



HOSTING CLUB EVENT GUIDE

Thank you for your interest in hosting the AWDF National Championship!

In order to facilitate the successful hosting of this prestigious event, we have put together a guide to help ensure the trial is run smoothly. This guide is not all-inclusive but serves as a good starting point for clubs wishing to take on hosting this premier event.

We recommend assigning names to each duty to make sure things are not overlooked or forgotten, and always suggest extra volunteers to fill any gaps on the day of the trial.

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Event Breakdown

Volunteers

- Before beginning, take stock of available volunteers. You will need at least 2 dedicated people and an additional handful of capable volunteers for planning and prep. You will need at a bare minimum of 10 people for the actual trial, but more is definitely better where volunteers are concerned.

Venue

- Find a suitable and available stadium/location with consideration to amenities, parking, restrooms, nearby hotels and tracking availability.

Tracking

- Find a suitable tracking location.
 - Keep in mind that average participation for this event is 30-60 dogs and the average IPO3 track can fit on 2-3 acres.

Accommodations

- Find a pet friendly host hotel that is willing to reserve a block of rooms for the event.
 - Keep sufficient rooms for judges, trial helpers, and trial chairperson and volunteers in mind.

Gather your plan and submit a bid to the AWDF.

Secure Contracts

- Negotiate and finalize the AWDF Event Contract.
- Secure contract with stadium.
- Secure a contract with land owners for use of tracking fields.
 - Ensure that the tracking conditions are safe and as consistent as possible for all dogs competing.
 - If there are changes, make sure they are announced with as much time as possible for competitors.
 - Try to make practice tracking available.
 - Ensure that competitors do not mistakenly use trial fields for tracking.
 - Have back up tracking options if needed.
- Secure Judges per AWDF.
- Secure contract with host hotel.
- Secure contract and catering for draw location.
 - Estimate 100-200 people.
 - Sound System or PA is recommended for this.
- Secure contract and catering for Judges' Dinner.
 - Estimate 100-200 people.
 - Sound System or PA is recommended for this.
- Secure food vendor(s) for the event.
- Secure location for the AWDF meeting.
 - This is usually offered through the host hotel.
 - The space should be large enough to accommodate 20-30 people.
 - WiFi access preferred.

- Ensure that you have sufficient liability insurance to cover event.

Promotion

- Create a championship logo.
- Design a championship website
- Create a website and start a social media presence as soon as possible.
 - Facebook page, Facebook group, Facebook Event, Instagram, etc.
 - Competitors want details! Let them know what's happening as often as you can!
 - Event websites should include all of the following information:
 - Trial Dates
 - Trial Entry Form
 - Jotform is great for this.
 - Make sure you collect information needed for the score sheets as well as the catalog.
 - Venue Location Information
 - Stadium/Field Setup
 - Tracking Conditions
 - Accommodation and Travel Recommendations
 - Host Hotel
 - Camping Information
 - Closest airports
 - Practice fields and practice tracking locations
 - Contact information for the event hosts
 - Schedule of Events
 - Judge(s) Biography
 - Helper(s) Biography
 - List of Competitors
 - Results Page
 - Sponsors and Advertising Information
 - Nearest Emergency Hospitals and Emergency Veterinary Hospitals
 - Local Attractions (promote city hosting or sponsors)
 - Make updates to your event page and website as often as you can.
 - Announce the number of entries.
 - Give incentives for people to enter early.
- Solicit sponsors for monetary and/or raffle donations.
 - Mention and promote your sponsors often!
- Secure and package prizes for raffle.
 - Don't forget raffle tickets.
- Consider fliers to promote the event locally.
- Consider banners for decoration, promotion and advertising.
- Design event catalog and research printer prices.
 - Catalog should include as much information about the dogs competing as possible.
 - Have a place to list scores.

- Great way to get advertising funds.
- Create Merchandise to sell at the event.
 - Make sure these are ready in time to the event or even before hand for pre-sale.

