

USSPWD Club

Water Activities Responsibilities

Host Committee Water Trial Secretary

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. As volunteers for the PWDCA, members of the Host Committee agree to abide by the PWDCA Confidentiality Agreement (found in the PPM, Exhibit C). 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. The Host Committee Water Trial Chair will select members of the Host Committee, including the Trial Secretary

Host Committee Water Trial Secretary Duties:

Working with the Water Trial Chairperson develop and publish a Premium List for the water trial which meets PWDCA WTM requirements.

Ensure the following PWDCA WTM requirements are met:

Accept completed entry applications from eligible entrants.

At least two weeks prior to the date of the trial, send to each entrant an acknowledgment of his/her entry, with the test level entered and the identifying number under which the entrant will compete; a judging schedule showing the total number of entries at each test level, the order in which teams will be judged and the time(s) at which the judging and the judge's briefing will commence; and notice of any significant changes in information previously published in the premium list.

Notify all those whose entries are not accepted and give the reason for non-acceptance.

Manages any wait list and keep those on the list informed of status.

Compile and publish a catalog for the day of the trial.

Participate on the day of the water trial – verifying participants entry, dealing with move-ups and coordinating judge's worksheets.

Take custody of the completed judge's worksheets.

Receive, investigate and forward to the Host Committee protests arising in connection with the water trial (see "Grievance Procedure"); and

Compile and send the Trial Report, marked catalog, judge sheets and entry forms, to the PWDCA WTC as per requirement in the PWDCA WTM.

In Addition:

Establish and maintain the run order and prepare the gate sheets.

Work with the judge to ensure the judging sheets are provided in the order of judging and that the judge signs all sheets.

Ensure that a copy of the WTM, Premium and catalog are at the trial, along with grievance forms, move up forms and any other documents that might be necessary.

Calculate eligibility for awards and communicate to the awards chair.