Canadian National Field Trial Championship Guide and Timelines

Updated January 2025

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1. INTRODUCTION

The purpose of these guidelines is to provide the host club with a standard procedure to aid them in the planning, organizing, and conducting a National Field Trial. A National Field Trial must be conducted in accordance with the latest edition of the CKC Sporting Spaniel Field Trial Rules and Regulations and the constitution of the Canadian National Spaniel Field Trial Association (CNSFTA). Please consult the Canadian Kennel Club (CKC) rules and guidelines for sanctioned event procedures at www.ckc.ca. These guidelines need to be adhered to when holding any sanctioned trial in Canada.

Traditionally, the Canadian National Field Trial Championship rotates on a yearly basis between regions in Canada: Alberta, Ontario, Quebec and Nova Scotia. This is a prestigious event that attracts many individuals from across North America to complete and/or be a spectator. While it is a fabulous opportunity to support our trials, we need to be aware that not everyone enjoys the sport of hunting. Therefore, the hosting club should be sensitive to how the game is handled throughout the event.

It is an honor to host the Canadian Nationals (Open and Amateur). Each competitor is looking to showcase their dog and its abilities therefore, CNSFTA has certain expectations when applying to host this event.

A. Expectations to host a Canadian National Championship

Notice of Intent

A club wishing to host a National should provide a Notice of Intent at the CNSFTA AGM at least two years prior to the event.

National Proposal

A club wishing to host a National must provide a written proposal to the CNSFTA Secretary Treasurer at or before the CNSFTA AGM one year prior to the event. The proposal contains the following:

- The slate of Executive Officers
- The location of the grounds
- The six confirmed judging candidates
- Tentative dates of the event
- A general plan of the venue
- Intent to provide a current agronomy report; include a past report if available.

Awarding of the following year's Nationals will be decided by a vote at the AGM in accordance with the Constitution of the CNSFTA.

B. How does hosting the Canadian National differ from a regular trial?

The National is an event in which dogs that have placed within the previous two years at a CKC licensed field trial event are eligible to compete.

This event has 5 land series and a water series. It is recommended that the hosting trial club look for grounds that provide more than one type of cover so dogs can be challenged in different situations. The water series location needs to be safe and have adequate water depth and surface area for the test.

2. TIMELINE FOR PLANNING TO HOST THE CANADIAN NATIONAL

A. Two years prior to the event

- **Establish a National Field Trial Committee** consisting of Chairperson, Secretary, Treasurer, Gun Captain, Grounds, and Game Steward.
- **Establish sub-committees to assist with the tasks.** Areas to consider are advertising, awards/trophies, catalogue, facilities, finance, fundraising, hospitality, head marshal, website, and social media.
- **Develop a National Field Trial Host Proposal-** To host the National, it requires a vote at a CNSFTA meeting. ***It is important to send in a letter of intent to the CNFTA secretary by August 1 two years before the trial commences.*** The intent letter is sent by the president of the club or designate which includes the date and location.
- A proposal will be expected to be presented at The CNSFTA meeting one year before the event is held. Start thinking about how and who will present this proposal. See above for the details that need to be included in the proposal.
- What to consider when hosting? Adequate ground cover to host five series. Adequate parking areas. Good road access for inclement weather. Adequate place to hold a water series. Think about what is available for food and lodging. What services are available in case of emergencies, including vet needs. Include this information in the premium list as well.