Communicate with AWDF

- Provide reasonable updates.
- Identify a list of qualified helpers and submit videos of protection work to the AWDF.
 - Helpers are to be decided by special committee.

Event Preparation

- Assign trial duties for before and day of events (see attached list for duties that need to be filled)
 - Delegate people in charge of departments so there is a clear chain of responsibility.
 - Keep in mind this is a multi-day event so you will potentially need multiple volunteers covering the same position to rotate throughout the day.
 - Have a meeting and a game plan with your volunteers.
- Secure equipment (see attached list) and plan for back ups.
 - Back ups are particularly important for things like the gun which may fail during the course of the competition.
- Create a schedule of events.
 - Field Practice Times for Obedience and Protection.
 - AWDF Meeting
 - Draw
 - Competition Schedule
 - Flight Schedule
 - Judges' Dinner
 - In addition to times and locations, you may need to include directions and contact information.
 - Make sure to allow realistic times for set-up, travel, and tear down etc.
- Create competitor packets
 - Make sure competitors know where to park, warm up, and enter the field.
 - They should have a clear schedule, directions and contact information in case of questions.

Day of Event

- Keep calm, and watch all your hard work and planning come to fruition.

Trial Assignments

Assignment	Contact Info
Trial Chairman	
Trial Secretary	
Assistant Trial Secretary	
1)	
2)	
Field Coordinator	
Person to Shoot Gun	
Group Members (assign 4 per flight, 1 alternate recommended)	
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
Trial Hospitality (Water and Snacks for Volunteers)	
Equipment Set Up / Tear Down	
1)	
2)	
3)	
4)	
Equipment Transport	
A Frame	
Meter Jump	
Dumbbells	
Dumbbell Rack	
Field Markings	
Guns (2)	
Blank Ammunition	
Microchip Scanner	
Canopies	
Blinds	
Tables	
Chairs	

Assignment	Contact Info
Tracking Coordinator	
Judge Pick Up	
Judge Drop off	
Hospitality at Tracking (Breakfast, Coffee, Water etc)	
Tracking Equipment (Flags, Articles, Scoresheets, Pens, Sharpies)	
Track Layers	
1)	
2)	
3)	
4)	
Tracking Caravan Leader	
Helper Coordinator	
Helpers' Travel	
Helpers' Accommodations	
Helper #1	
Helper #2	
Helper #3	
Helper #4	
Helper Equipment Transport	
Judge Coordinator	
Judges' Travel	
Judges' Accommodations	
Airport Pick Up (Judge 1)	
Airport Pick Up (Judge 2)	
Airport Pick Up (Judge 3)	
Judge Hospitality Thursday	
Judge Hospitality Friday	
Judge Hospitality Saturday	
Judge Hospitality Sunday	
Airport Drop Off (Judge 1)	
Airport Drop Off (Judge 2)	
Airport Drop Off (Judge 3)	
Stadium Judge Assistant	
Tracking Judge Assistant	

Assignment	Contact Info
Parking Coordinator	
Sponsorship Coordinator	
Website Creator/Manager	
Social Media Coordinator	
Event Photographer	
Event Announcer	
Food Vendor(s)	
1)	
2)	
3)	
4)	
Draw Night Organizer	
Donations Solicitor	
Raffle Organizer	
Trophy Organizer	
Decorator	
Thank You Gifts Organizer	
Competitor Bag Organizer	
Clean Up Crew for Stadium	
1)	
2)	
3)	
4)	
Logo Designer	
Trial Flier Designer	
Trial Catalog Coordinator	
Merchandise Coordinator	
Merchandise Sales	
1)	
2)	
3)	
4)	

