

**HOST
SEMINAR RESPONSIBILITIES
DETECTOR NATIONALS**

Questions arising on the below responsibilities should be directed to The National Executive Director.

These trials are held in the spring of each year. Trial testing usually runs for two full days with registration and meetings conducted the day before the testing begins. The trials conclude with a luncheon or banquet on the fourth day. Bids to host these trials are solicited up to two years in advance by presenting a request to the National USPCA Executive Committee. Bids will be voted on at a National Meeting by the Committee, time permitting. In time critical situations, approval by just the board can be solicited by the National President. The host agency(s) will submit a letter of support signed by the agency's CEO (or designee) and a letter of support from the region when the bid is submitted. This letter of support needs to be presented at time of bid or mailed to the national secretary before any vote is taken.

Hotel - Motel

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 quests 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 and others in danger.

The facility selected needs to have a large room for hospitality and rooms for the executive, judges and competitors meetings. The room for the Executive Committee Meeting and General Membership Meeting needs to have a good sound system with at least two microphones. There also must be an American Flag in the room for the opening of the Executive Committee and General Membership meetings and closing banquet. The hotel / motel or other location needs to have available, a room for score keeping that is a conference type room with table space and electric. The score keeper's 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 supplied evening hospitality as part of hosting responsibilities. The hospitality is a cost on the host as each night, food, soft drinks, bar set ups, beer may be provided. The type of food and drink and how it is made available is totally up to the host. This is, of course, subject to all local and state laws. 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 must be provided.

This keeps the membership from driving while enjoying hospitality.

It is strongly recommended to keep all the hospitality at the host hotel for the week. This allows all sponsors/vendors access to our members every day.

If a participant has family and friends attending, the host agency may charge a hospitality fee for the additional people. Hospitality also gives a necessary forum to keep those involved current on any changes and information that needs updated.

Registration forms should address extra guest(s) costs of children and friends for hospitality unless the host wants to incur those added people. Judges, score keepers, vendors and national awards sponsors are not charged a hospitality fee.

Raffles

The running of raffles (where legal) from donated prizes during hospitality has proven to be a large monetary boost to the host. One member who can get attention and provide the microphone work during the raffles will generate sales and an enjoyable time. Tracking income from raffles and T shirt sales as well as tracking expenses associated with hospitality is required for financial accounting. Prizes are usually solicited from vendors and area businesses for the items raffled.

PURINA

The Host Agency shall support Purina as the official and exclusive dog food sponsor of the Association and events, with exclusive dog food and dog nutrition supplements (including but not limited to probiotics and "energy" bars) representation on host's magazine, printed materials, event signage, announcements and materials.

The host is to submit an accurate list of events, event dates, and contact persons to be considered for support by Purina, a minimum of 60 days before their event.

The Host shall provide Purina prominent ad placements in all Event Programs, at no additional cost to Purina, and ensure Purina verbal recognition and signage as Official and Exclusive Dog Food Sponsor at all Banquets and Events.

The host shall, to the best of their ability, ensure proper recognition for Purina material and the distribution of that material at all National Events.

Sponsors /Vendors

The host makes contact with businesses to market vendor space at hospitality. A good list of potential vendors and/or raffle donations can be obtained from the Canine Courier and the National Web Page www.uspcak9.com .

A person, chosen by the host, will be designated as “Sponsor/Vendor Coordinator.” The “Coordinator” will be the liaison for all sponsors/vendors. The “Coordinator” will provide their contact information (cell phone/e-mail address) to all vendors/sponsors. The sponsors will be advised to contact the “Coordinator” with any issues or questions.

The “Coordinator” will hold a special sponsor/vendor meeting on the first day of the event. This meeting will ensure that these supporting sponsors/vendors, if attending, are directed to the area they are to set up their displays. An event schedule, directions, maps to the venues and just basic assistance will be available at this meeting. This meeting should be held just before the General Membership Meeting. All sponsors/vendors should be introduced at the General Membership meeting, so the sponsors/vendors have some time to talk to the members about their product.

If the host is planning on having a printed program, it is a good idea to offer all sponsor/vendors a “package deal (i.e. Vendor space + advertising = discounted cost).

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.

Vendors need to be included in any hospitality area. The room used for hospitality should be chosen with set up room for vendors. The vendor room should be where all the vendors and their displays, including any signs, are located. If possible the vendor area should be around the outer walls in the hospitality / banquet room in order to increase the face time with the attendees. To save on room in the hospitality / banquet room, the food service line, if possible, need to be located outside the main room. Examples out one door - get your food – go to another and return to the dining room.

