* Decide on Date / Location send to region president for listing with national office with all pertinent information. Fall trials need sent prior to May 1; spring trials need sent by Nov. 1 each year.

[ ]  List Chairman with contact information

[ ]  Trial duration: Double/double, or single/single, or triple double, etc.

[ ]  Trial format: Open, Open/Amateur, Open Combined, Amateur only

[ ]  Which gamebird: chukar or quail

[ ]  Entry fee: $$$s per run per dog. *Depending on the price of the bird(s), land rentals, fee(s), food, fuel, judges, bird planters and possibly other items not listed here will depend on the Entry Fees (normal range is $50 - $60).*

* Trial sanction fees need paid a minimum of 30 days in advance to NSTRA; this allows NSTRA’s office to mail trial packets to the chairman. Sanction fees can be paid online using credit card. *You must have a NSTRA Account at* [*WWW.NSTRA.ORG*](http://WWW.NSTRA.ORG) *to create and manage a trial (Trial Manager) in the national website. Once your trial is approved you must pay your trail sanction fees 30 days before your trial. Approximately $485 a trial.*

[nstra\_how-to-trial-manager\_final\_1121.pdf (windows.net)](http://nstrablob.blob.core.windows.net/media/1065/nstra_how-to-trial-manager_final_1121.pdf)

[ ]  At completion of trial a $1 per dog assessment is paid to NW-NSTRA Region for total number of paid dogs ran, this does not include a bye-dog that isn’t entered (paid). *Payment needs be sent to the NW Region Treasurer* ***or*** *at your trial (if present) immediately after completion of event. Please verify address with the Treasurer, where if payment is to mailed.*

* Decide on trial location and confirm with property owner with correct dates.

[ ] Once confirmed with Property Owner with correct dates, notify NW Region President of your trial by October 15th for spring trials and March 15th for fall trails.

[ ]  Will there be a field “use” fee and how much? For club knowledge.

[ ]  Will property owner allow ATVs or UTVs for judges and handlers?

[ ]  Appropriate parking designation.

[ ]  Will camping be allowed and where? Sometimes there are camping restrictions and designated location.

* Once game bird species (chukar or quail) is decided on; contact your bird supplier (earlier the better) and commit/contract to number of birds ordered.

Note: For a 2-brace trial (double/double) you will need 350 birds. This accounts for 25 extra birds. Extra birds can be purchased after completion of the trial.

[ ]  Confirm date the birds are needed. Double check so supplier has exact date (don’t assume they remember).

[ ]  Birds should be 16 weeks old (4 months) at time of trial.

Supplier may need to order eggs, incubate/hatch.

[ ]  Decide on bird transportation, date of pickup, and associated expenses.

[ ]  Who will get birds or supplier delivery?

[ ]  Pay supplier at time birds are picked up/or delivered.

[ ]  Decide who will house, feed and water birds. *It is best to house the birds in a larger enclosure where they can be fed and watered. Some clubs keep the birds in their shipping crates without feeding and watering them which causes poor flyers due to stress and lack of nutrition. Good Birds are key to having a good trial.*

* Decide on trophies for trial and order well in advance. If trial is an Open/Amateur or Open/Combined you will need trophies for both divisions: 1st 2nd 3rd for each division and each trial. Each day Field A and B are 2 separate competitions.

[ ]  Order Trophies

* Contact / solicit number of judges and field marshals needed.

[ ]  8 judges required for a 2-day 2-field trial called a double/double. Two judges per field. Negotiate/identify compensation for judges (lodging, fee ($100/day) gas, trading braces for fee (2 runs), etc.).

[ ]  Pair your judges per experience, **do not pair inexperienced judges together**.

[ ]  Will dog run(s) offset judging fee?

[ ]  Pay judges before they depart for services rendered.

* Contact and confirm with your bird planter trial dates.

[ ]  Negotiate/identify compensation for Bird Planter (lodging, fee ($100/day), gas). *If local, you would just pay the daily fee.*

[x]  Pay bird planter at end of trial.

* Schedule ATVs for judges and bird planter.

[ ]  Many judges furnish their own ATV (Confirm).

[ ]  Have ATV fuel on hand. Normally 6 - 5 gal cans for trial; *match tank upon exit as it came in.*

[ ]  Many ATV owners donate their ATV’s use.

* Schedule porta-potties needed for trial date and give specific location, not everyone knows a place by a certain name or nickname.

[ ]  Drop-off

[ ]  Pick-up

* Food services:

[ ]  Will you have breakfast for everyone or only for judges and planter?

[ ]  Will you plan lunch for everyone or only judges and planter?

Note: Some regions only serve judges – planter. Everyone else is on their own.

[ ]  Will you have an after-trial Saturday meal?

[ ]  Have your servers or cooks confirmed.

* Trial Chairman to receive all entry forms and entry fees prior to trial(s); unless Trail Chairman and owners have an “at trial” exception. Best-practice would be prior to trial payment.

[ ]  Must have previously logged-in and claimed a membership in NSTRA so you can be trial chairman.

[ ]  Make a preliminary list before entering into NSTRA database.

* + - List dog’s call name, owner, handler (if different from owner), division entered (open or amateur), and mark which fields the dog is entered in. This gives an accurate count for number of dogs for each trial.
		- Each trial (field) is a separate competition.

[ ]  Once the trial is full with required number of dogs entered, input dogs into NSTRA database and draw the trial. No braces can be added after the draw.

[ ]  Late entries go on a bye-dog list “in-order as received; by envelop post-mark”. All information (i.e., dogs, handlers, owners, judges, score keeper, marshal must be identified for the draw) needs to be entered into the National Database.

[ ]  Send email notification that trial is drawn and any details you want included in your notice.

[ ]  Chairman shall check membership roster identifying that all participants: judges, planter, owners, and handlers are current NSTRA members (this is a requirement).

[ ]  At each day’s end announce the placements and award trophies for each field. It’s nice to gather as many folks as possible for great recognition.

[ ]  At trials’ completion all scores are inputted into NSTRA database, and placements identified along with points earned. Follow online instructions.

* At end of all trials, the chairman should do a balance sheet for profit or loss and know actual results and report to club.
* Provide NW Region Secretary a brief write-up of your trial with un-edited photos, for the NW Region Website, Newsletter, and National Magazine, etc.

**Additional Support**

Securing land for trials: Mike Stotts has additional opportunities to land-owner properties.