

ORGANISING A PROGRESS AWARD EVENT

The organiser should:

1. Contact the Co-ordinator to discuss suitable dates.
2. Find a suitable venue and make the booking.
3. Inform the Co-ordinator and the Newsletter Editor so that the event can be advertised in the quarterly magazine and on the PnM website.
4. **Ensure**
 - if indoors that the floor is safe and non-slip – e.g. taped-down carpet
 - if outdoors must be on short grass and the ground must be level, even and without holes
 - that the edge of the working area is clearly defined by tape, fencing or rope as appropriate
 - that it is large enough for the required elements to be performed by dogs of all sizes
 - that spectators occupy only one side of the working area
 - no dogs are near or in view of a dog under test
 - that food is not used during an assessment
 - toys are not used except for warming up and for a training round
 - no dog under 12 months is entered
5. Provide suitable equipment to play CDs and tapes and also a backup machine. Music must not be played so loud that it interferes with local neighbouring properties.
6. Provide a time keeper and, if required by the assessor, a scribe for the event.
7. If outdoors, provide a tent large enough for the assessor/s, timekeeper and possible scribe to sit in with table, chairs, music centre, timer and awards.
8. If outdoors, the organiser must be responsible for the same health and safety regulations that one would normally expect if hiring a hall. In addition, should the ground become waterlogged or slippery, the organiser must make the decision to postpone the event. If the event is cancelled or curtailed due to inclement weather, the organiser must re-organise the event within four weeks of the postponement date.
9. Once the number of entries is known, the organiser should work out the additional fee *per entry* required from each entrant to cover the cost of the venue and be responsible for collecting these fees and paying the venue.
 - *At your own discretion your group may present the assessor/s with a small thank you gift.
10. Provide hot/cold drinks for officials and competitors and ensure there is fresh water available for dogs. A nominal charge can be made for competitors.
11. The organiser may run a raffle or tombola.

12. The organiser is responsible for ensuring all entrants know the full address of the venue and the starting time.
13. A running order should be made by the organiser and be clearly displayed at the venue ensuring that anyone with multiple entries has at least a short break between each one.
14. The organiser should announce that a copy of their score sheet is available via email from the Co-ordinator or SAE via postal service.
15. The organiser should announce that additional earned badges are available for purchase at £3 by sending a cheque made payable to PnM Association to the Co-ordinator. (Some folk take these to their local keycutter, have the pin removed and a hole drilled in the edge to hang on their dog's collar.)

After the event the following must be returned to the Co-ordinator:

- a) All entry forms.
- b) All completed and signed assessment sheets.
- c) All unused sheets, certificates, rosettes and badges.
- d) A full list of results. (These can be simply entered in the final column of the entry list sent to you by the Co-ordinator and emailed back.)

The Co-ordinator will:

1. Take entries up to 14 days prior to an event, provided they are accompanied by the appropriate fees (currently £4.50 per entry but increasing to £5.50 for all events from 1st July, 2010) - cheques made payable to PnM - and the official entry form is completed (these can be downloaded from the PnM website).
2. Provide all assessment sheets, rosettes, certificates and badges.
3. Organise an assessor for the event.
4. Send all cheques to the PnM Treasurer.

The Assessor is responsible for writing a *short* report for the next Newsletter and sending this, with a copy of the full list of results, to the Co-ordinator. All expense claims should be sent to the Treasurer within 2 weeks of the event.