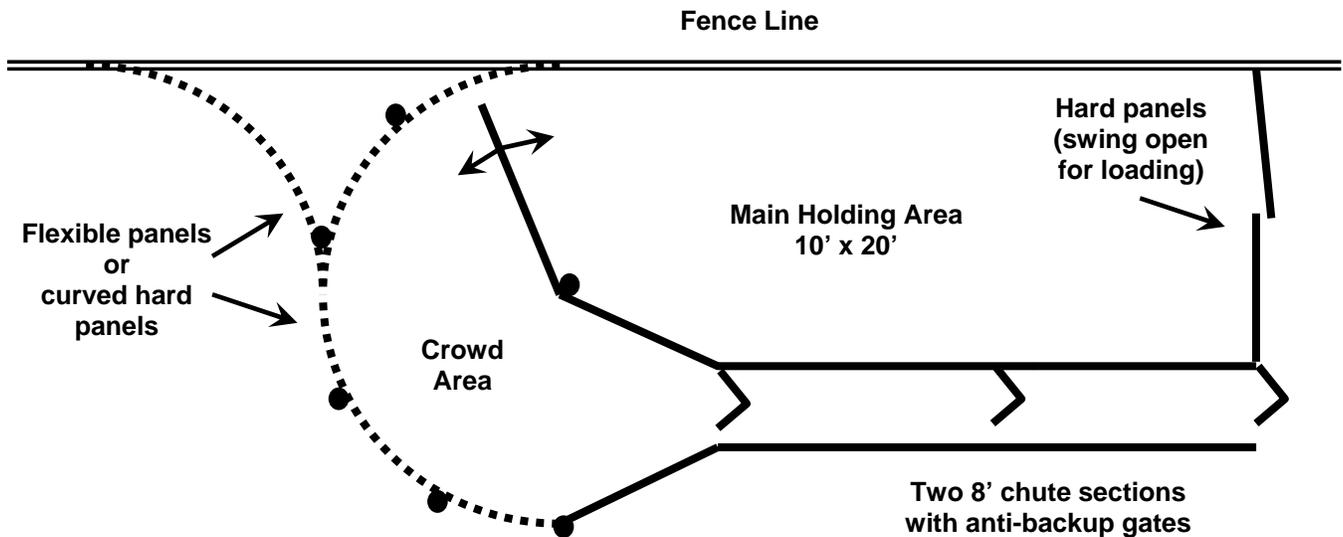
Gathers for both dogs are the same (42); Drives for both dogs are the same (23); Pens for both dogs are the same (10). The Outrun scores are the same (19). Therefore, go to the Lift. The Lift is 8 for Dog 1 and 9 for Dog 2. Therefore, Dog 2 wins.

