

**HOST  
SEMINAR RESPONSIBILITIES  
PDI Patrol Nationals**

These trials are held in the fall or late summer 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 150-200 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 primary facility needs 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**

All testing venues & equipment will be provided by the host agency and approved by the chief judge.

All agility equipment will be provided and built to regulation. Traffic cones and/or other marking equipment will be provided by the host agency as needed.

The PDI tests requires the host to provide the following.

Testing Fields for:

Obedience

Agility

Evidence Recovery

Suspect Search

Apprehension Without gun (need to supply recall light)

Apprehension with Gun (needs to be away from other apprehension field)

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, not all events will have a novice judge.

The host is also responsible for supplying the individuals to hide in the boxes and they shall be members of the USPCA. Box hider(s) can also be recruited from those in attendance as spectators if members.

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 measurers, chairs, and clear plastic bags (in case of rain), recall light, and sleeve gauges along with water & soft drinks for judges and workers. The obedience, agility, suspect search and apprehension areas will have a shovel and water available to clean / wash soiled areas.

Stopwatches will be provided for the article and suspect testing venues.

Chairs will be provided for judges and stewards as needed.

Guns and blanks will be provided for the gun apprehensions.

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

The host will have to supply book of matches, keys on a ring and leather if selected for evidence recovery.

### **Supplied by Nationals**

The nationals will furnish the guns, screwdrivers, credit cards for the evidence recovery.

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 patrol trials require 22 judges and a chief judge. The host (from approved list) selects the chief judge. The chief judge will select the chief score keeper (from approved list). The USPCA selects the other 22 judges. The chief score keeper selects the other four score keepers.

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 22 judges.

The host is responsible for \$250 for each of the 22 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**

The judges and score keepers will be provided tickets at no cost for the Awards Banquet or Luncheon. 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 will fly in without ground transportation. The host should also be aware that transportation would be needed from the airport to the host hotel. Some members will fly in and will need to know if shuttle service is available or if the host has a pick up scheduled.

### **Trophy and Awards**

The Awards Committee is now charged with working with the host to secure proper awards. This is also the host responsibility (trial cost) and some hosts have them designed and provided locally, the USPCA also can provide a vendor. The base number is 20 Overall Top Dogs and five places for each phase (Obedience- Agility- Total Search and Apprehension)

Team Awards will be 5 places in team awards that will consist of one large trophy and 5 smaller trophies for the team members (one alternate) for each winning team. Teams will be 5 places in Department Teams and Five Places in Region Teams.

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**

Medallions for team obtaining proficiency and 560 or more points will be provided by the nationals.

### **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 for profit. This is not a mandated item but is a good source of revenue. The host controls the sale of items in hospitality with the exception of the national supply table that will be provided a space to set up.

### **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 Patrol Nationals.

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