NATIONAL FINALS BID PROPOSAL GUIDELINES

Bids are due by January 1 of the year prior to the subject finals (e.g 1/1/17 for 2018 finals) and are to be submitted to the USBCHA President (usbcha_pres@centurylink.net) with a copy to Secretary (secretary@usbcha.com). For assistance with a proposed budget and to obtain a budget template, contact the Treasurer (mcs@theashcroftgroup.com)

USBCHA will award the bid March 1. This date may be extended to accommodate a site visit or to obtain further information if it is determined to be necessary.

The following must be included with any proposal:

1. Description of the open trial field (pictures if possible) – field must have sufficient area for an "International" style course. If the Nationals have not been held on the proposed fields, a member of the USBCHA Nationals Trial Committee may need to visit the site and approve of the field.

2. Description of Nursery trial field – potential length of outrun. If Nursery and Open will be running simultaneously, the fields must be situated so as not to interfere with one another, i.e. dogs hearing whistles or seeing sheep on the other field.

3. Provisions for concessions, spectators, judging, secretarial and announcing staff. This must include provision for shelter for judging, handlers and announcing staff, as well as adequate office space and electricity for secretarial staff. The host will also arrange for lodging for judges and staff, which will be paid by the USBCHA.

   a. Judging tents of sufficient size to allow for good separation between judges – basically one tent per judge/scribe, including the Nursery field (2 tents)

   b. Handlers tent at both the open and nursery field

   c. Tent for the announcer located in such a way that announcer is away can be separated from spectators and handlers (preferably on the field near the judges)

4. Internet availability.

5. Sheep provider – ability to provide 750-800 trial sheep. Sheep shall be reasonably similar, i.e. uniform size, flock and age (preferably under 3) and sheared at same time. Local committee is responsible for securing any required vet checks or livestock health certificates are required by State or local authorities

6. Facilities for caring for and handling the sheep as necessary, including pens, and providing adequate feed and water. A shepherd must be procured who is

responsible for all aspects of the sheep, including managing and moving sheep throughout the week.

7. Plan for parking, including handler camping.

8. Seating, port-a-potties and other facilities to insure the comfort of contestants and spectators.

9. PA system and announcer. This should include provision for a power source.

10. Set-out crew for both the Open and Nursery class and to include adequate pen help.

11. Preliminary budget. (Interim budgets shall be provided upon request of the USBCHA President at reasonable intervals).

12. List of individuals on the local trial committee.

13. Handlers Dinner – night before Finals

14. Assistance in ordering food for USBCHA Annual Meeting and provide space

The USBCHA will be responsible for the following:

- The running of the trial including but not limited to entries, judges, course design, course director, rules, secretarial support, awards, etc.

- The USBCHA shall pay the trial sponsor $1.00 from each sanctioning fee collected by the USBCHA during the trial year. That payment shall be included as "income" to the trial host for purposes of determining profit (see below).

- Any profits following the Finals will be split 50:50 with the USBCHA. Details of the profit sharing and expenses to be paid shall be determined with the bid review and negotiations.

- While the host is responsible for obtaining many of the following items, the USBCHA will pay for the following expenses (must be approved in advance per budget and determined reasonable):

  o sheep and sheep care, shepherd

  o lodging and food for judges and USBCHA staff

  o announcer and PA system

  o set-out crew

  o annual meeting expense

- course directors
- awards
- venue fee