B. One year prior to the event

- The proposal is presented at the CNSFTA meeting. See above for the details that must be included in the proposal. **Provide as much information about your intentions as possible, ensure what you say you are going to do -you can do.**
- Make sure your team members have been appointed. Some ideas for you to consider- appointing a head marshal, with assistant marshals. Appoint the Gun Captain (your gun captain should be confirming guns). Appoint the Game Steward. Book your bird planter. Contract your grounds. Apply to CKC for trial dates and approval. Once that is approved, apply for judges.
- Open National Award plaques- The CNSFTA Secretary will order the CNSFTA walnut plaques, and these will be sent to the hosting club's address. Please ensure you reach out to the CNSFTA secretary with full name and address of where these plaques will be sent to. There are seven plaques: High Point Open, High Point Amateur, High Point Sire, High Point Dam, High Point Puppy, High Point North American Spaniel (Glen Rock Ripple) and High Point North American Cocker.
- Open National Trophies- The host club is responsible for getting trophies to the trial, and ensuring that all CNSFTA trophies and awards are present at the banquet. The trophies are the Herbert Routley Challenge Trophy, Chevrier Trophy, Pel Tan Roly Challenge Trophy, Hass Challenge Trophy (Best Canadian dog), Talbot Radcliffe Trophy (Breeder of the Winner), Talbot's Perpetual Challenge Trophy (Top Amateur), and the Guns Award (chosen by the Gun Team).
- Awards and Trophies given out for the national placing dogs-The host club orders and pays for the national awards plaques for national first place winners of the Open and Amateur ordered from Strath Craft Awards, 620 Newbold St. London ON N6E 2T6 Canada 1-877-661-1103. Check with the CNSFTA secretary if you have questions. The club can determine what type of awards they wish to provide.

C. Six months prior to the event
- Confirm lodging for judges, headquarters, and photographer.
- Provide information on the dogshow.ca website.
- Confirm judges' travel arrangements.
- Confirm the number of flags you have access to.
- Order ribbons and trophies.
- Organize your teams with backups (Marshal, Shaggers, Gun Team)
- Arrange for your banquet, location etc.
- Confirm hunting licenses needs and grounds permits (there are different provincial laws).
- Create a Premium list and post on dogshow.ca website.

D. Three months prior to the event
- Reconfirm dates, schedule with judges.
- Pick up gifts for Judges, Head Marshal, Gun Captain, Guns, Game Steward, and gifts for any other people you need to thank.
- Follow up with all orders (trophies, ribbons, birds).
- Arrange for sanitary facilities, tents, chairs, ATVs, and equipment.
- Ensure travel arrangements for all teams are confirmed.

E. August prior to the event
- Have the agronomist survey the trial and training fields.
- Visit the water test site and perform a few retrieves with a dog. Set up the retrieves so that they are identical to how they will be done at the National.

F. One month prior to the event
- Post the agronomist report to dogshow.ca.

G. One week prior to the event
- Inspect the grounds. Decide how the courses will be set.
- Inspect the water test site.
- Pick up ATV, equipment, tents, chairs, cooking supplies, trash cans and recycling.

3. SUGGESTED NATIONAL FIELD TRIAL COMMITTEE MEMBERS' RESPONSIBILITIES

A. National Field Trial Committee

When selecting the committee members think about composing your team with individuals who have experience running trials. It is great to encourage new members to help, please ensure they understand the rules to help them make choices that adhere to the CKC rules. Dedicated members who have desire help make a great national.

The committee shall be familiar with the CKC rule book. This committee should be attending each day of the event. All officials of an event-giving club, including the Chairman and every member of the Field Trial Committee must be thoroughly familiar with the proper procedures for handling cases of misconduct.

The proceeding information are suggestions intended to help a Club run a quality event. Selecting a chairperson should be done with care; a poor job reflects on the entire club. The same holds true of the Secretary. This is not to say that a Club should avoid using new people, in fact it is a good idea to get them involved. The key is that a Club is obligated to assist a new

Chairperson or Secretary by offering guidelines and support. The Chair and Secretary should be willing to devote time and energy from the planning stages through to the event's completion. Their possession of organizational skills is extremely important.

4. NATIONAL CHAIRPERSON DUTIES AND RESPONSIBILITIES

A. Planning for the event

- Confirm Judges and dates.
- Supervises amenities for the Judges (Request the bios, photo. Confirm travel, reservations at hotel and put together a care package for them). Arranges for their breakfast, lunch, and dinners during the event, arrange for travel to and from airport.
- Confirms bird source, dates of delivery and numbers.
- Confirms headquarters, photographer, website person, hunting license and grounds, flag count, ensures grounds and hosting quarters.
- Arranges the ribbons, and gifts.
- Give the judges a tour of the grounds, answer any questions, ride the course(s) with the Judges, and point out any peculiarities or hazards on the grounds.
- Holds pre-meetings to organize the event.
- Ensure adequate directional signs are properly placed. Signs should be placed on the right side of highway, beginning at a major intersection, and at intersections where a turn is to be made. Signs must be visible.
- Orders sanitary facilities and other services needed.
- Ensure that all necessary equipment is on hand prior to the start of the event (birds, bird bands, lunch, shag baskets and sacks, shells, trash cans, first-aid kit, fluorescent ribbons).
- Holds pre-meetings with key committee members to plan event.
- Designates exercise and camping areas.

