

## **HOST SEMINAR RESPONSIBILITIES DETECTOR NATIONALS**

These trials are held in the Spring of each year. Bids to host these trials should be solicited two years in advance by presenting a request to the national executive board. Host can be Regions or Departments with region support. The host agency(s) will submit a letter of support signed by the agency's CEO and a letter from the region when the bid is submitted.

### **Host Responsibilities**

The host is required to obtain hotel or motel facilities that will serve the needs of the association. The facilities for this event should have the ability to block for reservations 100 rooms. Additional back up rooms need to be obtained if registration exceeds the primary hotel capacity.

A meeting with the hotel, motel staff also needs to be conducted prior to the arrival of the teams to instruct them on how to work with dogs staying in and about the facility. Door hangers will be provided for all guests keeping a dog in the room to prevent staff from entering. **FOR THIS REASON, THE STAFF AND THE OFFICERS NEED TO BE INSTRUCTED.** Sometimes the occupant forgets to use the door hanger and thus places the staff in danger.

The facilities need to have a large room for hospitality and the executive, judges and competitors meeting room(s). The room for the Board Meeting and General Membership Meeting needs to have a good sound system with at least two microphones. The hotel / motel or other location needs to have available a room for score keeping that is a conference room with table space and electric. The score keepers room should have good ventilation, heating and / or air conditioning, depending on local weather. The room should be easily accessible for the score keepers.

### **Hospitality**

Although this is not a mandated requirement, host agencies have always supplied evening hospitality as part of hosting responsibilities. The hospitality is a cost on the host as each night, food and soft drinks and beer are provided, the type of food and how it is made available is totally up to the host. The location of hospitality is also up to the host. Both local hotel and off site hospitality have been used in the past. If alcohol is being served off site, transportation and/or designated drivers need to be encouraged. This keeps the membership from driving while enjoying themselves and as most drive agency vehicles prevents any drinking and driving violations.

The running of raffles from donated prizes has proven to be a large monetary boost to the host at these hospitalities. One member who can get attention and provide the microphone work during the raffles will generate an enjoyable time. The hospitality costs needs some encouragement for those that have family and friends also attending to pay their fair share. Registration forms should address guest costs for the week if attending hospitality unless the host wants to incur those added people. Hospitality requires tracking income from raffles and T shirt sales as well as tracking expenses associated with hospitality.

Vendors need to be included in any hospitality area. The room used for hospitality should be chosen with set up room for vendors. A liaison person needs to be appointed to work with your invited vendors. Vendors need to feel welcome as they also are a valuable resource for the host and the association.

### **Rooms Supplied**

The host is responsible for making reservations and providing rooms for the national president, national secretary, national treasurer, national director, the chief judge and the chief score keeper. The chief score keeper's room is paid for if not a spouse or staying in one of the already paid rooms.

### **Reservations**

The host makes reservations for only those that they provide rooms for. Depending on the number of rooms booked you should be getting some complimentary rooms. Once the required rooms are provided you can then start providing rooms for officials or other officers, as you deem appropriate. Judges need to make their own room reservations and many will team up together to split the cost.

### **Financial Reporting Responsibilities – USPCA Foundation**

The host being a Region/ District/ Law Enforcement Agency, on accepting a bid for a National USPCA Event, will follow accepted financial reporting with a complete documentation list of income and expenditures.

1. A checking account will be open for the payment of all trial related expenses using the USPCA Foundation Tax Number.
2. Event Income / Deposits will also be made to a separate account or the above checking account using the USPCA Foundation Tax Number.
3. The National Treasurer will be listed on the above accounts getting monthly statements and financial reports of the prior month's activity.
4. Liability insurances are available from the Nationals at a cost of \$25 per venue and will be obtained by host(s).
5. The Judges and Scorekeepers will be paid on the first day of event after registration at the rate listed earlier with 50% paid by host and 50% paid by the nationals.
6. A financial report will be submitted to the National Treasurer, 30 days after the completion of the USPCA event.
7. Profits from the event will be split 50% national USPCA and 50% Region, after expenses.
8. Any profits will be split after the final financial report is accepted by the national treasurer.

