

Dear Reader,,

Here is the current draft on the "How to Run an NCC FT Manual". This was last reviewed and discussed by the current 2004 Field Events Committee. It is now under review by the 2007 FTC. I have edited and put in most of what was discussed in 2004. There is still some tweaking to do. Mentally separate the bid process from the running of the event.

*Sue Rose
March 22, 2007*

HOW TO BID FOR AND RUN AN ECSCA NATIONAL COCKER SPANIEL CHAMPIONSHIP FIELD TRIAL

**A work in progress for a NCC Manual as directed by the Board
Directors of English Cocker Spaniel Club of America, Inc.**
(Italics font indicate further explanation of preceding statements)

THE BID

- I.** Any AKC recognized local English Cocker Spaniel Club, or any group of English Cocker Spaniel Club of America (ECSCA) Members may submit a bid to host the ECSCA National Cocker Championship Field Trial (NCC or NCC FT).

When a club or group is considering bidding for a NCC, the first task is to evaluate the number and qualifications of experienced individuals in the local area who are willing to work together and to expend a significant amount of time, energy and money on behalf of the project over a minimum two-year span. This evaluation includes the strengths, weaknesses, areas of and length of experience (with national specialties, all-breed shows, matches, agility trials, working tests, hunt tests and/or field trials) and familiarity with the ECSCA and its Procedures.

It is essential to be familiar with all AKC and ECSCA rules, regulations, policies, guidelines and suggestions, including the following: Field Trial Rules and Standard Procedure for Spaniels (AKC booklet, current edition), Guide to Conduct and Judging of Cocker Spaniel Field Trials (ECSCA Green Book, current edition), and this document How to Bid for and Run an ECSCA National Cocker Spaniel Championship Field Trial (ECSCA current edition).

The ECSCA Board of Directors reserves the right to make final decisions on the following:

*Trial Chairperson and Committee
Trophy Committee
Entry Fees
Field Trial Secretary
Related Events
Annual Awards
Financing
Judge Selection
Mementos and Merchandising*

- II.** The bid must be submitted to the ECSCA Field Events Committee (FEC) Chairperson at least two (2) years prior to the proposed date of such National Field Trial, and at least thirty (30) days prior to an announced board meeting. The bid Bids should include the following:

A. Proposed date(s) or date range; it is recommended that the FEC Chairperson pre-approve the dates before the bid is submitted.

The dates should be compatible to the host group in the area that will be most closely involved with the trial and with conditions in the area, which might affect the travel, welfare and comfort of the dogs, birds and people. The dates will normally follow the last cocker trial of the fall trialing season. Currently the starting day is on Wednesday (for training & gathering), with the trial starting on Thursday and continuing through Saturday(and if needed Sunday) of the last week-end of October, the end of the fall trialing season. This is the 43rd weekend of the year (according to the AKC Corresponding Date Table).

B. An estimate of the number of dogs expected, and proposed schedule of events. This estimate may also be helpful in determining the number of rooms to book at the host hotel.

1. Number of days required for judging
2. Schedule of other events: training day, banquets, group meals
3. Timed schedule of events

C. Complete description of proposed trial site or site possibilities, (see the description in the introduction of Guidelines for the event) including rates and fees and any unusual rules.

The most difficult task is to find a site that will be suitable. Ideally a site will have been used previously for a similar event, with all parties being satisfied. An area with minimal moving of exhibitors, having amenities readily available is preferable. See the information on the goal of the NCC FT.

D. Proposed source and estimated cost of all field equipment, tents, birds, portable potties, and other amenities.

E. Proposed “Club Headquarters” with examples of nearby accommodations with number of rooms available and current rates.

F. List of ECSCA members and friends in the area, who have expressed an interest in working on the project, with a brief resume of their qualifications and experience. This would be an appropriate place to suggest a chairperson and committee heads.

G. List of proposed satellite events, training days, shoots before and after, local attractions, shopping areas.

III. A plan for publicity material in the form of pamphlets, maps, letters of invitation, travel information, local attractions, etc. from the area should be included.

- IV. The bid should include the names of various chairpersons and committee heads (trophy, grounds, hospitality, etc.) as well as other special events or educational programs, planned trophies and awards to be granted.
- V. Ideally, the ECSCA Board will review all bids recommended by the FEC. A representative of each bidding group is welcome to attend the board meeting at which the proposed bid is discussed to answer questions or provide additional information. The ECSCA Board meets three times a year; in January at the American Spaniel Club Specialty, later in the spring at the ECSCA National Specialty, and in the fall before another breed specialty.

In considering bids, the Board of Directors will take the following into consideration.

- a. *Area of country. Traditionally the NCC has moved around the country.*
- b. *Credibility and experience of the club or group that requests responsibility for the event.*
- c. *General package of trial site and satellite events.*

VI. The board will announce the selected bid within 30 days after the close of the board meeting at which one or more bids have been submitted.

VII. General outline of bid requirements:

1. **What:** English Cocker Spaniel Club of America National Cocker Championship Field Trial (ECSCA NCC FT) of _____ (year).
2. **When:** AKC corresponding date table week-end 43, 44, or 45 (Thursday training day, Friday & Saturday Trail day, & Sunday if the trial runs over-time) Dates _____.
3. **Where:** Trial Site Location _____;
Hosting Headquarters _____.
4. **Who:** Persons who are ECSCA members in the area to assist

a. _____	d. _____
b. _____	e. _____
c. _____	f. _____ ...