It is also a good practice, that the vendors be given access to the food court about 15 plus minutes prior to the opening of the food line. This gives them an opportunity to eat without trying to wolf a meal down between customers walking up to their tables. Vendors need to feel welcome as they also are a valuable resource for the host and the association.

Vendors Fee

This is the fee charged vendors to set up a table(s), banners, etc to display merchandise.

National PDI Trials - \$500 with an option of \$250 cash and \$250+ in equipment.

National Award Sponsors (check with National Executive Director for list of sponsors) will have the option to pay fee as above or up to 100 %(+) in equipment.

National Detector Trials – \$250 cash with the option to exchange in equal equipment value with the trial hosts approval.

National Training Seminar - \$250 cash with the option to exchange in equal equipment value and/or any instructor fee's with seminar host approval.

Note: Cost varies as attendance is greater and the time longer of PDI.

Vendors are responsible for any additional costs to maintain their booth for any equipment usage or rental charge(s) from the host facility to wit: tables, chairs, electric supply, set-up or tear down fees and any other none host controlled charges.

Program Ads – Hosts have the option to produce a program book in which advertisements (ads) are sold. This program book will generate funds to help defray the costs with hosting the trials & seminar. The Vendors Fee should take into consideration a combination pricing for those vendors solicited for both the set up vendor fee and any book ad.

Hotel 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.

Judges- Score Keepers

The Chief Judge has to be from an outside region. The testing substances for any scheduled tests, the chief judge determines the type and amounts. All testing substances need to be assured to of purity and availability for the trials.

The detector trials require 12 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 12 judges. The chief score keeper selects the other three score keepers from approved list. Hosts that wish to have a local score keeper(s) need to contact the National Judges Committee Chairman for the requirements. 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 National Office. No travel is 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 four, three (3) regular and one (1) Chief Score Keeper. The Chief Score Keeper's room is covered as a trial expense by the host. The Chief Score Keeper's travel is paid for if not a spouse and/or riding in one of the already mileage paid travel vehicles. No travel is paid for the other 3 Score Keepers.

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 National office will cover ½ the room costs for the 12 judges, and the 3 score keepers .

Novice Judges

All novice judges and score keepers are selected by the judges committee. 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 and field lunches are also provided.

Registration Fee

The registration fee is \$150. Judges or Score Keepers will not pay a registration fee.

Luncheon Tickets

Dignitaries, National Officers, the Case of the Year Winner and national award sponsors, judges and score keepers will be provided tickets at no cost for the Awards Luncheon. Additional tickets for family or friends will be purchased at hosts' option.

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 listing all 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**
- 9. The host will provide a W-9 for their share of the split to the National Treasurer..**

Host agencies help fund the trials by soliciting donations to the USPCA Foundation 501c(3) 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.

Recent IRS ruling requires only the cost of advertisement to produce the ad can be deducted but a donation to the Foundation is usually 100% deductible. No tax advice should be given but those donating advised their contribution may well be deductible but each contributor needs to check with their tax professional.

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.

All trial expenses are paid before any split in profits. These as well as all expenditures need to be financially tracked (see financial responsibilities).

Furnished Equipment /Testing Responsibilities

The detector test requires the host to provide the following:

- Testing substances to be used for the certification must have never been used for training.**
- All fields and/or training areas should have access to electricity for lighting or other electrical needs.**

Narcotics will be verified (verification letter supplied) by DEA obtained, or a certified chemist. Explosives will be current, uncontaminated as possible and being unused as a training aid (if possible.) Cadaver, animal aids and accelerant aids should also be supplied by the host if at all possible

-ORT Pre Qualifier for Explosive Teams Only

You will need

Evaluation ORT sheets - two for each team

18 one gallon metal cans (no lids)

18 quart metal cans with perforated lids as above
18 12”X12” ½” plywood and fasteners to attach cans
1 Marking device (crayon, chalk, etc)

Explosive compounds - type and amounts as required:

Four of the six explosive compounds used for this ORT test must come from the four groups listed in explosive rules. The fifth and sixth compounds used will be duplicates of any two of the four groups.

