

# **WD/X/Q Chairman's Schedule**

## **Months in Advance**

1. Apply for the date with the Hunt Test Committee Chairman using the Application Form. Once dates are accepted, confirm the event location. Obtain necessary permits (Fish and Game, DEC, etc.) if necessary. Order bird tags if required by law.
2. After your event has been approved, request WD start-up funds from the ACC Treasurer. All ACC sponsored events are covered under the club's liability insurance policy. A Certificate of Insurance is not necessary unless the landowner of your event location requests one. Ask your event's landowner if a Certificate of Insurance is being requested. If so, contact the ACC Treasurer through email.
3. Invite your judges and confirm in writing. You may use four judges for one stake (one set of 2 for land and one set of 2 on water at the same time). This can make the tests move quicker with a large entry.
4. Enlist helpers/workers and equipment - (live shooters, bird boys, poppers, shot gun simulators, marshals, guns, holding blinds).
5. Advise the duck supplier of the date of the event and get a written agreement for the approximate number of ducks to be provided
6. Write an information description for Email lists and the ACC Bulletin, and include on websites well in advance of the event.
7. Obtain and create a mailing list of members in your area and other interested parties (ask ACC secretary for help if needed.)
8. Type up a flyer and mail or email with entry form to all ACC members and RD's in the surrounding states.
9. Obtain all paperwork and entry forms from the Hunt Test Committee Chairman. Information can be obtained from the ACC website and includes copies of everything needed to hold the WDXQ Stake, forms, examples, rules and guidelines.
10. Arrange for any fundraiser (raffles, items for sale, etc.).
11. Develop a disaster, emergency, and firearms safety plan.

## **21-30 Days before the Test :**

1. Confirm the list of workers and shooters. Ensure all gun handlers have appropriate training (hunter's safety course, etc.). Ensure all gun handlers have a hunting license, and hunter safety (if applicable).
2. Order Birds. Check on Bird tags when needed. (Order exact number of ducks plus some extras after entry deadline).

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3. Arrange for lodging/hospitality for judges if necessary. As a rule, Judges volunteer and are not paid any expenses, however a small gift should be provided.
4. Arrange for lunch/drinks for workers and judges.
5. Email additional circulars if necessary. Relist on internet the deadline/reminders of the test.
6. Order port-a-potty (if needed).
7. Coordinate entries and closing date. There is a draw for the running order after closing. Check for missing info on forms. Type the running order, email information to all contestants and link it on the ACC website for all others to download free in advance of the test. Advise all that no copies will be available at the test. (but you will have a few copies on hand for anyone who has no email etc.). Print Marshal Sheets with the running order for each stake.
8. Order ribbons if needed (Ribbons are given with a WD held at a Specialty Show. They are not required otherwise but you can give them if you choose). Qualifiers will get the ACC certificate in the mail.
9. Send WD/X/Q Rules and all Guidelines to judges

### **2 Weeks before the Test:**

1. Get equipment organized (guns, poppers, ammo, clipboards, white shirts, bird bags, umbrellas, chairs, etc.)
2. Call/email your judges, gunners, marshals, and workers to verify they are coming and what time to arrive.
3. Arrange for test dogs
4. Assign someone to post direction signs early the morning of test.
5. Check on the port-a-potty delivery and location for it

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## Day before the Test:

Walk grounds with the Judges the day before if possible. Don't be afraid to question judges as they set up tests. You are to make sure things are done by the rules of the Stake. Go over WD/X/Q Rules and all the Guidelines with them.

## Morning of the Test:

1. Post direction signs. Setup a check-in area for contestants
2. Have workers meet at least 1 hour or more before start time. Have all equipment and birds ready.
3. Marshal should start checking dogs approximately 45 minutes before start of test. Have workers who will be running dogs scheduled to have their turn running without confusion of gun changes.
4. It is best if a test dog is ready in holding blind 10 minutes before the starting time. Go over the basic test and rules with the contestants and Judges. Answer any questions. Run test dog, see if any questions.

## After the Test:

1. Remove all equipment, posted signs and take proper care of dead birds, take all trash
2. Thank all the workers, judges and contestants. Give judges gifts and give ribbons to qualifiers. Take group photo of qualifiers.
3. Resolve all scratches/refunds and handle paperwork later if necessary
4. Chairman or Secretary will ensure WD entry forms are filled out completely and signed by all the Judges.

## Paperwork:

Later you will **write up a paragraph about the Event** and **submit a financial report**. See complete instructions on how to do this and what is needed under the *"Instructions for Holding a WDXQ Event"*.