 Persons who are ECSCA members outside the area to assist

a. _____	d. _____
b. _____	e. _____
c. _____	f. _____ ...
5. **How:** Hosting Club _____
 - a. Credentials; field trials, hunt tests, longevity
 - b. Number of ECSCA members
 - c. Total number of members
 - d. Chairperson: _____ (who will select committee chairpersons, field committee, monitor budget, VIP contacts, etc.)
 - e. Event Secretary: _____

f. NCC FT _____ (year) Committee (all must be ECSCA members)

- 1. _____ Alt. 1. _____
- 2. _____ Alt. 2. _____
- 3. _____
- 4. _____
- 5. _____

g. Other Committees, Chairpersons, and Working Staff

- 1. Advertising, Catalog _____
- 2. Trophies _____
- 3. Sponsors _____
- 4. Patrons _____
- 5. Fundraiser _____ (merchandise, mementos, raffles, auctions)
- 6. Bird Planter/Steward of Beat _____
- 7. Course layout: NCC Committee Representatives
 - i. _____
 - ii. _____...
- FEC Committee Representatives
 - i. _____
 - ii. _____...
- Host Club Representatives
 - i. _____
 - ii. _____...
- Pre-selection of courses time table:

h. Hosting Club's venue

Signage, Reader Board, Judge's Steward, Permits, Marshals, Coordination of Shaggers, ATV's and other vehicles, Dead Bird Cleaning & disposal, Equipment (flags, shagger baskets, radios), local advertising.

i. Hospitality and Headquarters:

Hotels, Catering, On-site Hospitality

Chairperson _____

j. Corporate Sponsors

- 1. Purina, judges
- 2. Orvis, gun team
- 3. Federal, shells
- 4. _____
- 5. _____
- 6. _____...

k. Bird Supplier _____

Approximate cost _____

l. Photographer _____

ENGLISH COCKER SPANIEL CLUB OF AMERICA GUIDELINES FOR NATIONAL EVENTS

The following are excerpts from the current ECSCA By-laws regarding ECSCA National Events.

ARTICLE VI—COMMITTEES

Section 1. The Board may, each year, appoint standing committees to advance the work of the Club. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

STANDING RULES

The ECSCA also has Standing Rules regarding the national events. Standing Rules are those motions, made, seconded and carried at board or general membership meetings, which establish club policy and help the club to operate more smoothly. The following Standing Rules have been gleaned from ECSCA minutes with additions from published minutes or précis of minutes in club publications:

- All full-page advertisers (in the catalog) would be entitled to a free catalog.
- The AKC will now permit clubs to put a warning regarding motel damages in their premium list copy stating that abusers can be barred from attending future events of that club.
- The finance committee had discussed and recommended the following policy concerning financial obligations for National Events:
 1. The trial site to be paid from ECSCA (NCC) Funds;
 2. Boutique (consigned merchandise) profits should be divided thusly: 80% back to the artist or vendor; 20% to the ECSCA (NCC) Funds; Hospitality –ECSCA (NCC) to provide up to \$500 for a start-up fund; additional expenses for hospitality to be covered by donations or approved in advance by the event Chairperson.
 3. Banquet – should attempt to break even, not to cost more than \$5 over the catering cost per person. Any special items such as printed menus, napkins, flowers to be covered by donations or approved in advance by the event Chairperson.
- Trophies/Awards/Certificates (CM) – should be covered entirely by donations.

GUIDELINES SPECIFICALLY FOR ECSCA ANNUAL NATIONAL COCKER CHAMPIONSHIP FIELD TRIAL EVENT COMMITTEE PERSONNEL

The following information is intended to serve as an aid to event committees and satellite groups who have been charged with the responsibility of hosting the ECSCA National Cocker Championship Field Trial and related activities.

The goal of the ECSCA National Cocker Championship Field Trial is to test the abilities of Cocker Spaniels and English Cocker Spaniels in a variety of cover. The cover should be thick enough to hold game and stand up to two series of dog work and gallery travels. A site should be selected with a good water site and fields in close proximity to each other that provide a variety of cover such as: open grasslands, fallow-scrub fields, woods, crop lands or a combination of these. The length or size of the fields to be used should be planned ahead knowing there will be at least five (5) series, using these estimates;

- 1) The number of dogs competing may to increase between 10% & 25% each year ('98-37, '00-53, '02-66, '03-67, '04-71, '05-59), so plan for a 10% increase or more per year.
- 2) A brace of dogs should complete their beat somewhere over 100 yards,
- 3) Plan so not cover the ground more than twice in a series (this keeps the dogs from finding "old nests"), sixty (60) dogs would thus use about 3,000 yards (1 3/4 miles), which is about a section long by a half section wide (320 acres).
- 4) The number of dogs for the 3rd and 4th series will decrease by about one third and the dogs remaining for the 5th series will be about half of that last group. (If starting with about 60 dogs, the first cut will be to about 40, the final cut to about 20).

The 1st and 2nd series should begin on grounds with the best visibility for the gallery, as many people will travel long distances to see their dogs run. Many of the guests are patrons and sponsors who have come to see what the cockers can do (and where their moneys have been spent). (Their continued contributions to the event are needed!) It is in the best interest of the breed and the NCC to make it possible for the gallery to view the dogs working in field.

I. Trial Committee

- A. The ECSCA board of directors will approve the appointment of the NCC Trial Committee within 30 days of the board meeting where the bid is accepted. According to AKC rules, the Field Trial Committee "shall be comprised of at least five members of the club, and may include the Field Trial Secretary."
 1. Trial Chairperson. The chairperson should be from the area where the trial will be held. Unless there is a good reason to do otherwise, the Chairperson will ordinarily be the person recommended by the bidding group. In addition to those responsibilities provided for in the AKC rules and guidelines, the

Chairperson is responsible for those items outlined under Section II Duties of the Field Trial Chairperson.

2. The remainder of the Field Trial Committee will be responsible ECSCA members who will commit to being at the event for its duration of the event. It is preferable that these members have had past experience on field trial committees.
 3. It is desirable that an Assistant or Co-Chairperson be named who should be the person who will chair the next NCC. That person would be in constant contact with the Chairperson and, therefore, able to take over in an emergency.
 4. The names of the members of the Field Trial Committee must be printed in both the premium list and catalog.
- B. The Chairperson of the Field Trial Committee must have copies of, and all members of the Field Trial Committee must be familiar with AKC's Field Trial Rules and Procedures for Spaniels, ECSCA's "Green Book" A Guide To the Conduct and Judging of English Cocker Field Trials, ESSFTA Gunner's Guidelines, and the AKC's Guide for Dealing with Misconduct at American Kennel Club Events.