The weight of each compound will be approximately three (3) ounces, with the exception of Detonation Cord and Time Fuse, which may be 12-24 inches in length. If either of these compounds is used, they must be cut into a minimum of four-inch pieces to allow odor to escape. (WARNING USE PLASTIC CUTTERS, CAN BE OBTAINED AT HOME DEPOT, LOWE’S, ETC)

Distracter Items

Six of the quart cans must contain distracter items and must come from the list of distracters below: Rubber Bands, Crayons, Batteries, Duct Tape, Electrical Tape, Video Tape Film, Dog Food- lams, Chalk, Micro Fiber Pads, Glue, Part of a Rubber Glove, Aspirin, Vitamin C, Liquid Soap, Cheerios, Toothpaste, Piece of Paper

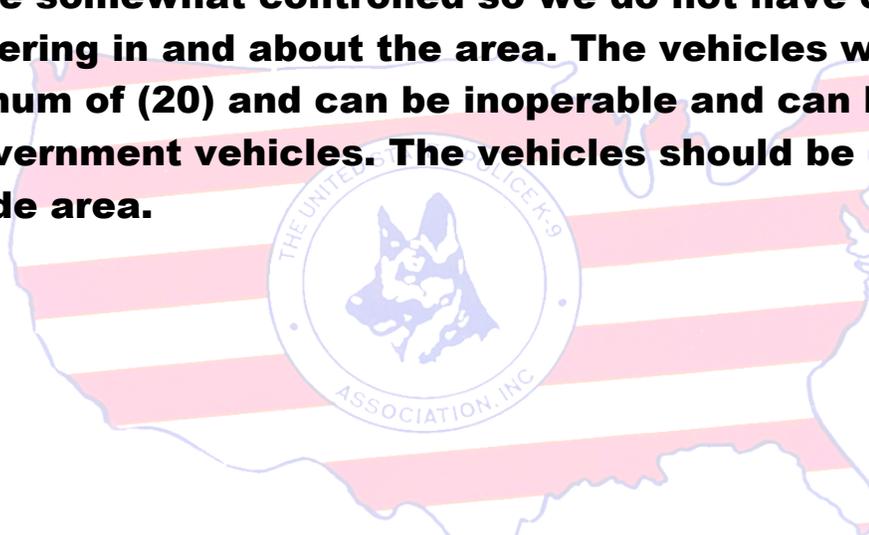
- Rubber gloves**
- Tape measures (one at each venue)**
- Chairs – available for judges and stewards, if requested**
- Clear plastic bags (in case of rain)**
- Water & soft drinks for judges and workers**
- Cleaning supplies available to clean / wash soiled areas**

- Stopwatches for the testing venues.**
- Rest Room facilities or Port - A - John's will be available at testing venues.**
- Testing aids will be provided by the host as directed by the chief judge (i.e. narcotics, explosives, etc).**
- Rewards (balls / towels) can be provided by the host at chief judges' discretion.**
- Score Keeping Supplies to include a ream of standard paper, large brown envelopes (10"X12"), one for every participant. If available a copier for the score keepers use and the judges committee is needed.**

Operational Test for Narcotics, Explosives, Game Detection

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 should be larger). They have to contain furniture or other equipment for substances to be hidden. Rooms available should be twelve (12). In the past we have used school classrooms (schools on spring break) 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 and about the area. The vehicles will be a minimum of (20) and can be inoperable and can be old police or government vehicles. The vehicles should be in an outside area.



Chief Judge - 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 within the confines of the rules.

Note: Narcotic detector dogs are sometimes aggressive in response and vehicles and rooms used need to be able to sustain minimal damage if it would occur.

Score Sheets - Your selected chief judge should be contacted and approve all score sheets and the number needed in plenty of time before the scheduled trials. 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 by the trials chief judge a few weeks before the trials so the type and number of score sheets can be determined. Score sheet runners and other support personnel to assist in directing and managing the trial sites will also be needed to be furnished by the host. Managing the trials, judges, venues and logistics is the responsibility of the chief judge and the host needs to work closely with him or her.

Operational Testing - Game / Arson Accelerant and Cadaver Tests

The host agency needs to consult with their selected chief judge as soon as possible to work out details on venues, logistics and availability of targets substances.

Supplied by Nationals

The nationals will supply the basic equipment for score keeping and recording trial paper work, including a computer and printer. Clip Boards, pencils and rule books for the judges and officials. Number vests will be provided for participants.

Breakfast & Lunch

Breakfast and lunch is mandatory 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.

Transportation

If necessary, transportation for the week, for the Chief Judge, needs to be provided.

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 may 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.

Trophies 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 Fifteen (15) Overall and five places for inside and five outside for narcotic detectors. The size is usually graduated with 11-15 graduated in height but smaller than the top 10. One through 10 is usually a degree higher (and also graduated in

height. For explosive detectors, the number is smaller with 5 Overall Places and 5 each for inside and outside and packages. Team Awards will be Three (3) 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 Three (3) places in Department Teams and Three (3) Places in Region Teams. There will be separate Narcotic and Explosive teams.

If other detection field teams attend, the awards number will be based on the number of teams participating.