Host agencies fund these trials by soliciting donations through the USPCA Foundation a 501 C3 and other fund raising ventures:

Example - selling ads in a program that highlights the host agency and provides advertisement in a booklet format. This is also a host responsibility if they elect to publish one.

The host and the national treasurer will work in equal partnership in the financial reporting to be utilized. There should be a spreadsheet or ledger to log all expenses and income. Receipts should be preserved in one location. All income is to be listed as well as expenditures.

## **Furnished Equipment /Testing Responsibilities**

The detector tests requires the host to provide the following:

Inside searches - require a building that has rooms that can be used by the participants for testing. These rooms need to be at a minimum of 200 square feet (but can be larger) they have to contain furniture or other equipment for substances can be hidden. Rooms available should be twelve (12). In the past we have use school classrooms and vacant buildings that were for sale or other non-occupied structures.

Outside Searches- The outside searches consists of searching motor vehicles and needs to be in an area that can be somewhat controlled so we do not have citizens wandering in the area. The vehicles will be a minimum of (20) and can be inoperable and can be old police or government vehicles. The availability to search the interior of two (minimums) of the vehicles will be needed and these vehicles should be ones that can sustain some damage by the dog if that should occur. The vehicles should be in an outside area or parking garage. Rooms and vehicles are all subject to the chief judge's direction as well as location of hides and number and location of rooms & vehicles.

Score sheets for each of the above events, five judges on each event (master will be supplied by the USPCA). The different phases need to have color coding so that each event has its own color of score sheet. Novice judge's (if any) sheets are all white in color. The chairman of the judges committee should be contacted a few weeks ahead so the type and number of score sheets can be determine. He determines the number and on what event novice judges will work.

Score sheet runners and other support personnel to assist in directing and managing the trial sites will need to be furnished.

## **Tools & Support Supplies – Furnished by Host**

Tape measures, chairs, and clear plastic bags (in case of rain), along with water & soft drinks for judges and workers. The areas will have a cleaning supplies available to clean / wash soiled areas. Stopwatches will be provided for the testing venues.

Chairs will be provided for judges and stewards as needed.

Rest Room facilities or Port - A - John's will be available at testing venues.

The host will provide testing aids (i.e. narcotics, explosives, etc)

## **Supplied by Nationals**

Clip Boards and pencils will be provided by the nationals

Two pop up tents will be provided by the nationals.

## **Breakfast & Lunch**

Breakfast for the officials is optional (no official mandate). Most hosts provide it to keep the judges together and to make sure that the judges are all up and ready by meeting at a central breakfast location. If breakfast is provided it should cover score keepers, your helpers, etc as to prevent bad feelings (all or none).

Mandatory is lunch for judges, stewards, score keepers, helpers, etc. and drinks at the testing fields. It is imperative that what is supplied is worked out with your chief judge.

## **Judges- Score Keepers**

The detector trials require 12 judges and a chief judge. The host selects the chief judge (outside the region) from the approved list and the chief judge selects the chief score keeper from the approved

list. The remaining 12 judges and novice(s) are selected by the national and the remaining score keepers (4) are selected by the chief scorekeeper. Hosts that wish to have a local score keeper(s) need to request via the chief scorekeeper. Help in the score keeping room and runners of score sheets will be provided by the host.

The chief judge's room is covered as a trial expense by the host. The chief judge's travel expense is covered by the USPCA. No travel and room expense are paid for the other 12 judges. The host is responsible for \$250 for each of the 12 regular judges and \$275 for the chief judge. The USPCA matches that and the judges receive a total of \$500 each and the chief judge receives \$550.

Score keepers will be five, four (4) regular and one (1) chief score keeper. The host is responsible for \$250 for each of the regular score keepers and \$275 for the chief score keeper. The USPCA matches that cost. The Judges / Score Keepers costs to the national and the host are deducted as a trial expense before the split in the profits is taken. All trial expenses are paid before any split in profits. These as well as all expenditures need to be financially tracked (see financial responsibilities).