B. Before the event starts

- Ensure all necessary equipment is on the grounds prior to the event starting: Birds, Birds bands if required, Lunch accommodation, Shag bags and sacks, trash cans, sanitary facilities, first-aid, courses flagged.

C. During and wrap up of the event

- The chairperson is the administrative officer for the event and supervises key personnel. It is acceptable to delegate different tasks to other committee members, during the event more helping hands can be a great help. Things you should consider – presentation of ribbons/trophies, gifts to judges, guns, marshal, bird planters, and anyone else to be thanked.
- Judges should be paid before they leave the event, confirm their transportation back home and lodging if necessary.
- Supervises clean up.

5. NATIONAL SECRETARY'S DUTIES AND RESPONSIBILITIES

- Apply for dates and judges to CKC.
- Circulates vote sheets to choose the judges according to CNSFTA rules.
- Ensure all information is put on the dogshow.ca website (dates, premium list), please note the Premium List must indicate the type of birds to be used. Birds should be contracted for or bought far enough in advance to be sure they will be available and of good quality.
- Works with CNSFTA secretary to ensure it is included for the CNSFTA official host sponsor (i.e. Purina).
- Receives the entries, fees, and works through dogshow.ca for this information (All entries must be received by the Event Secretary before the closing date (closing date is normally 10 days (about 1 and a half weeks before the trial commences). The official CKC entry is done through www.dogshow.ca No paper entries are accepted.
- Work with dogshow.ca to create a catalog and running order (the running order needs to be a hard copy to be used by handlers, people helping with the trial, marshals, and judges). Please note for the Nationals a hard copy catalog needs to be created and printed as a keepsake for the handlers and owner (this is very different from a regular trial because of sponsors and advertising).
- Implement marked catalog, event statements and other sheets from dogshow.ca to ensure all records are prepared as per CKC rule book and submit all this information to CKC (suggested within 1 week of the trial completion).
- Assist in coordinating the meeting place for the CNSFTA general meeting which should happen the afternoon before The Canadian National Open takes place.
- Ensure judges sign all documentation on the marked catalog before they leave the trial.

6. NATIONAL HEAD MARSHAL DUTIES AND RESPONSIBILITIES

- The Head Marshal ensures the trial starts on time and should give a 5-minute warning to competitors before the trial begins. Assist the Judges and carry out their instructions before the trial starts and throughout.
- Ensure all committee members have their radios turned on before the trial starts.
- Provide adequate directions and control of the gallery, inform competitors where to enter courses, where people should walk in the gallery for safety and support to judges and handlers, and where sanitary facilities and trash bins are on the grounds.
- Ensure baskets and gunny bags are on site.
- Assist each Shagger with the removal of birds (dead and trap)
- Arrange for trap boxes at each series location.
- Arrange a schedule for Shaggers.
- Identify where the bird boxes are at the end of the course.
- Contact Judges for requirements and instructions on the event.
- Pass on Judges' instructions to workers, entrants, and gallery.
- Watch for litter and police area.
- Communicate with the bird planter.
- Make food and beverages available for Judges.
- Act as an announcer for the judges (This includes determining from Judges how to handle callbacks, calling dogs to line in order or as requested by Judges, ensure callbacks are posted, ensure that the following equipment is on hand prior to the commencement of the event: extra blaze orange vests for visitors if needed, white boards or some type of communication to write down callbacks).

The Marshal post-event should ensure that club equipment is to be returned to the Chairperson, trash cans and recycle bins are emptied and contact Judges for any requirements and instructions on event that need to be announced.

