

# **National Search Dog Alliance (NSDA)**

## **Timeline for Regional Testing**

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### **Four (4) Months Out**

- The **Host** shall find a location for the event and acquire the necessary permissions to use the area. Check for hunting seasons, if applicable.
- The **Host** shall find housing (hotels or camps) for handlers and nearby places to eat (or provide food).
- The **Host** shall find the nearest veterinarians and ask the vet if he/she would be available if needed.
- The **Host** shall locate the nearest hospital in case of emergency.
- The **Host** shall decide which disciplines will be tested and/or instructed and **see what is needed to host a test for each discipline under the Testing tab on the NSDA webpage ([www.n-sda.org](http://www.n-sda.org))**. See **Hosting Team Info**.
- The **Host** shall contact the **NSDA Testing Chair** at [KarenLX@aol.com](mailto:KarenLX@aol.com) and send in the Regional Testing form that is located on the NSDA webpage ([www.n-sda.org](http://www.n-sda.org)) under the Testing tab.
- To qualify as a Regional Testing, the event must have **six (6)** or more handlers and at least **ten (10)** tests or more. NSDA will pay up to **\$500.00 of the Evaluator's expenses for each Evaluator**. Each Evaluator must give at least three (3) tests. The **Host** shall pay the Evaluators' expenses, collect the Evaluators' receipts and submit all receipts to the NSDA **Treasurer** for reimbursement.

### **One (1) Month Out**

- Testing fees can be paid online; applicants should keep a copy of their PayPal receipt.
- **Travel arrangements for Evaluators should be made by either the Host or the Evaluator**. The **Applicants** shall send all prerequisite paperwork, except log books, to the **Evaluator**, preferably at least one (1) month before the test date. This can be done by scanning the documents and a copy of the PayPal receipt for the online test(s) and e-mailing them to the **Evaluators**. Log books shall be presented to the **Evaluators** on the day of the test. If the **Handler** is recertifying, only the time- sensitive documents, the log book and proof of the original certification will be needed.
- The **Host** shall provide topographic and/or aerial maps of all testing areas to all **Evaluators**.
- The **Host** shall have all testing equipment such as HRD material, boats, buildings, autos etc. available for the event. The **Host** shall check with the **Evaluator(s)** to see if anything else will be needed.
- The **Host** shall have assigned people in the area to help as subjects, drivers, etc. and have a written task schedule of who/what/ when/ where.
- The **Host** shall have planned for food and drink for the event participants.

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### **Test Day**

- The **Host** arranges access to food and drink for all event participants, including water for the dogs.
- The **Host** arranges for the transportation of supplies, handlers, K-9s and personnel to remote testing locations.

### **One (1) Week After**

- The **Host** sends “Thank You” notes to all **Evaluators, subjects and helpers.**
- **Evaluators** send photos of each candidate who passed the certification to the **NSDA Newsletter Editor.** Captions for the photos shall be: **handler’s name, dog’s name and the certificate earned.**