

## USSPWD Club

### Water Activities Committee Responsibilities

#### Water Trial Chairperson and Host Committee

December 05, 2022

**PWDCA Water Trial Manual (WTM) 2022:** Only PWDCA Sanctioned Regional Clubs and the National Club may apply to host a PWDCA sanctioned water trial. A potential water trial host (regional club) shall form from among its members a host water trial committee (the "Host Committee"). All members of the Host Committee must be members of the Host Club and voting, associate or foreign members of the PWDCA. The Host Committee shall designate a Host Chairperson and a Trial Secretary. The water trial host shall have full responsibility for actions taken by the Host Committee and its authorized representatives in the planning and conduct of a water trial.

**USSPWD Club Water Activities Committee (WAC) Policy:** The WAC will select a trial specific Host Committee Water Trial Chairperson(s) for each Club hosted water trial.

#### **Water Trial Chairperson will select the members of the Host Committee including:**

- Water Trial Secretary
- Chief Steward
- Hospitality Coordinator
- Additional members for the Committee as required for other events.

The primary responsibility of the Committee is the planning, safe and orderly conduct of the appointed water trial. In addition to the specific requirements outlined in WT Manual as "Host Committee Duties and Authority," "Trial Secretary's Duties," and "Duties of Stewards," the Committee shall:

Work with the Water Trial Secretary to develop and publish a Premium List for the water trial which meets PWDCA WTM requirements.

Ensure the premium and entry forms which include the WT Manual requirements are prepared and circulated and that the most effective methods for entry submission and payments are in place.

Maintain a record of all fees/moneys collected and expenditures incurred in connection with the trial

Ensure all of the logistical requirements for a water trial are in place including land and water site set-up, water trial equipment, availability of boats and volunteer assignments as required.

Select a veterinarian who is licensed in the state where the trial is held and who will be available for emergencies during the trial.

Coordinate with and provide as required transportation for the water trial judge(s).

Based on budget and projected costs, determine water trial entry fees, and pricing for t-shirts, meals and other items.

Select water trial t-shirt artwork and coordinate t-shirt printing

Select meals to be offered at the water trial including lunches, Award banquet and other events (ex. practice day)

Select Photographer if one is being hired.

Provide equipment for use by exhibitors to include at least the following items of regulation equipment: two identical retrieving dummies, two courier pouches and one of each of the underwater retrieving objects, floating line, buoy ball, gear bag, a fishing net and a boat fender.

Provide official judge's worksheets and all other equipment needed by the judge(s) to conduct the trial including clipboards, pens, stopwatches, lifejackets, etc. A judge may, however, choose to use his/her own equipment.

Provide exhibitor numbers.

Investigate and decide any protests which arise in connection with the trial (see "Grievance Procedure")

Decide all other matters, not reserved for decision of the judge, arising at the trial grounds during the trial. The Host Chairperson or Trial Secretary, either singly or together, shall have the authority to act on behalf of the Host Committee in deciding such matters and dealing with violations of the water trial rules not reserved for decision or action by the judge.

Ensure the following PWDCA WTM requirements are met:

Four months in advance of a proposed water trial, complete a Water Trial Application form, along with proof of insurance and submit a non-refundable fee of \$25.00 per trial (payable to the PWDCA) to the PWDCA WTC Chairperson.

At least two months in advance of the closing date for the trial, advertise the trial in THE COURIER and at least one other national, regional or local publication that will reach Portuguese Water Dog owners.