7. GUN CAPTAIN DUTIES AND RESPONSIBILITIES

- Organize two-gun teams for rotation.
- Arranges for ammunition to be on grounds.
- Assigns an assistant to the team if not in the field.
- Coordinates relief of assignments and rotation of gunners.
- Organize a team meeting before the trial begins.
- Arrange for food and drinks in the field for guns.
- Explain the guns award criteria and choice.
- Coordinate hats and gifts for the team.
- Arrange for gunners at training session.

8. GAME STEWARD DUTIES AND RESPONSIBILITIES

- Arrange for delivery of birds to event site.
- Make sure birds are at the event site.
- Arrange for the number of birds for training session.
- Ensure humane treatment of birds.
- Supervises disposal of dead birds and clean-up.
- Conduct sale, if any, of leftover birds.
- Assist the bird planter when needed:
- Delivery of birds to field.
- Ensure the equipment is ready (with gas arrangements).
- Ensure the radios are working.
- Ensure Planter has food, drinks, and clothing for weather.
- Keep birds fresh and dry.
- Have crates available at each end of the course.
- Ensure Planter is dressed in orange and wearing safety goggles.
- Save appropriate number of dead birds for water test.
- Maintain bird count.
- Delivering birds for training session.
- Remove birds from training session.
- Set training hours.

9. GROUNDS PERSON DUTIES AND RESPONSIBILITIES

If this is different from the chairperson duties and responsibilities.

- Acquire permission and license to utilize the land.
- Arrange for any rental equipment (tents, sanitary facilities, hand washing, trash cans, recycle bins, chairs, and tables).
- Arrange for food on the grounds; consider coolers for drinks and cooking tools.
- Arrange for ATV's or other transportation of birds and judges to the field.
- Number flags and layout courses.
- Arrange for water tubs for dogs if the weather is hot.
- Arrange for parking signs and direction signs to grounds and post at locations.
- Transporting people on grounds:
- Arrange for ATV's, wagons to take handlers and people to and from course series.
- Determine training site.
- Flag the course.

10. SOCIAL FUNCTIONS

Smaller clubs usually have the secretary do this job.

- CNSFTA Meeting: Arrange for a room, photocopying to assist with meeting.
- Welcome reception: Setup greeting table for hand out of participant's information; catalogues, items, and gift bag (include Gunners and Judges).
- Set up the display table which includes trophies and ribbons, bid sheets, clipboards, and pens for each item. Collect money from silent auction and any other fundraising activity.
- Develop speech for welcome reception.
- Organization for trial.
- Confirm food and room.
- Banquet: choose a Master of Ceremonies, develop a thank you speech and presentation of awards, confirm room and food.

11. PHOTOGRAPHER DUTIES AND RESPONSIBILITIES

- Arrange a setting for portraits of each dog.
- Take candid shots each day.
- Take banquet and social pictures.
- Take awards and judge pictures.
- Take Committee pictures.
- Take pictures of Marshalls, Gunners, and Shaggers.
- Note all first-place national winners photos need to be sent to the Purina rep Bill Kennedy (cedarridge58@gmail.com).