### **Novice Judges**

Novice Judges receive no monetary compensation. No registration fee is paid by Novice Judges and they should be furnished with hospitality and banquet tickets. Breakfast if provided and field lunches are provided.

### **Registration Fee**

Judges or Score Keepers will not pay a registration fee.

### **Banquet Tickets**

If the host has an Awards Banquet or Luncheon the judges and score keepers usually will be provided tickets at no cost but not mandated. Additional tickets for family or friends will be purchased at hosts' option.

### **Transportation**

Some arrangements to transport the judges to the testing venues needs to be provided as many may fly in without ground transportation. Usually several drive but we need to be sure everyone has transportation.

### **Trophy and Awards**

The Awards Committee is now charged with working with the host to secure proper awards. This is also the host responsibility (cost) and some hosts have them designed and provided locally but the USPCA also can provide a vendor. The base number is 20 Overall and five places for inside and five outside for narcotic detectors. The size is usually graduated with 11-20 graduated in height but smaller than the top 10. One through 10 is usually a degree higher (11/20) and also graduated in height. For explosive detectors, the number is smaller with 5 Overall Places and 5 each for inside and outside. I have seen the top dog in inside and outside a trophy and the next 4 places 2,3,4,5 medallions Silver, and three bronze engraved with the places.

Team Awards will be 5 places in team awards that will consist of one large trophy and two smaller trophies for the team members of each winning team (only two members on a team in detectors).

Teams will be 5 places in Department Teams and Five Places in Region Teams. Narcotic and explosives are combined for teams, could they be separate? I would think so but remember not as many explosive teams or dogs so number would be down sized if you elect to separate the teams between narcotic & explosive? I would recommend keeping them together. If cadaver teams attend the awards number will be based on the number of teams participating.

The awards committee chairman needs to be contacted to verify that the correct awards are supplied. The chairman can also help in ordering or any questions on size and award types. The Awards Chairman through the National Office will supply the host plaque, the Ted Larsen Award, and the Bill Robinson Award. If any special awards are needed, such as a Valor Award, it will be provided by the National Office

### **Medallions**

Those that are obtained by scoring proficiency are furnished by the national they are called Certificate of Excellence.

### **Registration**

The host will supply a team to conduct registration and collect all registration money that will be deposited in a separate account or the special checking account using the USPCA Foundation Tax Number.

### **Maps**

Directions to the fields and other venues should be provided along with emergency numbers (hospital, vets, etc.) and local numbers of hotel, motel, etc.

### **T-shirts and Trial Items**

The host has a T-shirt designed and offers them for sale to the competitors and others. These sales produce a funding resource and profit. This is not a mandated item but is a good source of revenue.

### **Public Demonstration**

This is a host option and is totally up to the host agency if they wish to end the event with a public demonstration. It is strongly recommended to show off the week with a demo for your community. This is best scheduled the day (night) before the Awards Banquet or Luncheon. The host is responsible for all site and location commitments if they elect to hold a demo.

Host agencies usually fund these trials by selling ads in a program that highlights the host agency and provides advertisement in a booklet format. The book ad permits the tax deduction for advertising for those purchasing and not classed as a donation. This is also a host responsibility if they elect to publish one.

### **Sponsors**

The host makes contact with businesses to market vendor space at hospitality. A person needs to be assigned to see that these supporting vendors are directed to the area they are to set up their display. Directions and maps to the venues and just basic assistance should be available. The sponsor of the National Awards program (Criminalistics now) should be supplied a banquet ticket if they elect to stay and present the case of the year award. If any banners are placed in the hospitality room or banquet room the sponsor of the national awards program will be permitted to also hang a

banner (like or smaller in size). With the influx of members and meetings we tend to forget basic support for the vendors and they are important to the host as well as the association.

Although not conclusive this list should cover many items in hosting the Nationals.

Please feel free to contact Russ Hess if you still need assistance. 800-531-1614