II. Duties of the NCC Chairperson. The Chairperson may find it helpful to acquire any available records from previous National Cocker Championship Field Trials. The Chairperson is responsible for:

- A. Appointing chairpersons for, and suitable people to serve on, the various committees that are necessary for the smooth operation of the field trial (Many of these positions or committee chairpersons are submitted in the event bid and the FEC shall approve the committee chairpersons before the bid is accepted. Any changes made in committee chairpersons must be approved by the FEC.) It is not necessary to select new persons to every committee, former Chairpersons can continue to perform well. There are advantages to reusing people—they do not have to “re-invent the wheel”; a few former folks make things run easier:
1. Field Trial Secretary
 2. Grounds Chairperson
 3. Gun Captain
 4. Field Marshal(s)
 5. Shaggers (Patrons are offered the opportunity to shag)
 6. Patron Chairperson
 7. Sponsor Chairperson
 8. Trophy/Awards Chairperson
 9. Hospitality & Travel Chairperson
 10. Boutique/Merchandise Chairperson

11. Catalog Advertising Chairperson

- B. Providing for veterinary services, confirm in writing prior to the printing of the premium list.
- C. Providing for a Photographer, confirm in writing prior to the printing of the premium list. Videographer if desired. As part of the contract with a photographer the first priority is a set of photos (at least 1st through 4th, Gun's Award, CMs) sent to the ECSCA Corresponding Secretary for publication in ECSCA publications, then for outside publications; costs must be stated (may include fee, motel, airfare, photos, and/or meals)
- D. Submitting the necessary information pertinent to applying to AKC for a National Field Trial to the ECSCA Corresponding Secretary at least 8 months prior to the NCC date (before the end of preceding year is a good time marker). The ECSCA Corresponding Secretary will apply for the event and with it submit the letter to AKC noting that the application is the Parent Club National Championship Stake.
- E. Submitting to the ECSCA Publications and Information Committee appropriate information of a "publicity" nature on a regular basis beginning at least seven (7) months prior to the trial.
- F. Submitting to the Field Trial Secretary all required and pertinent information for the premium list at least 4 months prior to the field trial.
- G. Approval of trophies and awards descriptions/qualifications; delegating the proof-reading the premium list (all publications must be approved by the ECSCA Secretary or the Publications Committee).
- H. Submitting to the Field Trial Secretary all required and pertinent information for the catalog as dates require.
- I. Contracting for the appropriate number of catalogs, including the count of free catalogs for all advertisers, judges, marshals, patrons, sponsors, AKC, AKC field representative, handlers, field trial secretary, two for the ECSCA archives, plus one catalog for each exhibitor or owner, catalogs for those who pre-order, and some to sell to spectators.
- J. Arranging for transportation and accommodations for Judges (and Judge's Steward).
- K. Arranging for receipt and storage of any items (rosettes, trophies, merchandise, raffle/auction items, catalogs, etc.) that need to be shipped ahead of the trial. Ideally, this will be an individual who lives near, and can deliver these items to the trial/head quarters site. It is generally a poor idea to have these items sent directly to the hotel or trial site.

- L. Arranging for emergency medical services and completing the AKC Emergency Procedures form, this will be forwarded to the ECSCA Secretary to submit to the AKC with the event application.
 - M. Arranging for all field equipment, flags, shagger's bags, AKC required neckers (belong to ECSCA NCC), radios, bird launcher, tents, etc.
 - N. Arranging for birds, bird planters, and their vehicle.
 - O. Creating and monitoring the budget, approve all expenditures before the funds are committed. A preliminary budget shall be submitted to the FEC one year prior to the trial.
 - P. Review the financial report before it goes to the ECSCA Board.
 - Q. Write-up a report on the event to be published in ECSCA Publications (Newsletter, Review, and Annual).
 - R. Follow-up on the photographer, pictures of the winners and other pictures for the club's archives and publications in a timely manner, before other publications.
- III. Trial Site.** The Chairperson has the prime responsibility for contracting for the trial site. (Later, final, arrangements can be handled by the Grounds Chairperson.) In selecting a trial site the following items must be considered:
- A. There must be adequate field area to accommodate the expected entry, for 5 series with various types of cover, proper water testing area, sanitations facilities, etc. There must be adequate safe parking for exhibitors, spectators, field trial staff and workers, and AKC and ECSCA officials.
 - B. The event (grounds site) is insured by the ECSCA's insurance carrier. The FT Chairperson shall contact the ECSCA Treasurer to get a rider from the insurance company for the trial location, make several copies (send one to each land owner, one to the FT secretary, and one to the Grounds Chairperson).
 - C. Arrangement for any permits needed for field trial use of the trial site, copies of the permits available on the site during the trial hours.
 - D. The ECSCA FEC reserves the right to make a final decision on the trial site, the copies of the contracts for the trial site(s) and cost information should go directly to the ECSCA Treasurer about six months before the event.
- IV. Host Hotel Site.** The Chairperson has the prime responsibility for contracting for the hotel site. (Later, final, arrangements can be handled by the Hospitality Chairperson.) In selecting a host hotel site the following items must be considered:

- A. Ideally, a host hotel will allow dogs in the rooms. There should be a exercise and running area available. The club will provide clean-up trash cans and maintain them.
- B. The Field Trial Committee will support enforcement of hotel rules regarding behavior of guests and their English Cocker Spaniels at any hotel following AKC guidelines.
- C. It is important to be specific about what the hotel management provides and at what cost and what will not be provided. Rules, particularly those regarding dogs, should be in writing.
- D. If the hotel has the necessary facilities, consideration should be given to the possibility of having a banquet at that location.
- E. The ECSCA FEC reserves the right to make a final decision on the host hotel, the copies of the contracts for this site and cost information should go directly to the ECSCA Treasurer about six months before the event.

V. JUDGES

The issues of judge's qualifications, recommendations of clubs, and timing of the process need to be addressed better.