12. PAPERWORK SUGGESTIONS

- **Applications:** dates should be arranged one year in advance, please note use CKC license use forms that are required (Event Date Application 151-13-50) apply one year in advance and Judging Panel Application (152-10-73) and apply 6 months in advance.
- **Premium List:** the premium list should be made available on the dogshow.ca website 3 – 6 months in advance of trials. The following information should be included: CKC CEO (name and address), CKC Regional Representative (name and address), CKC Spaniel Council Representative (name and address), Listing fee information, Location and start time, Entries, List where information is sent to, List of dates and fees, List of Judges and dates, Identify trial type, date and bird type, Identify types of prizes, Indignities (identify trial obligations), List of Club Officials, List of Field Trial Committee, List of available hotels in area. Please note each hosting club must have an agronomy report that is current for that year. The agronomy report must be posted to dogshow.ca at least one month prior to the National.
- **List of Items to be Completed:** Attendance at CNSFTA meeting, suggest 30 copies of previous year's minutes, Applying to CKC date approval. (The CNSFTA website should have all dogs that are qualified), create a catalogue, create maps for the grounds, lodging, etc., prepare running orders, collect fees, set up an emergency plan information list, mark catalogues for CKC, prepare financial records, and process deposit/payment fees for trial and training sessions.
- **Catalogs and Running Order:** Clubs holding a Field Trial must prepare a list showing the running order. The number of catalogs/running orders to be printed will depend on the number of entries; club needs (members, Judges, workers, CKC, spectators, etc.). A marked catalog may be used to report the dogs that received placements. Use CKC guidelines for information to be included within the catalog. The running order should be created the night after the closing date.
- **Bookwork to CKC**: Fill out Field Trial Placement report (151-13-70) and Fill out Statement of Events Fee (see dogshow.ca/Admin look for reports)
- **Medical and Veterinary Emergencies:** The club should have the phone number of the nearest paramedic, fire department or ambulance service available to the event. Know and list the location of the nearest telephone. The Committee must also arrange emergency veterinary care, providing the name, location, and phone number of a veterinarian on call during the event.
- **Insurance Review:** Liability coverage for the protection of all club members and participants is needed. There are two bodies that hold insurance. 1. CNSFTA provides liability insurance from Nestles Canada (the CNSFTA secretary applies for this in conjunction with dealing with Purina; Nestles Canada INC form is required to be completed by mid-April). 2. The clubs hosting the nationals need insurance. We suggest seeking the counsel of an insurance agent or the National Firearms Association has a comprehensive package available to clubs.
- **Website:** Please ensure that the national information is included on the CNSFTA website. Contact Vaughn at dogshow.ca. The following items assist people: list hotel, airport, car rental, food and lodging, post Judges biographies and photos, post premium list, judge selection once CKC approval is granted. During the trial, each day of the event, publish pictures of current series and call back information.
- **Awards presentation,** The CNSFTA President presents the High Point Awards at the Open National banquet. The hosting Club decides how all the other awards are presented at the end of the trial. It is suggested to present the Gun Dog Award first followed by CM's then placements (4^{th}, 3^{rd},2^{nd} and last 1^{st}).

13. PERSONAL DISCLOSURE AND WAIVER.

It has been suggested with the issue regarding use of photos and social media that this type of acknowledgement should be include in the documents that are circulated to participants and attendees and posted on the grounds as a precautionary measure.

Disclosure and Waiver Acknowledgment

By participating in or attending the Canadian National Open or Amateur Spaniel Field Trial Championships (the "Championship"), all participants and attendees, including but not limited to handlers, owners, judges, gun team members, workers, and volunteers, hereby acknowledge and accept that their image may be captured in video or photographs taken during the Championship events.

Furthermore, participants and attendees understand and agree that these images may be reproduced, used, and broadly distributed by entities such as, but not limited to, the Canadian National Spaniel Field Trial Association (the "CNSFTA"), CNSFTA club members, the host club, or any event sponsors. Such reproduction and distribution may occur in any format, including but not limited to print, digital, or online media, and on any platform or publication.

By your participation or attendance, you consent to this use of your image without expectation of compensation or notice, and you waive any rights or claims related to the use of such images in any lawful context.

14. PURINA EXPECTATIONS. PURINA IS CNSFTA PRIMARY SPONSOR.

The following expectations are in CNSFTA off by the CNSFTA secretary when a new agreement is updated. Each hosting club is expected to adhere to these expectations.

- ProPlan shall provide one small bag of Pro Plan dog food to each dog entered (numbers to be determined 3 weeks in advance of the event (typically 40 dogs for Amateur Championship and up to 70 dogs for Open Championship). Please note this needs to be ordered at these 3 months. To ensure food arrives before the national begins. Contact Bill Kennedy cedarridge58@gmail.com
- Host club will provide to ProPlan a delivery address and contact information for the purpose of shipping dog food and other items at least 4 weeks in advance of the event
- The winner of each event will receive 5 large bags of Pro Plan dog food or coupon equivalent
- The 2nd place, 3rd place, and 4th place dogs, of each event will each receive 2 large bags of Pro Plan dog food or coupon equivalent.
- The Gunners Award Winner will receive 2 large Bags Pro Plan dog food or coupon equivalent
- Each dog that is awarded a Certificate of Merit will receive one large bag of Pro Plan dog food or coupon equivalent.
- 10 large bags of Pro Plan dog food will be supplied to each of the National Host Clubs to be raffled as a fundraiser in a way that recognition of Purina sponsorship is publicized.
- The use of 2 banners to be posted prominently by the Host club at Headquarters and at all test sites throughout the duration of the event. These are to be returned to Purina? at the completion of each National Event.
- ProPlan has the opportunity to supply various raffle items for the Silent Auction or Raffle table, depending on availability.
- ProPlan will supply promotional material for the CNSFTA website, the CNSFTA Facebook page and Member clubs' websites and weekend catalogs from all across Canada. CNSFTA further agrees to the following and will ensure that they will:

