

TRACKING TEST SECRETARIES CHECKLIST

ONE YEAR PRIOR TO TEST

- ___ Determine test type (TD, TDX or combined), closing date, test date and site.
- ___ Test Secretary and Chair should be selected.
- ___ Determine fees and hospitality to be offered to judges.
- ___ Judges should be selected and invitation calls made. After a positive response, send out letters of confirmation with one copy to be signed and returned to our club.

TEN MONTHS PRIOR TO TEST

- ___ The application should be submitted to the AKC for approval. Minimum 24 weeks prior to closing date. (Note: Computer generated corresponding date applications are sent to the club secretary after test records for previous event have been closed out.)
- ___ Call the forest preserve office to reserve building on test day only. Return reservation form along with proof of insurance and rental fee as soon as you receive it by mail.
- ___ The panel of judges should be submitted to the AKC for approval as soon as finalized, no later than 18 weeks prior to closing date.

FIVE MONTHS PRIOR TO TEST

- ___ Determine test details needed for Premium List:
 - 1) whether bitches in season will be allowed to participate,
 - 2) names for test committee (minimum of 5 including Secretary and Chair) of people who will be present on test day,
 - 3) check with local motels that will accept dogs and verify phone numbers
 - 4) set date, time and location for draw
 - 5) type of hospitality to publicize (breakfast, lunch, etc)
 - 6) trophies to be awarded to successful participants.
- ___ Determine the number of Premium Lists to be printed and who will be typesetting the Premium List copy. Get a copy of the last Premium List and mark all changes in red.
- ___ Finalize judge's travel and/or hotel reservations, if applicable.

TWO MONTHS PRIOR TO TEST

- ___ Ensure that arrangements for all equipment necessary for test have been made. Make sure that there are adequate flags for number of tracks (7-9 per track for TD, 12-15 per track for TDX including article and cross track flags) and don't forget about alternate tracks.
- ___ See that Premium Lists are printed and mailed. They must be sent no later than 4 weeks prior to closing date if mailed first class. Four copies are to be sent to the AKC at the time of mailing. Mailing list is usually the index of Midwest Tracking Judges and others requesting a Premium List (as of 1994 this number is about 85-95). Labels are available thru Carol Ruthenberg. Be sure to post a marked copy at the DTC-CU training club and leave a few for members to pick up. A note telling people that they are available at the club should be placed in the newsletter.
- ___ Order Judges Books and Covers if they are not available through the club. Remember that at a combination TD/TDX test, there should be a judges cover sheet for each event number.
- ___ Mail site maps to judges.
- ___ Send a newsletter article with closing date, test date, directions to site and how to volunteer to the editor of *CU at the Ring*. A general invitation to the test and to participate in the potluck lunch should be included.
- ___ Arrange for trophies and/or ribbons to be provided by the club. Arrange for judges gifts.

THREE WEEKS PRIOR TO TEST

- ___ Close entries, no less than ten days prior to test date.
- ___ Hold draw for entries and alternates, if applicable, within 48 hours of closing entries. Notify alternates as to placement on alternate list, return entry fees and certification forms where applicable should they decline to be placed on the alternate list. Notify participants via a Judging Program. Send AKC two copies of the Judging Program and send one copy to each judge.
- ___ Arrange for overnight housing and breakfast for judges.
- ___ Notify judges of test participant status and request time for tracklaying to begin on Saturday. Let the judge know where they will be housed on Friday/Saturday night.
- ___ Make sure that you have a head tracklayer (head tracklayer checklist is included with this copy so that you both will understand the responsibilities and send along a premium list and judging program too) and hospitality chair in place. Other volunteers should be available for crowd control, and transportation (judges, tracklayers and exhibitors).
- ___ Prepare catalog. A copy of the judging program must be included in the catalog. Remember,

certifying judges name and date of certification must be included for TD test entries.

Reconfirm with management of grounds where test is to be as to what time each day the club will need access to grounds and facilities, if applicable (especially availability of indoor facilities on Saturday).

ONE WEEK PRIOR TO TEST

Arrange for food for tracklayers and judges for Saturday lunch.

Confirm with equipment chair that flags and articles will be available on plotting day.

Have sufficient copies of catalog printed.

Arrange for judges checks and AKC recording fee check from Treasurer.

DAY OF PLOTTING

Arrange for judges' transportation to and from test site, if applicable.

Give judges' books to judges.

Put up directional signs for participants and gallery.

Arrange for dinner for the judges and provide a quiet place for working on the judges books.

Accompany judge to overnight housing. Arrange for breakfast and/or transportation to test site on test day.

DAY OF TEST

Suggested materials checklist: catalogs, judges checks and gifts, track drawing materials, entry forms and certifications, first aid kit for people and dogs, directions to nearest medical facility should the need arise, copies of AKC materials (Tracking Regulations, Rules Applying to Registration, Obedience Regulations, Dog Shows, and Dealing with Misconduct booklets), maps of tracks for gallery.

Arrange for judges transportation to and from test site. If applicable, including return to airport, train station, etc. upon completion of test.

Check in exhibitors and alternates. At a combined test this may be done at two different times.