- A. The FEC policy for selecting Judges is to have each member of the FEC propose about 10 judges, those proposed judge's names to be counted by a member of the committee selected by the Chairperson. Then the (approximately) top 10 are placed on a ballot in alphabetic order to be sent to the owner of each dog who is currently qualified to run in the next NCC. The ballots are sent out and are returned to the ECSCA Recording Secretary to be counted. The results of that ballot are sent to the ECSCA President, the FEC Chairperson, and the event Chairperson (if selected).
- B. The ECSCA President or FEC Chairperson will relay the results of the ballot to the person designated (such as the Club Secretary, NCC Chairperson, or an FEC Member who will not have a dog qualified to run at the NCC) to contact the top selected judges. That person will be responsible for contacting the chosen judges, query him/her as to availability and financial arrangements, advise him/her of club policies as to reimbursement of expenses, and sending/receiving the contract from the judge. The ECSCA shall be responsible for a tourist class round trip airline ticket or a mileage stipend, housing accommodations, and meals for each individual judge only.
- C. AKC requires that "Before any advertised Judge shall be eligible to judge a licensed or member field trial, he shall first sign an agreement certifying that he has a thorough knowledge of the Rules, Regulations and Procedures, and will judge in

strict accord with them.” ECSCA requires that all other contractual arrangements be concluded in writing prior to the time the judges’ names are submitted to AKC for approval. A prototype of the Judges Contract is in the appendices.

- D. The ECSCA Corresponding Secretary will submit the judge’s names on the proper forms to the AKC and, once AKC approval has been received, will follow with a confirming letter to the judges and the NCC Chairperson of that approval.
- E. The NCC Chairperson is responsible for arranging for lodging, transportation and appropriate meals for the judges. All bills for judges should go directly to the ECSCA Treasurer.

VI. FIELD TRIAL SECRETARY

- A. It is mandatory to ascertain exactly what services will be supplied by the FT Secretary (mailings, premium lists, catalogs, running orders, judge’s books, etc.) and how much it will cost. The ECSCA NCC pays for these items and services, and bills should go directly to the treasurer in writing.
- B. The FT Secretary shall be paid a stipend of \$200 plus \$3 per dog qualified for his/her services; and all arrangements are to be in writing, a copy filed with the ECSCA Treasurer six months before the event.
- C. The Field Trial Secretary ordinarily prepares/mails the invitations and premium list. Consult AKC Field Trial Rules and Standard Procedure for Spaniels for which items must be included in the premium list (and which items may not be included).
- D. The Field Trial Secretary will maintain (or obtain from the person who maintains) the list of qualified dogs, their owners/handlers, and addresses to send invitations and premium lists to. It is the responsibility of the Secretary to determine the number of invitations and premium lists to be printed. The premium list is to be sent to AKC (2 copies), ECSCA Field Events and NCC FT Committee Chairpersons, ECSCA Board of Directors, and the owners and handlers of qualified dogs. The ECSCA NCC pays for the printing and mailing of invitations and premium lists, bills for which should be sent directly to the Treasurer.
- E. The Secretary shall perform the draw for running order at the time and place listed in the premium list. For the smooth running of the beginning series, due consideration shall be made such that multiple dog exhibitors/handler’s dogs will all be assigned either even or odd numbers to keep their dogs all running under a single judge for the first and second series. Within the group of dogs under each judge, effort should be made to have the multiple dog exhibitor/handler’s dogs spaced out conveniently.
- F. At the discretion of the Field Trial Committee the water test at this event may be open to all dogs entered in the event and to flushing spaniels (Cocker Spaniels,

English Cocker Spaniels, and English Springer Spaniels) not entered in the trial. It is the responsibility of the Field Trial Secretary or Committee to submit the results, properly signed by the judges, each passing dog's identification (as would be on an entry form), and the recording fee so they will carry championship credit.

- G. The Field Trial Secretary or a designate shall order the Rosettes (Placings, Blue, Red, Yellow, White; and Certificate of Merit, Green) from a Superintendent or from a local supplier; the ribbons must conform to AKC rules.
- H. Qualified Dogs. Cockers and English Cocker Spaniels qualify to receive an invitation to run in a NCC FT by virtue of placing in an AKC field trial in the three years pervious to the date of the next NCC FT. Also Cocker and English Cocker Spaniels that are previous ECSCA National Champions are qualified to run. This list is to be maintained by a person designated by the FEC for use by the NCC Field Trial Secretary.
- I. Catalogs: The Catalog shall be in book form. It shall be from 5½ x 8½ inches to 8½ x 11 inches. It shall be available for circulation on the first day of the trial. The Catalog shall contain:
1. Exact location of the trial
 2. Date/dates on which the trial will be held
 3. AKC Event Number
 4. Trial hours (opening and closing)
 5. List of all current ECSCA officers and members of the Field Trial Committee
 6. Host Club Officers/Committee or Group Members
 7. Names and complete addresses of all judges
 8. Name and address of Field Trial Secretary
 9. Name of the Veterinarian or Veterinary Clinic, and whether the veterinarian will be in attendance or on call
 10. **Names and addresses** of all exhibitors, the address of the owner shall follow the owner's name, or shall be included in a separate alphabetical list of all exhibitors contained elsewhere in the catalog.
 11. Names and addresses of handlers shall be included in a separate alphabetical list of handlers in the catalog.
 12. Information on all entered dogs, arranged in this order:
 - a. Catalog number in the order in which they were drawn
 - b. Complete registered name of dog
 - c. Call name of dog
 - d. AKC registration number
 - e. Date of birth
 - f. Name of breeder(s)
 - g. Name of Sire
 - h. Name of Dam
 - i. Sex of Dog/Bitch

- j. Name of owner(s)
- k. Name of handler(s)
- 13. Judging Schedule, Running Order, Call back listing
- 14. Cover may be sold or used for previous winner picture
- 15. Title page shall include;
 - a. Name and logo of the English Cocker Spaniel Club of America, Inc
 - b. The words “AKC Member Club” under the club name
 - c. Date(s) of Trial
 - d. The Statement, “This trial is held under American Kennel Club Rules”
 - e. The American Kennel Club logo
- 16. Judge’s and Secretary’s Certification statements
- 17. All trophies and awards offered in the trial shall be printed in the premium list and catalog. No changes shall be made in the description or requirement of winning these trophies or awards after the premium list is printed.
- 18. Additional item/articles for the catalog;
 - a. AKC Field Champion List (from ECSCA Secretary)
 - b. Cocker History Article
 - c. Judge’s Biography with photo
 - d. Gun Team members
 - e. How a Field Trial Runs Article
 - f. Artist article and photo
 - g. List of Patrons
 - h. List of Sponsors and Contributors
 - i. List of Handlers
- 19. Running Order Card; for the convince of the exhibitors and handlers, a separate/portable running order/call back card (on heavier paper) will be prepared and inserted in each catalog.
- 20. The Board of Directors of the American Kennel Club may set additional requirements for format and content of this catalog.