A.12 Example Holding Pen Designs

Graduated Pen Design

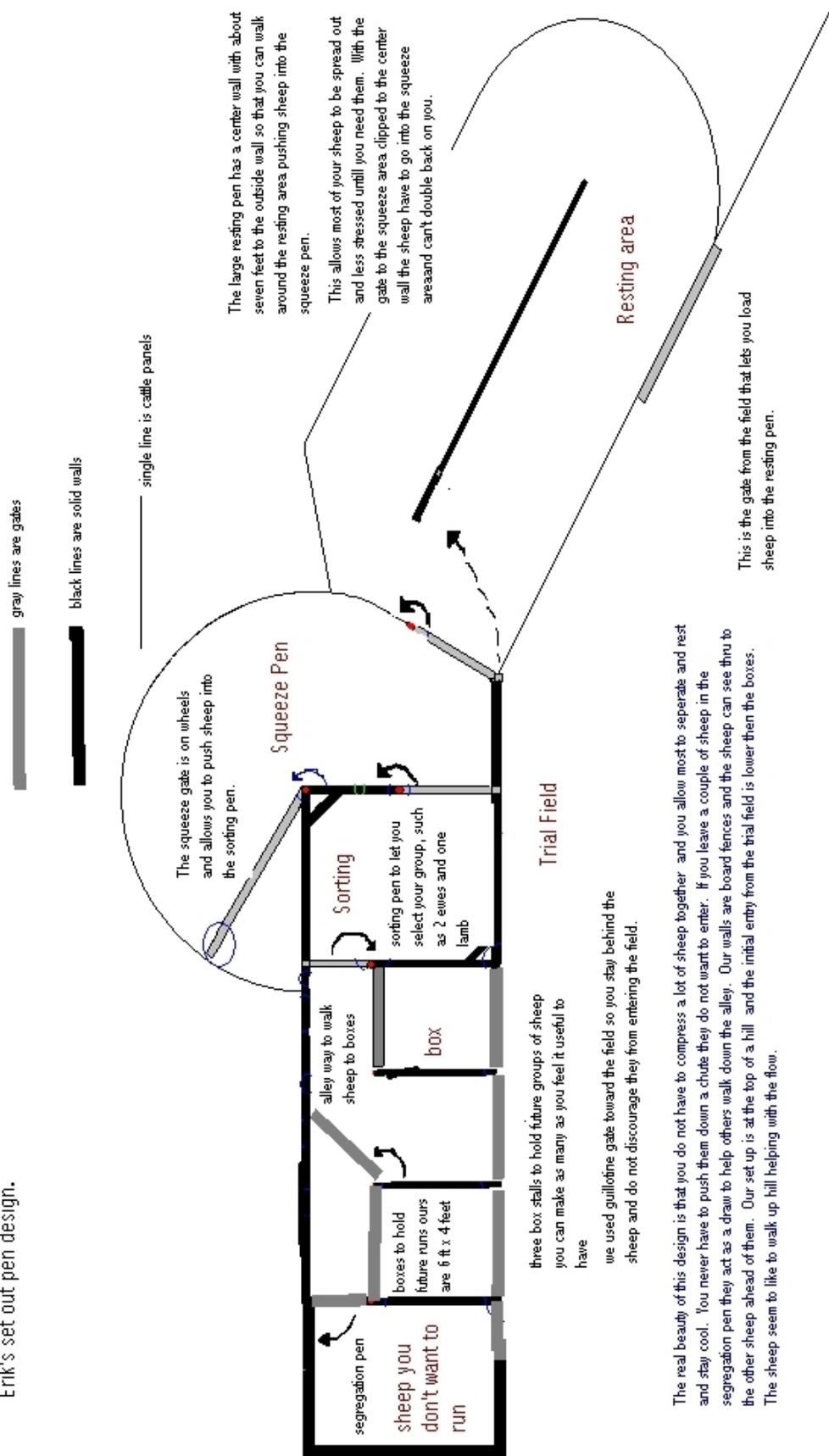


Crowd Pen and Chute Design



Fetterman Design

Erik's set out pen design.



A.13 Points Trials – Common Practices (not rules)

A points trial is a variant on the ISDS type judged sheepdog trial. These trials are often run in small venues such as at fairs or shows where spectators are expected. The simple format and objective for these trials (points & time) makes for greater spectator involvement and interest. This document provides some basic information on how these trials are usually run. The information should not be viewed as official rules but rather just a list of the common practices that are often used.

In a points trials both points and time are important. The objective is to get the most points in the least amount of time. The course is basically a series of obstacles. Points are allotted for each obstacle that is made. A perfect score depends on the number of obstacles and the points given per obstacle. Placing is decided first on the number of points earned. If points are tied then time is used.

The course often has the same basic layout and features as a judged open trial but usually without a shed or single. The typical obstacles are the fetch panels, the turn around the post, the drive panels, and the pen. Often a chute or similar obstacle is added to the mix. Points are allotted for making the obstacles - usually one point per sheep. If an obstacle is missed, those points are forever lost. The only obstacle for which retries are allowed is the pen. Usually, the pen is the last obstacle and time stops when it is completed. If time runs out at the pen or elsewhere on the course, the points scored up where time ran out are kept.

Points are never deducted and what happens between the obstacles is not scored. Crooked lines, crossing the cast and other style no-no's in judged trials do not affect the point total. Even so, sloppy work usually makes for slower course and time does count.

Some common practices used at points trials and some suggestions on running them are listed below:

- A course official will keep track of points earned and time. The course official is also responsible to rule on disqualifications. Accurate officiating of a points trial is no less important than for a judged trial.
- The trial manager or course official should clearly explain the course and rules prior to the start of the trial. Take special care explaining what constitutes passing an obstacle. What part of the sheep must be passed? The noses or the front feet are two common options.
- If the post is an obstacle, some criteria should be defined for what constitutes making or missing it. One option is to draw a horizontal line through the post, perpendicular to the fetch line. IF the sheep cross the line on the wrong side they have missed the turn. Another option is to just extend the fetch line behind the post. If the sheep cross the line in the wrong direction they have missed and until they cross in the right direction they have not made it.
- At the pen, it is tempting to push the sheep in the pen with the gate, in order to stop the clock. Disqualifying people for this is one option or perhaps voiding the pen points. Another option is to have no gate and draw a line across the mouth of the pen. The pen is complete when all the sheep feet are across the line.
- The same reasons for disqualifications in judged trials also apply to points trials. These include: unnecessary grips or harassment of the stock, sheep or dog off course, handler intentionally contacting stock, inappropriate or un-sportsmanlike conduct, etc.
- Except for the pen, only one attempt is allowed per obstacle. An attempt is completed when the sheep have gone past the plane of the obstacle. If some sheep pass an

obstacle, but others do not, the points for the ones that haven't yet passed an obstacle are still available.

- The sheep must have gone through and reasonably past an obstacle for it to count. How much past is up to the judge. Once passed, coming back through does not usually invalidate the points earned. If the judge feels this is being done intentionally to gain an undue time advantage, the points can be invalidated.
- The course time limit is used so that runs do not go on indefinitely. The time limit should carefully set to keep the trial moving but just long enough so the course can be completed without the sheep being run about. One tactic sometimes used to prevent missing an obstacle is to stop the sheep before they pass the plane so that another attempt can be made. A reasonable time limit will prevent this from being done excessively.