Conduct draw at specified time (at least one judge must be present at the draw). Mark catalog

accordingly. Conduct a second draw for TDX if this is a combined test.

_____ Make a short presentation of awards to successful participants. Be sure to thank the head tracklayer, hospitality chair, typesetter (premium list, catalog, trophies, judges gift), as well as tracklayers and helpers. Thank judges and allow them time for comments.

_____ Check judge's books as they are turned in to make sure they are filled out properly and signed. Four-part forms are to be designated as follows: white-AKC copy, yellow-club copy, pink-judge copy and gold-exhibitor copy.

_____ Return checks (and certifications) to non-participating alternates if present.

_____ Before leaving grounds, be certain area is clean and return key to grounds keeper.

AFTER THE TEST

_____ Complete secretaries report and explain any deviations from Premium List and/or Judging Program or any situations that may have interfered with the running of the test. (Check inside cover of Judge's Books for any notations.) Explanations should be given where there have been excusals and disqualifications and where awards have been withheld.

_____ The catalog must be properly marked, including corrections, printing errors, absentees, disqualifications and excusals.

_____ The completed secretaries report, one (1) marked and one (1) unmarked catalog, judge's books and full alternate list (whether accepted or declined) must be sent to the AKC's Show Records Department to reach that office within seven (7) days of the Test. It is club policy to send this via registered/signature required mail.

_____ The Recording Fee must be calculated and returned with the Test Secretaries Report Form in the envelope provided by the AKC.

_____ Return entry fees (and certifications) as otherwise set forth in the Premium List.

_____ Keep copies for club records. Entries (and certifications), premium list, blank catalog, marked catalog, judge's sheets, alternate list, secretaries report form should be part of the file. Entries (and certifications) can be discarded after six months.

_____ The club will receive a processed and closed out report from the AKC Show Plans Department (approximately 2-3 months after the event). Keep with the club records. After that a computer generated "corresponding date" application is sent for the next event and the whole process begins again... **MAKE SURE THIS APPLICATION GETS TO THE CLUB MEMBER IN CHARGE OF KEEPING TRACK OF DEADLINES!**

HEAD TRACKLAYERS CHECKLIST

THREE WEEKS PRIOR TO TEST

- ___ Check with equipment chair to make sure that we have flags (7-9 per track) for the TD tracks and (12-15 per track including article and cross-tracks) TDX tracks. Don't forget the alternate tracks. We will also need brown cloth gloves for TD and leather gloves for TDX final articles.
- ___ Determine starting time for plotting day. You may be able to have TDX tracklayers arrive in time to dress flags and plot TDX before lunch, have TD people arrive for lunch followed by TD plotting.
- ___ Call club members to act as tracklayers. Instruct tracklayers to bring: a clip board, pencils and paper and a variety of personal items for judge's approval (for TDX). Call club members to act as cross-tracklayers if you are not using primary tracklayers for this purpose. Do not schedule yourself as a tracklayer...you are the emergency person if someone does not show up!
- ___ Make certain that lunch for plotting day for an appropriate number of helpers is being provided by the Secretary or other club volunteer.

DAY OF PLOTTING

- ___ Sketch out a tentative schedule for primary tracklayers and cross-tracklayers.
- ___ Ask a second club person to walk along during plotting to carry flags. The flag carrier can also serve as cross-tracklayer...but make sure that at least one of the cross-tracklayers is along to receive instructions from the judges during plotting.
- ___ Keep a master map of grounds with track shapes, cross-tracks and entry and exit information. This information may be needed by the crowd control person as well.
- ___ Provide transportation, care and comfort of judges during plotting day.
- ___ Verify track laying schedule with judges. Give tracklayers specific instructions on when to begin laying of each track. (If this information changes due to a re-numbering of the tracks by the judges, call the tracklayers and cross-tracklayers to inform them of the change.)
- ___ Keep track of the flags used in the fields to make sure that all are accounted for at the end of the test.
- ___ Distribute gloves to the tracklayers for their last article. Have TDX tracklayers provide their personal items for approval of judges.
- ___ **ASK TRACKLAYERS IF THEY ARE COMFORTABLE IN THEIR KNOWLEDGE OF THEIR TRACK(S).** Answer any questions. You may need to get permission from the judges for tracklayers to re-walk tracks on plotting day.

DAY OF TEST

- ___ Check in tracklayers and cross-tracklayers. Recheck track laying schedule with judges. Instruct tracklayers and cross-tracklayers to note actual starting time and any errors or field situations (should be reported to the head tracklayer).
- ___ Assign responsibility to have dog/handler team in the vicinity of start when track is ready.
- ___ Report to the Secretary any exhibitors/tracklayer teams that have tracked together during the last 6 months, if any.
- ___ Make sure that judges have transportation to the tracking area and between tracks during the test.
- ___ Arrange for transportation for tracklayers and cross-tracklayers to and from their tracks.
- ___ **REPORT ANY TRACKLAYING ERRORS OR FIELD SITUATIONS TO THE JUDGES ONLY.** It will be the judges decision whether to use the track or not.
- ___ Pick up starting flag(s) or arrange for someone to pick them up.
- ___ Collect gloves from unsuccessful tracks to be returned to the equipment chair and used again at another test.
- ___ Make sure that all flags and poles are accounted for and returned to the equipment chair folded and bundled.