Equipment Check List

	Stadium/Field
	Meter Jump
	A-Frame
	Canopy (at least 2)
	Blinds (6)
	Tables (For trial secretary, awards display, merchandise sale, food etc.)
	Chairs (For trial secretary, group members etc.)
	Dumbbells
	Dumbbell Rack
	Flags for Long Down (male and female)
	Marking Chalk or Spray Paint
	Guns (2)
	Blank Ammunition
	Universal Microchip Scanners (2) (with extra batteries or charger)
	Helper Sleeves
	Helper Sticks
	Ice Chests
	Snacks for Volunteers
	Drinks for Volunteers
	Pooper Scooper
	Garbage Cans
	Garbage Bags
	Cleaning Supplies
	Paper Towels
	Toilet or Porta Pottie
	Caution Tape
	Event Signage (Parking, Dog Break Area etc.)
	Promotional Materials (Banners etc.)
	Trophies
	Podium

	Decorations (around podium and Awards)
	Table Cloths
	Scoreboard
	PA System
	Extension Cords
	Walkie Talkies
	Money Box with Change
	Tracking
	Tracking Articles
	Tracking Flags
	Sharpies
	Draw Mechanism
	Tape Measure
	Other
	Competitor Bags
	Draw Slips
	Thank You Gifts (Judge, Helpers etc.)
	Raffle Prizes
	Raffle Tickets
	Trial Secretary
	Binder or File Box with Dividers
	Pouches for Scorebooks
	Clip Boards (3)
	Event Stamp or Stickers (for scorebooks)
	Scratch Paper
	Score Sheets (recommend card stock)
	Trial Sheets
	Sharpies
	Pens
	Pencils
	White Out
	Erasers
	Stapler
	Paper Clips
	Laptop
	Generator (if power isn't available)

IPO III FLIGHT/DRAW SCHEDULE

FLIGHT 1 - DRAW #	DOG	HANDLER	DAY	TIME	TRACKLAYER	TIME LAID
1-1						
1-2						
1-3						
1-4						
1-5						
1-6						
FLIGHT 2 - DRAW #	DOG	HANDLER	DAY	TIME	TRACKLAYER	TIME LAID
2-1						
2-2						
2-3						
2-4						
2-5						
2-6						
FLIGHT 3 - DRAW #	DOG	HANDLER	DAY	TIME	TRACKLAYER	TIME LAID
3-1						
3-2						
3-3						
3-4						
3-5						
3-6						
FLIGHT 4 - DRAW #	DOG	HANDLER	DAY	TIME	TRACKLAYER	TIME LAID
4-1						
4-2						
4-3						
4-4						
4-5						
4-6						

FLIGHT 5 - DRAW #	DOG	HANDLER	DAY	TIME	TRACKLAYER	TIME LAID
5-1						
5-2						
5-3						
5-4						
5-5						
5-6						

IPO II FLIGHTS

FLIGHT 1 - DRAW #	DOG	HANDLER	DAY	TIME	TRACKLAYER	TIME LAID
1-1						
1-2						
1-3						
1-4						
1-5						
1-6						

IPO I FLIGHTS

FLIGHT 1 - DRAW #	DOG	HANDLER	DAY	TIME	TRACKLAYER	TIME LAID
1-1						
1-2						
1-3						
1-4						
1-5						
1-6						

Sample Land Use Agreement

Below is a sample Land Use Agreement for the AWDF Championship. Areas that should be modified are highlighted.

We highly recommend you talk to the land owners and/or managers well in advance of making this agreement and take the time to explain the sport, its importance and what the use entails.

This is a Land Use Agreement, made between **Land Owner Name**, hereinafter referred to as "OWNERS" and **Club Name**, hereinafter referred to as "CLUB", and its governing organization, the American Working Dog Federation, a non-profit organization, herein after referred to as "AWDF".

RECITALS

The OWNERS of the property located at **Property Address** in **City, County**, hereinafter referred to as "the PROPERTY" agree to allow the CLUB, the AWDF, and its event's participants to utilize the aforementioned PROPERTY for a working dog competition.