VII. COMMITTEES

A. **Grounds.** The Grounds Chairperson has the primary responsibility for the selection of the field property and field trial headquarter site, the acquisition, setting up and dismantling of equipment. He/she may recruit any number of people for assistance. The final approval of the field and course selection lies with the representatives of the Field Events Committee and Field Trial Committee.

1. In assembling equipment, the Grounds Chairperson should consider the following:
 - a. Headquarters equipment; parking signs, trash cans, plastic bags, tables, chairs;
 - b. Shelter, tenting and/or canopies;
 - c. Sanitation; porta-potties, hand washing facilities, and needed paper products;
 - d. Directional signs;
 - e. Field equipment; flags, radios, shagging baskets, live bird bag, hand towels/cleaner, AKC required neckers (property of the ECSCA NCC), bird launcher, etc.
2. For Set-up ahead of the trial and on the day:
 - a. Enough people, marshals, shaggers, radio/running board persons;
 - b. Mowing/raking headquarters areas;
 - c. Waste containers and disposal;
 - d. Access and egress;
 - e. Field Trial Secretary table/chair;
 - f. Catalog/meal sales;
 - g. Telephone (cell phone if possible);
 - h. First Aid;
 - i. Water/ice for dogs;
 - j. Dining area;
 - k. Photographer area;
 - l. Maintenance of cleanliness throughout the site during the entire trial.
3. Field (and water site) selection from the available grounds should be started several months ahead of time. Before the month preceding the event, several alternate course selections should be made to allow time to groom the course if needed. The persons selecting the courses should keep in mind the characteristics to show the dog's abilities, the gallery's view point, bird planting, safe gunning, access and egress. The final selection of the fields to be used is to be made by the Field Events Committee and the NCC Trial Chairperson within a day or so ahead of the trial. Any change of courses needs to be approved by both the FEC representative and the NCC Chairperson.

4. Motor Homes, Trailers and Campers. Information for those with RVs and trailers should be distributed at least six (6) months prior to the trial and with the premium list.
5. Clean-up: the grounds should be kept cleaned and trash disposed of properly.
6. A person or persons should be assigned to care for the live birds and properly dispose of the dead birds.
7. Take down: gathering, return and/or repair, and storage of equipment at the end of the event.

B. Gun Team. The Gun Captain is selected by the NCC Chairperson and approved by the FEC and ECSCA Board. It is suggested and highly recommended that the person have attended and graduated from the ESSFTA Field Trial Gunning Program.

He/She is to select a team of eight (8) gunners and two (2) alternates and submit their names to the Chairperson for recommendation to the ECSCA FEC for approval. With the advice of the Field Trial Committee, the Gun Captain will select persons who will work together as a team.

1. The Gun Captain shall notify the approved gunners of their selection for the NCC gun team and inform them that we will provide housing and meals at the trial;
2. The approved gunners are required to view the AKC video on gunner's safety;
3. The Gun Captain is responsible to notify the Field Trial Secretary and the Sponsors Chairperson of the names of the gunners;

C. Hospitality: The host group should organize and provide for hospitality. This is too big a job for one individual to handle alone. It is suggested that the following areas be addressed, each with its own chairperson or assistant chairperson:

1. **Hospitality Packets** for handlers, exhibitors and guests. It is very helpful if each handler, exhibitor, and guest receives a packet of information which may contain any of all of the following:
 - a. Site rules, including room care, exercise area, including time schedules where applicable;
 - b. Schedule of events;
 - c. Name tags;
 - d. Meal tickets or information;
 - e. Map of site including hospitality room and hours, boutique and hours, exercise areas, trash cans, restricted areas;
 - f. Map to training and trial areas;

- g. Map of local area including veterinary clinics, hospital, service stations, grocery stores, drug stores, liquor stores, shopping, boarding kennels, pet shops;
- h. Medical/Veterinary emergency information;
- i. List of local restaurants, with prices and recommendations;
- j. Other services and attractions, including sites of local interest.
- k. Other mementos, dog goodies, leash, water bottle, catalog, running order

2. Hospitality Room or Area. It is very important to provide an area where people from all over the country can meet on friendly ground. Most hotels will provide a room free if a certain number of rooms are booked in that hotel. Light refreshments should be provided. (It is not necessary to provide liquor or beer.)

- a. The Hospitality area should be open and available beginning the afternoon prior to the first day of the trial; if there is a training day, Hospitality may start the night before or the morning of the training day.
- b. The trial will be two or more days in length. It is suggested and recommended that local English Cocker Clubs or those around the country should be invited to staff and fund the hospitality room (or hospitality on site) one morning or evening during the span of the trial. This relieves the host group and provides variety.
- c. The hours that the Hospitality area will be open should be posted and circulated with hospitality packets and other publicity.
- d. The following items should be available through the hospitality room/chairperson.
 - 1. Emergency telephone numbers;
 - 2. First aid kit, aspirin/Tylenol, sanitary pads, insect repellent, sunscreen;
 - 3. Paper towels, sheet plastic, pooper scoopers, plastic disposal bags, disinfectant, rug cleaner, towels, sheets for covering the beds in hotels;
 - 4. Message board;
 - 5. Tourist and transportation information;
 - 6. Sewing kit.
- e. Whenever possible, provisions for the hospitality room should come from donations or in exchange for mention/advertising in the catalog.
- f. The ECSCA NCC will subsidize the Hospitality Room up to \$500 over the period of time of the trial.
- g. Morning on site hospitality should have light snacks, coffee, soda and water.
- h. Lunch should be portable with coffee, soda and water available.
- i. Alcoholic beverages are not to be consumed on the trial grounds until after the event is ended for the day.