TRACK LAYING FOR TD TRACKS

Name	Track #	Color	Driver	Actual Time Laid	Time Run By Dog	Notes:	Time to be Layed

Tracklayers should make their own maps according to the instructions given by the judges. If you have a later track it is a good idea to check with the head tracklayer to make sure that you are supposed to lay your track on the original schedule.

The following are a few hints to make your job easier: 1) get to your tracking field with plenty of time to spare, 2) walk up to your first flag along the line of your first leg, 3) pause a few seconds at the first flag without moving your feet, 4) check your watch and note the actual time you begin, 4) leave the first two flags, 5) walk in a normal fashion without being in a hurry (singing is optional), 6) pick up all of the remaining flags, 7) drop your well-scented glove at the designated spot and continue along the same line as the last leg for at least 30 yards, and 7) note any variation, fouling or unusual occurrence and report it to the head tracklayer **ONLY**.

Thank you for volunteering your time and effort to this tracking event!

TRACK LAYING FOR TDX TRACKS

Name	Track #/Color	Articles	Actual time Laid	Time Run By Dog	Notes or Driving Instructions	Crosstracks by:	Crosstrack time Layed	Time to be Layed
		1 2 3 glove						
		1 2 3 glove						
		1 2 3 glove						
		1 2 3 glove						

Tracklayers should make their own maps according to the instructions given by the judges. If you have a later track it is a good idea to check with the head tracklayer to make sure that you are supposed to lay your track on the original schedule.

The following are a few hints to make your job easier: 1) get to your tracking field with plenty of time to spare, 2) walk up to your first flag along the line of your first leg, 3) pause a few seconds at the first flag without moving your feet, 4) check your watch and note the actual time you begin, 4) leave the first flag and first article, 5) walk in a normal fashion without being in a hurry (singing is optional), 6) pick up all of the remaining flags EXCEPT THE CROSSTRACK FLAGS, 7) drop your well-scented articles and final glove at the designated spots and continue along the same line as the last leg for at least 30 yards, and 7) note any variation, fouling or unusual occurrence and report it to the head tracklayer ONLY.

Thank you for volunteering your time and effort to this tracking event!



GENERAL TRACKLAYER INSTRUCTIONS

from The MTA News

- The track shall be marked by flags which the tracklayer can readily follow on the day of the test.
- Judges shall approve all articles well in advance of the time the track is laid so that any article which is not acceptable can be replaced.
- The article(s) shall have been in the tracklayer's possession for sufficient time to ensure that it is impregnated with the tracklayer's scent. (What is sufficient? Each judge will have his/her own guideline. Some tracklayers like to "sleep" with their articles. That's probably more than necessary. To help impregnate the article with scent the tracklayer can place the article under his/her arm prior to going out to lay the track.)
- Articles are to be dropped on the track by the tracklayer. After being dropped, an article should not be visible from a distance of more than 20 feet and shall not be covered with any substance in order to conceal it.
- A person cannot act as a tracklayer for a dog if that person has boarded, laid a track for or regularly trained the dog whose track he/she is to lay within the past 60 days. (If you know that you fit into this category tell the Test Secretary prior to the draw.)
- The tracklayer must not be a person with whom the dog has resided or a member of the household or a member of the immediate family of the dog's handler.
- The judges may modify the draw to meet the requirements of the tracklayer.
- Tracklayers are to be present during the day of plotting, so as to be generally familiar with the tracking fields and the location of the tracks.
- The tracklayer shall wear his own footwear which may be of any material (rubber boots are permitted).
- It is the Judge's responsibility to instruct the tracklayer so that each track will be properly laid. (Ask, if you're not sure.)
- The Judges shall ensure that the tracklayer carries an outline of the track showing all pertinent features information. (The tracklayer should draw their own map.)
- The tracklayer shall walk in a natural manner. There should be no scuffing of the feet over any portion of the track, including the area at the starting flag or between flags. (No scent pad for the dog.)
- The tracklayer shall go to the first flag, pause and then proceed in walking the track, circling the flag or scuffing the feet around the flag is prohibited.
- The tracklayer shall pick up all but the first two flags in a TD test.
- After dropping the article, the tracklayer shall continue in a straight line for at least 30 yards as a continuation of the last leg of the track. The tracklayer should then proceed out of the field in the direction previously explained by the Judges. (Walk off the same as before, no scent pad is made and you should not run, leap or jump in making your exit.)
- No tracklayer, after completing the track, may return within 75 yards of any unused part of a track. (Be careful to stay away from any turns or starts of not only your track but also the other tracks.)
- If the tracklayer is aware of an error, it must be made known to the Judges as soon as possible. (Do this quietly and privately. Many times a track can be used as long as the Judges know what it is that is changed.)
- The time the tracklayer started is to be shown on the official charts. (Know ahead of time when you are supposed to lay your track. Note the time you actually start.)