OWNERS, AWDF and CLUB agree as follows:

1. Use

- 1.1. **Use.** OWNERS do hereby authorize the CLUB, AWDF and its competition's competitors to utilize the Property for the use set forth herein.
- 1.2. **Term.** AWDF has the right to use the Property for a **Number of Days** day period, starting on the date of **Start Date** and ending on **End Date**.
- 1.3. **Rent.** Per the agreement between the OWNERS and the CLUB, the amount of **dollar amount** has been agreed to in exchange for use of above said land for the dates listed above.

2. Operations

- 2.1. **Maintenance.** The CLUB and AWDF will maintain the PROPERTY in a good condition, including free of trash, debris, and dog droppings.

3. Other Property Matters

- 3.1. **No Representations.** OWNERS have agreed to work with the CLUB and the AWDF to ensure optimal, safe tracking conditions for its participants, and will inform the club if such conditions change, including mowing, fertilizer etc.

4. Indemnification, Release and Insurance

- 4.1. **Indemnification by AWDF.** AWDF will indemnify and hold OWNERS and OWNERS's respective directors, officers, partners, shareholders, members, employees, and affiliates (collectively, "OWNERS Parties") harmless against all claims, liabilities, losses, damages, expenses, and attorneys' fees that may be suffered or sustained by a OWNERS Party arising directly or indirectly from: (a) AWDF's use or occupancy of the Property; and, (b) any claims by third parties AWDF invites onto the Property.
- 4.2. **Waiver and Release of Claims by AWDF.** To the fullest extent

permitted by law, AWDF waives any and all claims against OWNERS and all other OWNERS Parties resulting from death of or injury to AWDF or any other person arising directly or indirectly from AWDF's use and occupancy of the Property, regardless of the cause and even if caused by negligence, whether passive or active. AWDF agrees not to sue any OWNERS Party on the basis of these waived and released claims. AWDF understands that the releases and waivers in this Agreement extend to claims that AWDF does not know of or does not expect to exist at the time AWDF signs this Agreement.

4.3. **Insurance.** Throughout the Term, AWDF will maintain in full force and effect a comprehensive general liability insurance policy applicable to AWDF's occupation of the Property with limits of liability of at least **dollar amount** aggregate combined single limit for bodily injury and property damage liability, and **dollar amount** combined single limit per occurrence. AWDF's general liability statement will name OWNERS as an additional insured. AWDF will also maintain such other insurance as required by law, including, without limitation, workers' compensation insurance

5. General Provisions

5.1. **Entire Agreement.** This Agreement, together with its exhibits, is the entire agreement between AWDF and OWNERS and supersedes all prior or contemporaneous written and oral agreements. This Agreement may be amended only by a document signed by the CLUB, the AWDF and the OWNERS and reciting that it is an amendment to this Agreement. If there are any inconsistencies between this Agreement and its exhibits, this Agreement will control.

5.2. **Severability Waiver.** If any provision in this Agreement is held invalid or unenforceable, the other provisions will remain enforceable, and the invalid or unenforceable provision will be considered modified so that it is valid and enforceable to the maximum extent permitted by law. Any waiver under this Agreement must be in writing and signed by the party granting the waiver. Waiver of any breach or provision of this Agreement will not be considered a waiver of any later breach or of the right to enforce any provision of this Agreement.

This Agreement was signed by OWNERS and CLUB as follows:

Dated:

PROPERTY OWNER

Dated:

PROPERTY OWNER

Dated:

AUTHORIZED CLUB AGENT

PRINT NAME:

Sample Donation Request Letter

Below is a sample letter to request donations for the AWDF Championship. Areas that need to be modified are highlighted.

This letter can be sent to local and national businesses. We also recommend you talk to your host city's public relations office as they can be very helpful in securing local sponsors for your event. A good way to identify which sponsors to spend time contacting is look at past dog sport events or auctions and see who has donated to previous events.

DATE:

TO: [Prospective Sponsor/Doner]

SUBJECT: [Year] AWDF National IPO Championships

EVENT HIGHLIGHTS:

Event: [Year] American Working Dog Federation National IPO Championship

Where: [Location]

When: [Date]

The American Working Dog Federation or AWDF is pleased to invite you to join us in supporting the organization and its members through a unique donation process. We are committed to offering our membership unique opportunities on quality products. As such, we are reaching out to you as we believe your products to be superior in your industry and offer a great value to our membership and their canine athletes.