3. Travel and Accommodations Chairperson. The hosting group should decide if they will provide private transportation from the airport to the trial or hotel area. Information should be gathered on transportation, RV and campsites, vehicle

rental, and other hotels in the area and should be distributed with pre-trial publicity as well as in the premium list.

It would be convenient to have the chairperson have a record of who is staying where and what hotels may still have rooms available.

4. Judge's Hospitality, Judge's Steward:

- a. A Judge's Steward will provide transportation to and from the trial and hotel site for all judges as needed.
- b. All judges are entitled to hotel/motel accommodations and meals from the night prior to their assignment through the morning following their assignment. Adjustments may need to be made for those judges that charge a fee.
- c. All judges should receive breakfast, lunch, and supper on the days that they judge and be offered a banquet ticket. Judge's spouse should be offered meals and a banquet ticket too.
- d. The Judge's Steward shall be responsible for the availability of refreshments (drinks, light snacks), towelettes, etc. for the judges in the field and at break times.
- e. "Welcome baskets" and a hospitality packet in the judge's rooms are a nice touch.
- f. It is desirable to provide an appropriate gift for each judge.

5. Field Staff Hospitality. Gunners, Marshals, and Bird Planters will need housing accommodations and meals provided;

- a. Coffee, soda, light snacks should be available to the Field Staff during the day;
- b. Breakfast, lunch, & supper provided and banquet tickets offered;

6. Decorations. Any theme for the trial is up to the local group. If possible, flowers and **decorations** should be donated or exchanged for mention/advertising in the trial catalog. If funds are needed for decorations, it will need to be included in the budget.

D. Publicity/Promotion. The ECSCA Bylaws require that all publicity from the national club be handled through the Publicity and Information Committee. National publication to include various ECSCA publications, the ECSCA Website, the AKC Gazette, Gun Dogs, & etc. Local publicity in the press, on television or radio is optional and is the responsibility of the hosting group.

E. Catalog Advertising. Advertising in the trial catalog is an important financial benefit to the club. The NCC Chairperson will approve the ad fees (such as Full page \$100, Half page \$60, Third page \$40, Business Card \$20). The duties of the Catalog Advertising Chairperson include:

1. Every effort should be made to solicit ads from commercial enterprises such as dog food, boarding/grooming establishments, dog & hunting supply companies, local businesses, restaurants, and veterinary services.
2. All advertising copy must be sent to the Catalog Advertising Chairperson.
3. All ads must be accompanied by payment, except those commercial advertisers that require proof; advertising cost to be approved by NCC Chairperson.
4. A list of all ads received must be kept. A copy of this list should be included with checks when they are sent to the ECSCA Treasurer.
5. The ads, accompanied by a list of the ads and clearly written instructions, should be sent to the field trial secretary or person printing the catalog by the previously arranged deadline.
6. Photographs should be returned to advertisers promptly.
7. Complementary catalogs (for full page ads and sponsors) and photos should be given to advertisers at the trial or mailed immediately after the trial finishes.
8. Commercial advertisers which require proof should receive an invoice and catalog with instructions and address to mail payment directly to the Treasurer.

F. **Awards Banquet.** The primary purpose of the Awards Banquet is to announce the winners of the trial. Normally the banquet will be held after the trial has finished. If the Trial carries through for an additional day, all awards will be handed out in the field. Special awards dealing with high points for the year may not be presented until the field trial is completed. Auctions, Raffles and the Boutique will be done at the banquet. The banquet may be indoors or out doors, informal or dressy.

The Banquet Chairperson, appointed by the NCC Chairperson, is responsible for:

1. The menu and the number of meals provided. All judges, gunners, marshals, planters should be included at the banquet/dinner at ECSCA NCC expense;
2. The price, which must include tax and gratuity, should not exceed \$5.00 over the caterer's cost per person. Banquet expenses should not exceed banquet income;
3. Collecting banquet/dinner reservations, keeping records of those reservations, and providing tickets (or maintaining a check-in list). Checks should be made out to ECSCA and forwarded to the treasurer.
4. Decorations and favors, if any (see mementos).
5. Seating, if any special seating is desired. It is not necessary to have a head table, but if a head table is desired, the NCC Chairperson, FT Secretary and any ECSCA Board Members and all judges (and their spouse or guest), should be seated at the Head Table.
6. If needed, arranging for a microphone and podium or speaker's platform.
7. Arranging for a table for the display of the trophies and awards.

G. **Boutique/Merchandise Sales.** A Boutique where individual artists and clubs can display items for sale has been a popular part of national specialties for many years.

Contact the ECSCA Secretary for current Boutique rules. The NCC Boutique needs a chairperson and a committee of several people who will:

1. Receive, unpack, inspect and display consigned items;
2. Keep accurate records of all consigned items and sales;
3. Forward appropriate records and monies to the treasurer so that the funds can be properly distributed;
4. Pack and return, at the consignor's expense, all unsold items that have not been picked up at the end of the event.
5. There are ECSCA NCC items (prints, etc.) that need to be sent to the Boutique.

Often, the Boutique will be in a separate-secure room, with only one entrance/exit, where tables can be set up to properly display these items. The Boutique should not be open during hours when judging is taking place, and should be locked and secured when not open and attended. Small, easily pilfered items should be kept by the cashier.

H. NCC FUNDRAISING—Sponsors & Contributors; Corporate, Business, Individual.

Fundraising responsibility, excluding Patron and Trophy donations, consists of acquiring donations of monies, merchandise, or service which will result in a cost savings or which can be converted to funds through a raffle or auction.

The solicitation of Sponsors is the primary responsibility of the Fundraising Chairperson. A Sponsor may be defined as an individual or organization that donates a monetary contribution of \$500 or more or who provides merchandise or services which can be converted to funds or provide a cost savings of approximately \$200.

