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## Field Events Coordinator

**The BCOA National Specialty Trial may offer either an AKC, an ASFA Lure Trial, or both, and may also offer two optional JC Tests and LGRA Race Meet.**

- 1) Select location of field, ideally, as close to the show site as possible or no more than one hour driving distance.
- 2) Determine with the Facility Coordinator which type of trial will be offered and submit preference to National Show Chairman.
- 3) With the Facility Coordinator suggest five names for judges and submit to the National Show Chairman. It is recommended that they be selected from the area, within a 200 mile radius of the event (within driving distance). **Proposed names must be approved by the BCOA Board before the judge is offered the assignment.** The Show Chairman will contact the Board-approved judges with the assignment offer and send a contract for signature.

**Judges are offered one night lodging, lunch on day of judging and the Annual Awards Dinner, in addition to \$200 toward travel expenses.**

- 4) Select Trial Committee
- 5) Apply for ASFA Trial date. For an AKC Trial and/or JC Tests, AKC requires an application fee and the Show Chairman will submit application. For LGRA Race Meet, the LGRA Chairman will make application to LGRA. For the purpose of the application, a lure operator, field secretary and five names for the field staff will be necessary.
- 6) Arrange for field equipment.
- 7) Trophy Chairman will arrange for Best of Breed award and placement trophies. Show Secretary will order rosettes with other rosettes. It is desired that a covered trophy table for trophies and rosettes be set up with a flower/seasonal plants display. These will also be used in the official photos.
- 8) The premium list is standardized and will need to be updated with field committee, directions to the field, course plan, etc. Hospitality and field catalog information will be included. All premium lists will be available on the BCOA website. Premium list will be sent for proofreading when ready.
- 9) Arrange for judge's transportation from hotel to the field and return, if necessary.
- 10) Arrange for map to field with CLEAR directions for the registration packet handed out at hotel and the judging program.
- 11) Arrange for pre-paid catered lunch to be delivered to the field, if concessions are not available at the site.
- 12) Arrange with the Hospitality Coordinator for hospitality at the field with refreshments. Refreshments will depend on the time of day and/or temperature at the field activities.

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