

DRAFT TEST SECRETARY

The Draft Test Secretary handles all of the entries and paperwork associated with the event in accordance with BMDCA Draft Test Regulations. **No dog belonging in whole or in part to Draft Test Secretary or any member of their immediate family may enter the test.** Specialties offering two tests can assign more than one Secretary.

Qualifications

- Must be a BMDCA member in good standing
- Conscientious individual who is sufficiently organized to meet all deadlines
- Experience in planning, exhibiting, or judging BMDCA Draft Test (Previous experience as Draft Chair or Test Secretary is highly recommended).
- Familiarity with the BMDCA's Draft Test Regulations
- Ability to apply basic management skills: (e.g. setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people, meeting deadlines, and compiling records)

Time Commitment

This position should be assigned at least one year in advance. Busy periods occur from about six months out to file application, and from about four weeks before entries close until the test is finished, the site cleaned up and appropriate paperwork filed with the BMDCA Draft Work Committee. **Test records must be compiled and sent to BMDCA Draft Work Committee (DWC) Chair within ten days after the event.**

Time Line

Upon Accepting the Assignment

- Familiarize self with the BMDCA Draft Test chapter of the BMDCA Specialty Manual: particularly the details of the Draft Test Secretary job description, noting all relevant deadlines and BMDCA Policies.
- Review BMDCA Draft Test Regulations and BMDCA's Duties of the Draft Test Secretary (see Attachment A-3), noting all relevant deadlines and rules regarding acceptance of entries, preparing catalog entries and filing of test paperwork and reports.

No Less Than Six Months before the Specialty

- Sign test application and begin gathering copies of publications required at the test (see Section 7.0 of the Draft Test chapter).

Two Months Prior to the Specialty

- Accept entries in accordance with BMDCA Draft Test Regulations and Duties of the Draft Test Secretary.
- **Entry fees should be forwarded to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)

Upon Close of Entries (3 ½ weeks before Specialty)

- Conduct random draws, notify entrants of the status of their entry, confirm test information in accordance with BMDCA Draft Test Regulations and Duties of the Draft Test Secretary.

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- Compile entry information and prepare catalog pages and submit to the Show Chair (if included in the main show catalog) by the prescribed deadline. If separate, prepare a sufficient number of separate catalogs (2-3 times the number of entries) to be passed out to participants and spectators on the day of the event.
- Prepare test paperwork in accordance with the Draft Test Regulations.

Day of Event

- Check in exhibitors, pass out armbands, and notify the judges of absentees.
- Manage all paperwork the day of the test.
- Maintain public display boards depicting maneuver course and pass/fail status of teams.
- Maintain copy of the Emergency Plan at the event.
- Consider having portable radios on hand to maintain communications with stewards when freight hauls are in progress for expediting emergency measures should they be needed when teams are away from the rings.
- Ensure stewards turn off cell phones when performing steward duties.

No Later than 10 Days After Event

- Complete Draft Test Final Report and send all required test paperwork to the DWC Chair.