[Host Club Name] will be hosting the [Year] AWDF National IPO Championship involving 50-100 of the top dog and handler teams from across the United States. We anticipate several hundred spectators to this event each day, as well as prolific social media traffic from all around the world.

This is an outstanding opportunity for you to present your products to a very distinct and targeted audience. A sponsorship or raffle donation to this event will be a tremendous opportunity to reach thousands of customers through advertising and use of your product. It is our sincere hope that you trust us in the promotion of your product and take advantage of this exciting opportunity.

Please feel free to contact any of the members listed below by email or telephone. They will be happy to assist you and answer any questions or concerns you may have.

Sincerely,

[Club Name / Contacts]

Sample Competitor Welcome Letter

Welcome to the [Year] AWDF National IPO Championship!!
[Host Club Name] would like to take a moment to thank for entering and traveling to compete at the [Year] AWDF National IPO Championship. We have included this welcome sheet to give you all the pertinent details of the event. If during the weekend you have any questions or concerns please contact [Name] at [Phone Number]. We have also included more contacts below.

- Tracking Caravan Location: [Contact Name / Phone Number / Address to meet / time]
- Stadium Location: [Field Coordinator Contact Name / Phone Number / Address of stadium / map]

Schedule of Events:

- Thursday: AWDF Meeting [Time, Location] Practice times. Draw Night. [Location details and any cost]. Don't forget your scorebook!
- Friday: Obedience starts at the stadium at [time]. First tracking flights start at [time]. Lunch break will be at [time]. [List any activities for that night.]
- Saturday: Obedience starts at the stadium at [time]. Tracking flights start at [time]. Lunch break will be at [time]. [List any activities for that night.]
- Sunday: Final flights of obedience/protection in stadium start at [time] Tracking flights start at [time]. Lunch break will be at [time]. Closing ceremonies will follow the last competitor. Scorebooks will be returned at the closing ceremony.

If you need any special accommodations during the event, please speak with our trial secretary.

- [Secretary Name / Contact Information] or with the Event Chair [Event Chair Name / Contact]

Practice Fields for Obedience / Protection can be found below along with field contacts and any applicable field fees:

- [Practice Field - Name / Address / Fees / Contact #]

Practice Tracking Fields are available at these locations:

- [Practice Field - Name / Address / Fees / Contact #]

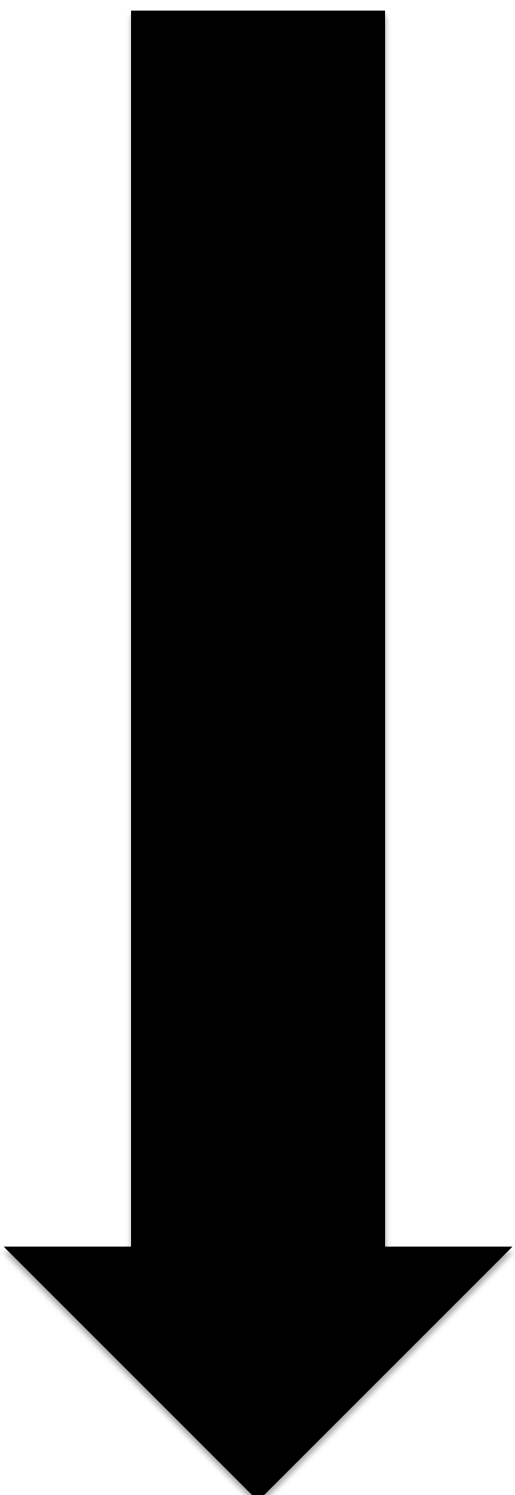
Please note anybody caught on the trial fields will be immediately disqualified from the competition. If you are unsure if you are on the trial tracking fields, please contact our tracking coordinator before you track. [Tracking Coordinator Name / Contact Information.]

