

## Chairman's Time-Line Schedule

### Months in Advance

1. Apply for the date with WD Program Director using the Application Form. Once dates are accepted, firm up the site. Obtain necessary permits (Fish and Game, DEC, etc) if necessary. Order bird tags if required by law.
2. Request WD start-up funds from the ACC Treasurer once your event has been approved. All ACC sponsored events are covered under the club's liability insurance policy. A Certificate of Insurance is not necessary unless the landowner of your event location requests one. Ask your event's landowner if a Certificate of Insurance is being requested. If so, contact the ACC Treasurer through email.
3. Invite your judges, and firm up in writing. You may use four judges for one stake (one set of 2 for land and one set of 2 on water at the same time). This can make the tests move quicker with a large entry.
4. Enlist helpers and equipment - (live shooters, bird boys, poppers, marshals, guns, holding blinds)
5. Advise the bird man of your date and get a written ok for approximate number of birds needed
6. Write an advance information blurb for Email lists and the ACC Bulletin, include on websites well in advance
7. Obtain and create a mailing list of members in your area and other interested parties (ask ACC secretary for help if needed.)
8. Type up a flyer and mail with entry form to all ACC members and RD's in the surrounding states.
9. Get all paper work and entry forms from WD Program Director. A packet will be emailed that includes copies of everything needed to hold the WDXQ Stake, forms, examples, rules and guidelines.

### 21-30 days before the test

1. Firm-up your list of workers and shooters. Ensure all gun handlers have appropriate training (hunter's safety course, etc.). Ensure all gun handlers have a hunting license, and orange if needed where the test is held.
2. Order Birds. Check on Bird tags when needed. (Order exact number of ducks after entry deadline)
3. Arrange for lodging/hospitality for judges if necessary. As a rule, Judges volunteer and are not paid any expenses. We do give them a small gift.
4. Arrange for lunch/drinks for workers and judges.
5. Mail additional flyers if necessary. Relist on internet the deadline/reminders of the test.
6. Arrange for any fundraiser (raffles, items for sale, etc.)
7. Order port-a-potty (if needed)
8. Coordinate entries and closing date. There is a draw for the running order after closing. Check for missing info on forms. Type the catalog, email catalog to all contestants and link it on the ACC website for all others to download free in advance of the test. Advise all that no copies will be available at the test. (but you will have a few copies on hand for anyone who has no email etc). Print Marshal Sheets with the running order for each stake. Follow the examples in the WD Packet
9. Order ribbons if needed (Ribbons are given with a WD held at a Specialty Show. They are not required otherwise but you can give them if you choose). Qualifiers will get the ACC certificate in the mail.
10. Send WDXQ Rules and all Guidelines to judges if not done already

### 2 weeks before the test

1. Get equipment organized (guns, poppers, ammo, clipboards, white shirts, bird bags, umbrellas, chairs, etc.)
2. Call/email your judges, gunners, marshals, and workers to verify they are coming and what time to arrive.
3. Have someone assigned to bring a test dog and someone to post direction signs early the morning of test.
4. Check on the port-a-potty delivery and location for it

**Day before the Test:** Walk grounds with the Judges the day before if possible. Don't be afraid to question judges as they set up tests. You are to make sure things are done by the rules of the Stake. Go over WD/X/Q Rules and all the Guidelines with them.

### Morning of the Test

1. Post direction signs. Setup a check-in table for contestants
2. Have workers meet at least 1 hour or more before start time. Have all equipment and birds ready.
3. Marshal should check in dogs 45 min before start of test. Have workers who will be running dogs scheduled to have their turn running without confusion of gun changes.

4. Have test dog ready in holding bind 10 minutes before the starting time. Go over the basic test and rules with the contestants and Judges. Answer any questions. Run test dog, see if any questions.

**After the Test:**

1. Remove all equipment, posted signs and take proper care of dead birds, take all trash
2. Thank all the workers, judges and contestants. Give judges gifts and give ribbons to qualifiers. Take group photo of qualifiers.
3. Resolve all scratches/refunds and handle paperwork later if necessary
4. Chairman or Secretary will ensure WD entry forms are filled out completely and signed by all the Judges.

**Paperwork:** Later you will write up a paragraph about the Event and submit a financial report. See complete instructions on how to do this and what is needed under the "*Instructions for Holding a WDXQ Event*".

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