

HOPKINTON-EVERETT LAKE DOG CLUB ASSOCIATION

2019 Day of the Event Check List

(rev 3/2019)

- The keys, packet with all paperwork and sandwich board signs can be obtained from the storage area and lockbox located behind Apple Tree Animal Hospital just off exit 6 on I-89 (see <http://www.katahdingsp.org/heldca-.html> for details) Club delegates have the code for the lockbox. Keys/packet/signs must be returned within 48 hours of the end of your event or arrangements must be made directly with the next Club. Please remember that there is not a second set of keys available to us.
- The Club must notify the Hopkinton Police at 603/746-5151 a day before the event.
- The folding signs with the name of the Club and the hours of the event must be in place at possible entry areas, including the boat ramp. The signs should say only Event Today, 7AM – 7PM. Additional signs and buoys need to be in place before the event may commence during water events.
- The yellow chain and attached sign must be placed across the trail entrance to Sharp's Farm for all events. The chain is 300-400 yards down Basset Mill Road on the left.
- Safety zones must be maintained before and checked during any "live fire" activities.
- A single safety/emergency vehicle may be stationed in Field 3 or at the base of Dike H-2. These This vehicle(s) may only be driven if the weather and ground conditions permits such use without any damage to the grounds. No other vehicles may be driven along the road on the east side of Fields 1 & 2.

All the following information and forms must be posted inside the special folder in the kiosk at Sharpe's Farm and/or at the entry gate at Cressey Brook Road if that side is being used:

- An "**EVENT TODAY**" cover sheet stating the name of the Club, the date(s) and hours of operation, the type of event and the name of the contact person who is in charge during the event. The cover sheet must also be signed by the responsible event person that all paperwork, signage, notifications and plans are fully complete.
- The current insurance binder or **Certificate of Insurance** for your Club.
- The **safety/emergency plan**. Directions to the emergency vets in Concord are included here
- A **map** showing areas being used and designated shooting areas. (*HELDCA will provide a standard map. Use of additional areas for shooting must be completed and drawn on the map by the individual Clubs. The Corps must authorize all alternative shooting areas*)
- A copy of HELDCA's "**Regulated Shooting Area**" Permit. {*HELDCA WILL SUPPLY*}
- A copy of any out-of-state **bird importation health certificate(s)**.