Since most Sponsors will provide merchandise, the NCC Fundraising Chairperson must have the flexibility to value their contribution relative to the Sponsor criteria. In this regard, consideration should be given to the potential for subsequent participation as a Sponsor and/or an increase in contribution value at future events. Example: Federal Ammunition was a new Sponsor for the 2002 NCC. They were requested to donate two cases of shotgun shells. The value of this contribution barely equaled the \$200 cost savings criteria. They were awarded Sponsor status since they could potentially be sole supplier of ammunition and related items (hats, vests, etc.) for future NCC's.

In return for their contributions, Sponsors receive "perks". The NCC Committee should establish these "perks" early in the planning process such that Sponsors can be advised of them upon initial contact. Sponsors should at least be offered a full-page ad in the NCC catalog and listing as a Sponsor in all Cocker Field Trial Catalogs prior to the next NCC. Additional considerations are tickets to the Awards Banquet and a certificate of appreciation (with ECSCA logo).

It is imperative that specifications for Sponsor catalog ads be precisely defined and a contact person (could be the Catalog Advertising Chairperson) be established to receive the ads as early as possible, and be available to answer questions.

An NCC Fundraising Chairperson should compile a file of Sponsors including; names, addresses and phone number of contact persons, definition of prior contributions, and all relevant contact information and correspondence. This file becomes the basis for future NCC solicitation.

Communication to the NCC Fundraising Chairperson regarding contact names for potential sponsors should be encouraged and actively pursued. Contacting new potential Sponsors may be accomplished in various ways including but not limited to:

- 1.) Calling 800 numbers
- 2.) E-mail to addresses obtained from websites.
- 3.) Form letters to company addresses on ECSCA or NCC Stationery.
- 4.) Personal contact with persons whose names have been provided.
- 5.) Visiting local outlets of national companies to obtain corporate donation policy information.

An NCC Fundraising Chairperson is responsible for Sponsor follow-up subsequent to the event. This consists of providing each Sponsor with a letter of appreciation and an NCC Catalog.

Corporate budgets for an ensuing year are normally finalized by the end of the prior year. Therefore, it is recommended that initial contact for past or potential Sponsors be initiated prior to the end of the year before the NCC.

Contributors provide funds, merchandise, services or amenities and are generally solicited by the Host Club. These donations are usually of lesser value than those of Sponsors and may consist of hotel comp rooms, gift certificates for local businesses, amenities for Patrons and handlers, etc.

In the event a potential contributor's donation would qualify them as a Sponsor, approval of the Sponsor designation must be obtained from the NCC Fundraising Chairperson.

Contributors should at least receive recognition for their donations in the NCC catalog and a thank-you letter on ECSCA and/or NCC stationary. An individual designated by the Host Club should be responsible for solicitation, co-ordination, and follow-up with contributors.

I. Fund Raising/Ways and Means.

1. **Raffles** have been popular at past national events and are encouraged. The NCC Raffle Chairperson should:

- a. Solicit donations from national and local companies either by phone or using ECSCA and/or NCC stationery. Include a description of the trial and events, and where the money goes;
 - b. Arrange for sale of raffle tickets;
 - c. Arrange for display of raffle items;
 - d. Determine when the raffle closes and arrange for drawing and announcing the winners;
 - e. Submit a list of **donors** to the Field Trial Secretary for inclusion in the catalog at least three (3) weeks prior to the closing of entries.
 - f. Send a Thank You note on ECSCA and/or NCC stationery.
2. Auction. Either a silent or noisy auction of especially nice items, usually of artwork or memorabilia, has been quite successful as a fund-raiser. The Auction Chairperson should:
- a. Solicit donations from national and local companies either by phone or using ECSCA stationery. Include a description of the trial and events, and where the money goes;
 - b. Determine when the auction closes and arrange for the announcing of purchasers and collection of funds;
 - c. Arrange for display of the items to be auctioned; for a blind auction, print auction sheets and attach to items in some fashion;
 - d. Arrange for an auctioneer, or an announcer;
 - e. Submit a list of **donors** to the secretary for inclusion in the catalog at least 3 weeks prior to the closing of entries.
 - f. Send a Thank-You note on ECSCA and/or NCC stationery.
3. Calcutta. This is a type of raffle.
- a. These methods have been used and work well:
 - i. The numbers/names of the dogs running are put in a hat, these tickets should be sold before the trial starts, at a gathering the evening before works well. Each ticket (\$20 or so) purchaser draws a dog's number from the hat; it is posted on a list.
 - ii. Raffle tickets are sold for \$5 for 6, and arm stretch for \$20 or something of that type; when sales are closed, the tickets are drawn from a container and assigned to the dog's numbers in catalog order. The owner of the ticket must identify themselves to be posted on a list.
 - iii. Dogs grouped in teams of 3-5 and auctioned to the Highest Bidder.
 - b. The ticket holders that correspond to the winning and placing dogs are awarded a portion of the money taken in. First place 25%, second place 15%, third place 10%, fourth place 5% or some similar breakdown.
 - c. The winning funds shall be calculated before the end of the trial, put in envelopes to be distributed as the winners are announced.

d. The balance of the funds goes to the ECSCA treasurer or the ECSCA treasurer is given all the funds raised and is responsible for the distribution of funds to the winning ticket holders.

4. Any other fund-raising ideas which involve the name of the ECSCA should be cleared with the ECSCA Board, prior to implementation.

J. Booths/concessions. Under the Boutique Guidelines, ECSCA prohibits private concessions. Exceptions have been made in the past for portrait artists and photographers, on-site silk screening and for non-English Cocker-oriented pet supplies. Requests for booths and concessions should be presented to the NCC Chairperson for approval at least one month prior to the closing of entries.

K. Patrons: Personal, Kennel, or Club.

Currently:

Description	Gold (\$300)	Silver (\$200)	Bronze (\$100)
Patron Gift	1	No	No
NCC Print	1	1	No
Catalog	2	1	1
Banquet	2	1	No
Patron list Ad	Yes	Yes	Yes
Shagging Opportunity	Yes	Yes	Yes
Hospitality bag	Yes	Yes	Yes

Effort should be made to have the patron expense be less than 50% of the donation.

