

Duties to do before day of Trial:

1. Collect entries no more than a month in advance of the trial. If trial date is March 10 you can start receiving entries on April 10
2. Draw brace order with at least (1) board member present. (ok to use Skype) Adjust braces for conflicts during draw
3. Notify members of their brace number(s) by email or phone, send results to Pam Malesker to get posted on web-site.
5. Arrange volunteers to judge, plant birds, bag birds and help at desk if needed. This is really necessary for early morning and later braces.
6. Make sure you have extra help to start off trial and end trial
7. If possible fill out score cards and score boards
8. Make sure lunch has been arranged, estimate the best you can for a count and always add a few more.
9. Awards should be in clubhouse, but you can contact Joan Beninati to be sure 303-840-2282
10. Call club President with bird count needed for trial no later than the Thursday before a trial
11. Make sure a board member will be present at trial.
12. Fill orange water containers for hand wash and drinking water or bring out water for this purpose.
13. Either get a set of keys from board member for trial or arrange a board member to be there early in morning to unlock items.
14. Verify that there is enough fuel for trial

Duties to do day of trial

- Arrive at clubhouse at least (1) hour before the scheduled start time
- Open storage unit and get generator hooked up and ATV's ready
- Verify fuel and oil for ATV's and generator
- verify that radios have charged batteries prior to using

- __ Get scorecards, clip boards, pencils and radios ready for judges
- __ set up desk with radios and timers
- __ run the desk and settle disputes (protests)
- __ Have lunch ready and take lunch money
- __ Give trial results to secretary
- __ Take pictures of score boards and send to Pam Malesker
- __ Make sure you have received payment from everyone for trial and give a balance sheet to treasurer along with along with checks/cash
- __ Be sure trash and dead birds are picked and dumped after trial
- __ Make sure all containers are locked and atv's put away.