



GERMAN SHEPHERD DOG CLUB OF AMERICA, INC.

DUTIES OF THE TRIAL CHAIRMAN

The duties of the Trial Chairman and the Trial Secretary may be combined and performed by one person only for Club level Events. Regional and National events require to have each position filled by different persons both of which must be members of GSDCA. Every club event chair and secretary is responsible for familiarizing themselves with the latest rules.

The Trial Chairman is not allowed to trial a dog nor take on other responsibilities other than those defined in the **GSDCA Trial Rules and Regulations**.

Responsibilities of the Trial Chairman

1. Arrange for suitable trial grounds.
2. Arrange for suitable tracking fields for all levels.
3. Arrange for judge's transportation, hotel room, and meals.
4. Arrange for helper's transportation, hotel room, and meals.
5. Arrange for tracklayer's transportation, hotel room, and meals.
6. Arrange for food service at the trial grounds and at the tracking fields.
7. Make arrangements for Draw Night.
8. Arrange for merchandise for sale; i.e. tee shirts, hats, etc.
9. Appoint someone to manage merchandise sales, catalogs and raffle ticket sales.
10. Provide trial equipment in accordance with trial regulations.
11. Provide pop-up tents, tables, chairs.
12. Appoint someone to select and order the trophies, medallions, etc.
13. Maintain order and safety of all trial grounds for all participants and observers.
14. Be available to the judge during the entire event.
15. Ensure that the trial is managed and run in an orderly fashion.
16. Assist with budget preparation.
17. Appoint a Trial Secretary.
18. Provide cash and cash box for sales.
19. Bring Euros for payment of foreign judge expenses and judges fees.
20. Keep detailed receipts for all out-of-pocket expenses and payments to be reimbursed by GSDCA.