L. Mementos/Keepsakes to be done each year:

1. The ECSCA logo is not to be printed on fabric without prior approval of the ECSCA Board.
2. T-Shirts, to be sold, used as gifts.
3. Pins, to be used as gifts, have been done in antique silver finish or gold tone, about 1 ¼ inch in diameter, club logo with the year.
4. Hats, orange or other colors.
5. Certificates of completion with ECSCA logo for each dog that completes the fifth series, prepared by the Field Trial Secretary or a designated person.
6. Print: signed and numbered, to be used as gifts (patrons), first place dog trophy; the original art work is paid for and retained by the owner, we arrange for and pay the reproduction costs of 250 colored prints (the dog’s owner is listed as a gold patron for the next NCC FT). Extra prints to be sold.
7. Any other items purchased must be approved by the NCC Chairperson.

VII TROPHIES. The Trophy Chairperson is responsible to and will work with the NCC Chairperson for selection and wording of the trophies and awards. Ideally, the

Trophy Chairperson will work with the local group if it expresses a desire for a particular type of trophy or theme.

Challenge Trophies: All challenge trophies remain in the possession of the ECSCA until terms of possession have been met. (At the present time these trophies are kept with the Corresponding Secretary.) The ECSCA is responsible for the insurance, storage between events, and the engraving on the trophies. At the present time there are two NCC challenge trophies “to be won three times by the identical owner, not necessarily with the same dog or at consecutive NCC trials.”

- a) To the Winning Dog/Bitch – Sterling Silver Plate on wood base donated by Mr. David W. Flanagan.
- b) To the Breeder of the Winner – Glass Vase on wood base – The Fallen Wings Trophy, donated by Mike and Rumi Schroeder.

It is the responsibility of the local group to:

- A. Arrange to have the ECSCA Challenge Trophies shipped and received. Provide a secure space to receive and store trophies that must be sent ahead of the field trial and to transport them to the trial site;
- B. Provide space, tables, table coverings (the ECSCA Trophy cloth is available, on special request, from the Corresponding Secretary) for the display of trophies during the field trial and assist in setting up the display;
- C. Arrange for a photograph of the trophy table for club records;
- D. It will also be necessary to pack and return the ECSCA trophies (and table cloth) to the Corresponding Secretary as soon as possible after the event.

It is the responsibility of the Trophy Chairperson to:

- A. Select the trophies for first through fourth place, have the selection approved by the NCC Chairperson, purchase, engrave (if necessary), and have trophies delivered to the trial;
- B. Solicit **donors** for these placing trophies, collect the donations and forward them to the Treasurer, all trophies should be paid for by donations.
- C. Select award for Gunner’s Award and solicit donor.
- D. At the option of the FEC other awards may be selected; such as High Point Puppy, High Point Handler, High Point Amateur Handler, the definitions/qualifications of these awards or any other awards are to be made and/or approved by the FEC and the event Chairperson. Donors should be solicited for the awards.

VII. ECSCA ANNUAL AWARDS. The ECSCA appoints the ECSCA Annual Awards Chairperson. ECSCA Annual Awards are to be presented at the next National Specialty after the end of the year. These awards are available only to ECSCA Members, except as noted.

Top Field Trial English Cocker Spaniel (member owned)
Certificates for top five Field Trial English Cocker Spaniels (open to all)
according to a point/placing system maintained by the ECSCA Statistics
Committee (1st-5pts, 2nd-3pts, 3rd-2pts, 4th-1pt)

IX. FINANCIAL REPORT. Within three months of the close of the trial, the Treasurer will submit a financial report of the trial and financial reports for each of the individual related events, to the ECSCA board, with a copy to the NCC Chairperson. These reports will be available to any succeeding NCC FT Chairperson. Guidelines for the financial report should include;

- A. A copy of all contracts to be paid at the close of the trial. (Grounds, equipment, tents, porta-potties, meals, photographer, judges, bird planter, birds, shells, etc.) Include and calculate any room costs, taxes, gratuity, meals/travel given gratis and for whom.
- B. Committees collecting money (Trophy, Merchandise, Auctions, Raffles, etc.) should send same to the Treasurer to deposit toward trial expenses.
- C. The NCC Chairperson is to work with the committees to get invoices paid as soon as merchandise is ordered or delivered.
- D. At the event, keep separate money envelopes for catalog sales, meal tickets, snack bar items, boutique, auction, raffles, and merchandise sales.
- E. Ask that all receipts be clearly labeled for items purchased.
- F. Request that all invoices and receipts be sent to the Treasurer no later than 30 days after the trial.

X. CONTINUITY. In order to provide for continuity and communication:

- A. Within two (2) months following the approval of these guidelines by the board, a minimum of five notebooks will be prepared, each of which will contain among other things, these Guidelines. These notebooks will be distributed as follows; one to the current NCC FT Chairperson, one to the Chairperson for the following year, one to the Corresponding Secretary and 2 to the Corresponding Secretary for lending copies to interested parties.
- B. Within 6 months following the approval of these guidelines by the board, the following appendices will be added to the notebooks:
 - 1.NCC FT Financial reports.
 - 2.NCC FT entry/judges/committee history.
 - 3.NCC FT Judge selection policy.
 - 4.Additional Appendices as may seem useful.
- C. Each NCC Chairperson is encouraged to include pertinent reports and suggestions for future Chairpersons prior to passing his/her notebook on to the next (two years away) Chairperson. Copies of those items added should be made to be included in all copies of the notebook.

- D. Every five years (2005, 2010, 2015...) this manual should be reviewed and updated, and then be re-approved by the current FEC and the current ECSCA Board.

The How to Run an ECSCA National Cocker Championship Field Trial Manual is available to all FEC members and all persons interested in hosting an ECSCA NCC FT. A rough draft has been presented to the ECSCA Board for consideration at the May 2003 ECSCA board meeting and the FEC Committee in July 2004. This document is to be presented to the ECSCA Board in January of 2005 for approval as an official ECSCA Document.

Sue Rose