

Checklist for Planning a Herding Trial

1. Lead time – a year to a year and a half! So plan ahead. Otherwise, you may encounter problems finding an available farm and judges.
2. Be sure you have the time to be trial chair and that you have a minimum of 4 other club members who are reliable to complete preliminary assignments and who will be there all day long for the duration of each day of the trial. If the trial is an AKC event and the AKC herding rep attends, she often is there before the first handler's meeting and she can ask you to name and point out your trial committee members. The secretary must name those individuals on the paperwork submitted to AKC.
3. Obtain and study regulations of the venue (AKC, AHBA)
 - a. AKC – http://www.akc.org/rules/procedure_manual_herding.cfm
 - b. AHBA – <http://www.ahba-herding.org/MainPage.php?AreaName=FormRequest>
4. Prepare a budget. Income from herding trials is limited by the number of entries each judge is allowed to judge/day in AKC (50). Keep total expenses at or below \$2,000/day or you will have trouble breaking even.
 - a. Income is from trial entries and generally per class fees are \$45. If cattle are offered, the fee may be higher – that is determined by the livestock rental costs.
 - b. Other income could be from a silent auction or raffle held during the event.
5. Herding Trial expense categories:
 - a. AKC trial application fees (website says \$35, but that may be outdated)
 - b. Farm and livestock rental
 - c. Judges' fees and expenses (travel, meals, parking at airport, airplane tickets, motel)
 - d. Secretarial fees (normally a charge per day) and expenses (trial related and travel/motel/meal related). The paper work is extensive especially for AKC events. A secretary cannot run their dog(s) in a trial; they can run their dog if the event is test classes only. This task is best hired out to a person experienced in the work and fully familiar with the rules and regulations of the venue; your trial will run more smoothly. Some trial related expenses are:
 - i. three part scoring forms
 - ii. printing of catalogs
 - iii. postage for records return to AKC or AHBA
 - e. Ribbons/trophies...
 - i. There is usually a trophy along with a ribbon for HIT/RHIT each day- you can save money here by having an early closing date and only ordering the number of ribbons you actually need for the trials. Herding ribbons are not dated, however, so can be reused at other trials.
 - ii. There are qualifying green ribbons for test and trial classes and 5 placement ribbons for each trial class.

- iii. Optional ribbons are for a title (a very nice touch and much appreciated)
 - iv. Optional prizes can be cash or special trophies for a class winner or combined winner of a class for all trials of the weekend (e.g., high combined sheep or ducks).
 - 1. The BCCA National Specialty has designated special trophies (see the standing rules)
 - v. Ribbons, trophies, and prizes are listed in the premium. If you don't yet know about trophies or prizes at premium publication time, then state that there will be a complete list of these in the trial catalogue. You can't offer a prize if it is not listed in the premium or catalogue, at least for AKC events.
 - vi. Recognize donors for prizes and trophies prominently in the catalogue.
 - f. AKC recording fees (\$3.50/entry/day)
 - g. Chief livestock handler/duck wrangler - these are often paid positions if no one in the club can do them (it takes an experienced dog as well as the person to do this safely and efficiently). At the 2011 Nationals, costs were \$150/day for the chief wrangler and \$100/day for the duck wrangler
 - h. Other trial workers (score sheet runners between judge and secretary; two timers and scribe per judge) - most jobs can be done by novices but scribing really requires an experienced trial person and you might be better off paying someone to do this rather than have someone "learn by doing".
 - i. Rental of portable toilets - many farms need to bring in extra toilets for trials and the club is usually responsible for their rental and associated pumping fees.
 - j. Provision of lunches for workers- you will need to provide lunch for judges and other key workers.
 - k. Judges' gifts
 - l. Judges' dinner for judges and competitors usually on the night of the first of two days of trials. You pay for the judges' meal; competitors pay their own way.
6. If your club is not licensed to hold AKC herding trials and you utilize the BCCA license and have it open to all AKC herding approved breeds, Beardies are allowed to have preferred entry over other breeds. That means the premium can state an earlier opening of entries for Bearded Collies than for other breeds. Take advantage of this for your club members and other Beardie people who might wish to enter. Having an all-breed trial with preference for Beardies is a good way to fill all the available run slots (i.e., more income).
7. To use the BCCA license for an AKC herding trial, contact the BCCA herding chair as intermediary with the BCCA board. The BCCA President will need to present your preliminary proposal to the board for approval and sign off on the application form to AKC. Minimum needs in the preliminary proposal are in red in the list below – other information you'll need before completing an application to AKC:

- a. A list of the club members who will be working on the trial who are BCCA members
- b. The show secretary
- c. Number of Trials/Events
- d. Budget
- e. Something in writing that states that the BCCA has no liability for any amount of money lost on the trial
- f. Something in writing stating that the proceeds from the trial are to be used for a future BCCA National Specialty, if that is part of your plan
- g. copy of the contract with the herding facility (or a boilerplate version of their contract)

The experience gained by being a herding trial chair or on the trial committee is worth all the work. Your next event will be much easier and when you attend someone else's herding trial, you'll remember to thank the committee for their work well done.

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