[Additional information on suggested places to visit, places to exercise dogs, rules about training equipment, etc.]

Sample Contribution Levels

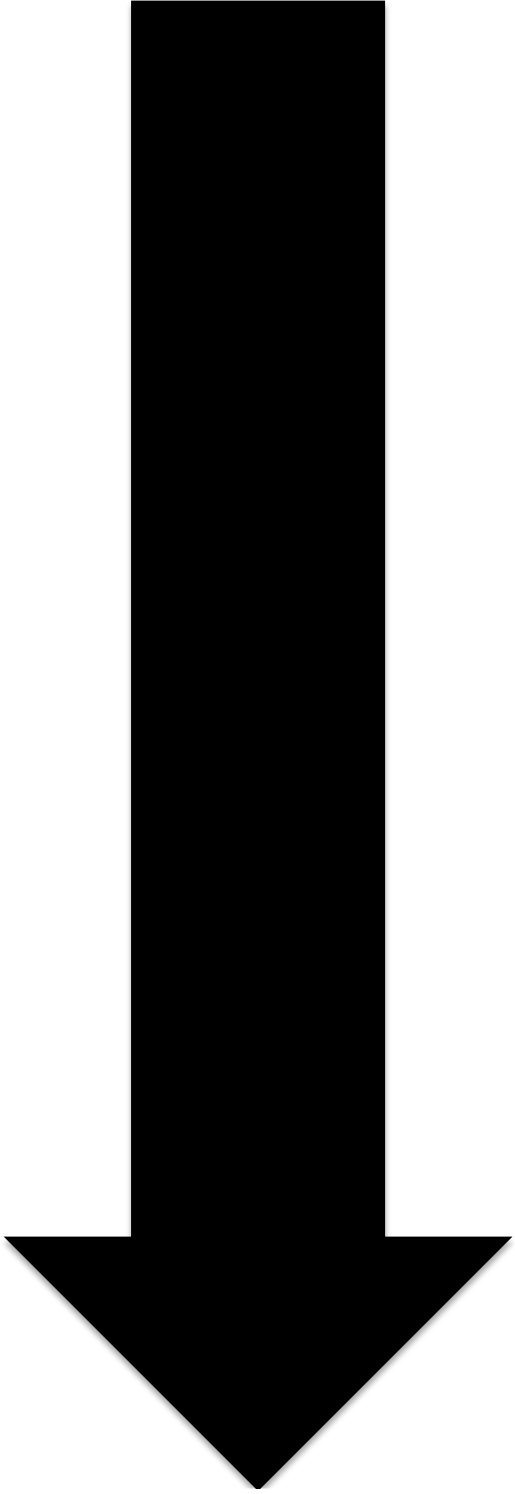
Sponsorship Category	Contribution	Description
Gold Sponsorship	\$500.00	Premium Booth Space, 1 Event T-shirt, 3 Banner Spots, Full Page Ad in Catalog, Logo/Ad on Event Page, Literature in Swag Bags
Silver Sponsorship	\$200.00	Booth Space at Event, 2 Banner Spots, Banner at Draw Night, 1/2 Page Ad in Catalog, Logo/Ad on Event Page, Literature in Swag Bags
Bronze Sponsorship	\$125.00	Banner at Event, Logo/Ad on Event Page, Literature in Swag Bag
Catalog Advertising	1/4 Page - \$75 1/2Page - \$125 FullPage - \$200	Event will have a spiral bound Black/White Catalog. May be full color depending on price. Advertiser submits all advertisements in print-ready format.
Competitor SwagBags	Any Value	Provide Products, Coupons or literature for 50-100 bags. Items can be of any value.
Raffle Prizes	Any Value	Provide product, gift basket, or gift certificate for product for raffle to be held Saturday.