**All awards should be engraved with at least:
United States Police Canine Association, Inc
(Number, i.e. 10th) Annual National Detector Trial
Location and Dates**

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 “President’s” plaque(s) for the department, The “Ted Hirsht” Chairman of Trials plaque and Bill Robinson Sportsmanship Award. If any special awards are needed, such as a “Monza” or “Valor” Award, it will be provided by the National Office.

Medallions

These are obtained by those scoring proficiency of 140 or above along with any other requirements for certification and are furnished by the national. They are called “Certificate of Excellence” Medallions.

Registration

The host will supply a team to conduct registration and collect all registration money that will be properly recorded and deposited in a separate account or the special checking account using the USPCA Foundation Tax Number 20-1790610.

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 Luncheon. The host is responsible for all site and location commitments if they elect to hold a demo.

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

Please feel free to contact National Director if you still need assistance. USPCAExecutiveDirector@USPCK9.com

HOST
SEMINAR RESPONSIBILITIES
DETECTOR NATIONALS
CHECKLIST

Check when done:

- ___ Submit formal request to host two years in advance to the Executive Committee via the President. Date done? _____
- ___ Set Spring Date (ONE full day of Meetings, TWO full days of trial testing and one day for luncheon and awards) Dates? _____
- ___ Select HOST hotel that should have the ability to block off 100 room including meeting/hospitality/scorekeepers rooms.
Date done? _____
- ___ Select a back-up hotel. Date done? _____
- ___ Host reserves room for:
 - 1) National President
 - 2) National Secretary
 - 3) National Treasurer
 - 4) National Executive Director
 - 5) Chief Judge
 - 6) Chief ScorekeeperDate done? _____
- ___ Create flyer and registration form for event. Registration MUST INCLUDE a \$150 charge for those participating in the trials.
Date done? _____
- ___ Send flyer and registration form to National Executive Director.
Date done? _____
- ___ Create door hangers warning of dog in room for hotel to handout to handler when registering. Date done? _____
- ___ Arrange for transportation of attendees if Alcohol is served during hospitality.
Date done? _____
- ___ Assign space for vendors at hospitality room AND at least one trial field.
Date done? _____

- ___ Assign one HELPER to be liaison and contact person for ALL vendors. This person needs to be attentive to needs and wants of vendors.
Date done? _____
- ___ Assign a treasurer to monitor all financial info to include registration fee, raffles, guest hospitality admission, etc.
Date done? _____
- ___ If vendors are to be solicited, any existing sponsor at the NATIONAL level (example Purina, ACE K9, etc.) must go through the National Executive Director. All other vendors can be solicited at the local level. Any merchandise/vendor request at the National level must be made at least 60 days prior to the event.
Date done? _____
- ___ Select Chief Judge (out of Region) and notify Judges Committee Chair of event dates and the need for twelve (12) additional judges.
Date done? _____
- ___ Insure the Chief Judge has selected the Chief Scorekeeper AND said Scorekeeper has accepted.
Date done? _____
- ___ Obtain unused, uncontaminated, fresh training aids for Narcotics Detection Dog Testing.
Date done? _____
- ___ Obtain unused, uncontaminated, fresh training aids for Explosives Detection Dog Testing.
Date done? _____
- ___ Obtain ORT equipment for Explosive Detection Dog Testing.
Date done? _____
- ___ Obtain unused, uncontaminated, training aids for Cadaver Detection Dog Testing.
Date done? _____
- ___ Obtain unused, uncontaminated, fresh training aids for Game Detection Dog Testing.
Date done? _____
- ___ Obtain the testing grounds needed for Narcotics Detection Dog Testing.
Date done? _____
- ___ Obtain the testing grounds needed for Explosives Detection Dog Testing.
Date done? _____
- ___ Obtain the testing grounds needed for Cadaver Detection Dog Testing.
Date done? _____
- ___ Obtain the testing grounds needed for Game Detection Dog Testing.
Date done? _____

- ___ Print scoresheets (enough for at least five judges) noting the need for different colored paper and novice sheets.
Date done? _____
- ___ Request and RECEIVE from the National Office the trial bibs.
Date done? _____
- ___ Arrange for transportation of Chief Judge.
Date done? _____
- ___ Arrange at least one helper/Steward for each testing venue.
Date done? _____
- ___ Arrange for scoresheet runners (those who will collect scoresheet from testing venue to deliver to scorekeepers).
Date done? _____
- ___ Request and receive trophies and awards from AWARDS COMMITTEE.
Date done? _____
- ___ Request and receive medallions from National Office.
Date done? _____