- Identify ProPlan as the Official Sponsor of the Canadian National Open and Canadian National Amateur Spaniel Field Trial Championships.
- Ensure that ProPlan will have exclusive dog food company rights for these events.
- ProPlan shall also be recognized as the Official Dog Food Supplier to the Canadian National Spaniel Field Trial Championships in all reports, these reports will include publications as well as websites of and for the Canadian National Spaniel Field Trial Club and associated host clubs.
- These titles will be exclusive to ProPlan and ProPlan will be free to use their Sponsorship status in their advertising campaigns and materials.
- Link the ProPlan website to the CNSFTA website including recognition as an Official Sponsor.
- Identify ProPlan as an Official sponsor in various write-ups reporting the Canadian Nationals. These write-ups will include publications as well as websites of and for the Canadian National Spaniel Field Trial Club and associated host clubs.
- Provide the names and addresses of all member clubs, CNSFTA directors and executive to ProPlan for future contact purposes.
- Distribute applications to the Contestants and Workers applications to the Purina Pro Club and encourage such membership and its benefits to those people.
- Provide regular free ProPlan promotional material on the CNSFTC website such as Pro Club Applications, videos, product reviews, product news, information items, links and news releases.
- Ensure host clubs add promotional material about ProPlan to their websites as well as place free ads in their weekend Field Trial catalogs all across Canada.
- Ensure that the host club will provide recognition of ProPlan sponsorship and any attending Representatives at the National Banquet and Worker's Party.
- Ensure that the host club provide free 2 Banquet tickets to ProPlan representatives attending the Nationals. The host club will also provide 2 free tickets to ProPlan representatives for any other social events that they offer during the week of the National.
- Provide ProPlan inside front and the outside back cover pages for colour advertising in the catalog / program for Purina. ProPlan will provide advertising in formats that are suitable for use in the above-mentioned catalog/program
- Provide a table and space for ProPlan product brochures or products at the Headquarters if required by ProPlan representatives.
- ProPlan may provide product brochures for distribution to each contestant.
- The host club will provide photographs of the Winner and placing dogs, finalists and Gunner’s Award winner in front of a ProPlan banner and with ProPlan representatives if desired. ProPlan will be free to use these photographs in their advertising campaigns and materials. ProPlan will be able to display an 8 ½” X 11” logo on the Winner’s table for the Official National Winner’s photo and the host club will ensure that it is always available for photo opportunities.

This agreement will be effective as of 24 April 2024 and will terminate on 31 Dec 2026. However, it is understood that both CNMRC and ProPlan may identify mutually beneficial arrangements, which may enhance this agreement. An annual review will assess ways to improve this agreement.

15. BUDGET TEMPLATE

ITEMS	ESTIMATED	EXPENSE	COMMENTS
Pheasants			
Training birds (pheasants and pigeons)			
Travel expenses related			
Banquet			
Renting toilets			
Winner ribbons			
Winner awards			
Judge's accommodations			
Judge's travel			
Shells for the gunners			
Gunner's gifts			
Lunch expenses for gunners, bird planter and judges			
Drinks and snacks for judges, gunners and helpers			
Planter			
CKC fees			
National Firearm Association (Club insurance)			
Land rental			
Catalog and running orders			
Revenue			
Fees			
Donations			
Sponsorship from Purina *(2500 divided between Open and Amateur according to the number of entries in each)*			
Banquet			
Total Revenue			
Total Expenses			