Competitor Parking



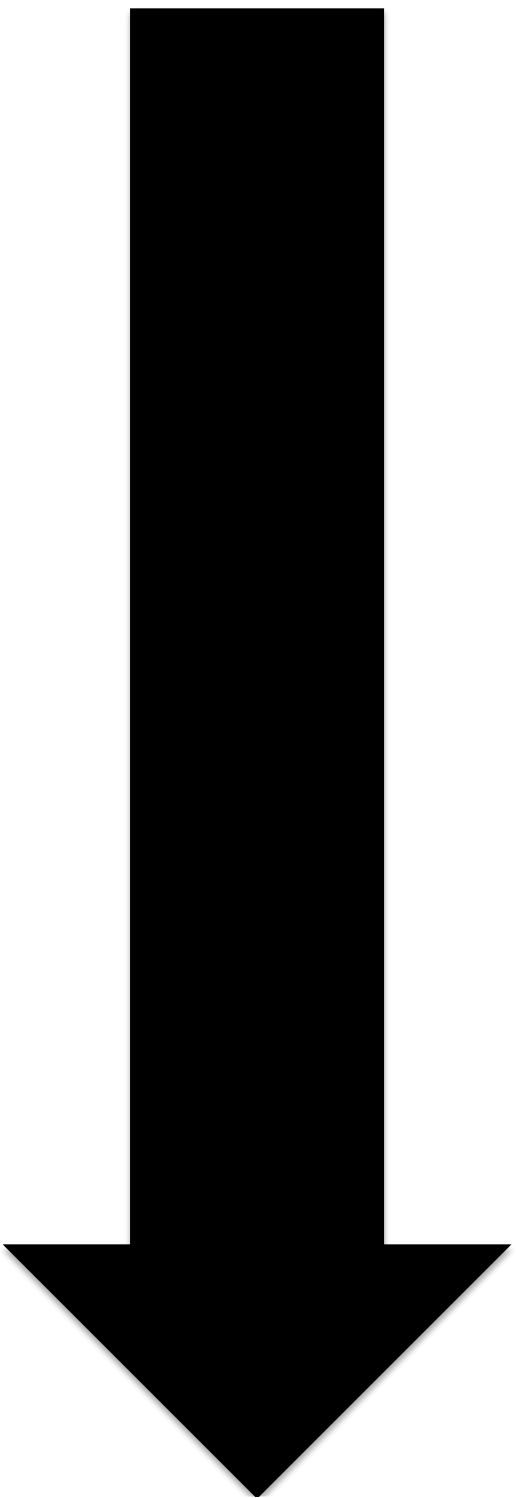
Competitor Parkings

Bathroom



Bathroom

Warm Up Area



Warm Up Area

Dog Potty Area



Dog Potty Area

**Competitor
Parkings
ONLY**

Competitors Only Past This Point