



ROLES AND EXPECTATIONS FOR AKC EVENTS

Timber Ridge Obedience Club of Central Wisconsin

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Timber Ridge Obedience Club of Central Wisconsin
Roles and Expectations for AKC Events
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Agility Trials

Agility - Trial Chair

- Picks the venue and has signed contracts, makes sure it is within AKC requirements.
- Judges – hire, get signed contracts, arrange for hotel, etc. (Judges may need to be hired 1-2 (or more) years in advance, need to keep track of which ones we want and when they are available. This is a sometimes an on-going quest.)
- Determine what classes to offer and submit to AKC – about 6 months in advance of trial. If this is the first time we are having a trial on a date, an application may need to be filled out and mailed into the AKC with a check from the club treasurer.
- The trial chair may choose the trial secretary.
- The trial chair may also utilize the service of Agility Gate (or similar).
- Coordinate with secretary on the premium
- Make sure ribbons are available
- Gets the committee together, including the Volunteer Coordinator
- Make sure lunch is available for judges
- At the trial – do a welcome and thank you – be a point person for complaints
- On the last day of the trial either write checks or if the treasurer is there, give the treasurer info on who needs to be paid.
- **As the Trial Chair, there could be other duties depending upon which venue you choose, as we have not held a trial at a location other than Camp Bandy.**

Agility Trial Chair Perks

- The trial chair receives three entries per day (or a voucher for another AGILITY trial)
- Free lunch each day of the trial

Agility - Trial Secretary

- This position in most cases is a paid service.

Agility Trial Secretary Perks

- Free lunch each day of the trial.

Agility -Chief Course Builder

- Required to spend the day ensuring the courses are all properly laid out.
- **This is an all-day commitment for the days you are Chief Course Builder.**

Agility Trial Chief Course Builder Perks

- The Chief Course Builder receive 3 entries (or a voucher for another AGILITY trial)
- Free lunch each day of the trial

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Agility – Trial Volunteer Coordinator

- Arranges for the Chief Course Builders for each day
- Arrange volunteers with initial scheduling done via online sign-up. After the online sign-up closes, the coordinator is responsible for personally recruiting people as needed.
- Answer volunteer questions as needed.
- May organize a drawing for prizes or other incentives for the volunteers (not required).
- **This is an all-day commitment for the day(s) you are the Volunteer Coordinator.**

Agility Trial Volunteer Coordinator Perks

- Volunteer coordinator receives two entries per day or a voucher for another AGILITY trial
- Free lunch on day(s) you are the Volunteer Coordinator

Agility - Food Service Coordinator

- Arranges for daily lunches for Judges, Trial Chair, Trial Secretary, Trial Volunteer Coordinator and Chief Course Builder
- At the discretion of the Food Service Coordinator, lunch service may also be provided for the rest of the trial volunteers

Agility – Event Committee

- This is a 5-member committee required by the AKC
- Committee members are on-hand to handle safety concerns and are responsible for event hearings.
- **This is an all-day commitment for the day(s) you are serving on the Event Committee.**

Agility Trial Event Committee Perks

- Committee members will receive one entry voucher for a future AGILITY trial. You **MUST** be present for the entire day to receive a voucher.

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Obedience / Rally Trials

Obedience / Rally – Trial Chair

- Secures a venue with a contract
- Judges – hire, get signed contracts, arrange for hotel, etc. (Judges may need to be hired 1-2 (or more) years in advance, need to keep track of which ones we want and when they are available. This is a sometimes an on-going quest.)
- Set up the event in AKC Event Management (determines which classes on which day for which judge)
- Prepare the Premium
- Secure committee members and volunteers
- Secure a Chief Ring Steward
- Prepare the Judging Program (sent to Trial Secretary)
- Arranges for set up/take down of the rings.
- Organizes optional run-throughs - either does it or finds someone to do this
- Arranges food for Judges, Chief Ring Steward, and other key people (i.e., stewards who have worked a pre-determined number of hours)
- Secure ribbons, etc.
- Be available throughout trial for questions, greeting judges, etc.
- Communicates frequently with Trial Secretary

Obedience/Rally Trial Chair Perks

- The Trial Chair receives one free entry per day or a voucher for another Obedience or Rally trial.
- Free lunch each day of the trial.

Obedience / Rally – Trial Secretary

- Receives all entries/ entry fees, coordinates with the Treasurer for depositing funds.
- All required reporting to the AKC. Including mailing all appropriate documentation to the AKC
- Prepares judges books, arm bands, etc.
- Entry of all scores from judges' books
- Posting of scores; High In Trial and High in Combined for both Rally and Obedience.
- Last day of trial either write checks or if treasurer is there, give the treasurer info on who needs to be paid.
- Communicates frequently with Trial Chair.

Obedience/Rally Trial Secretary Perks

- The Trial Secretary receives one free entry per day or a voucher for another Obedience or Rally trial.
- Free lunch each day of the trial.

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Obedience / Rally – Chief Ring Steward

- Organizes the Ring Stewards for all days of the trial.
- Responsible for outreach of volunteers (usually via email or newsletter).
- Once the judging program is out, then puts schedule together.
- Generally, work each day of the trial with the Trial Chair is the back-up to ensure enough Stewards are there.
- Gets ribbons at tables
- Make sure the stewards and judges have what they need to run their ring successfully.
- Provides relief for stewards when needed.
- May have a drawing for a prize or other incentives for the volunteers. (Optional)

Obedience/Rally Chief Ring Steward Perks

- The Chief Ring Steward receives one free entry per day or a voucher for another Obedience or Rally trial.
- Free lunch each day of the trial.

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Tracking Trials

Tracking – Trial Chair

- The Chair has overall responsibility for proper planning, conducting, and reporting of the results of the test.
- Contact the judges regarding availability and prepare judge’s contracts.
- Must ensure that the event application, judging panel and disaster and emergency plan are submitted to the AKC by their deadlines.
- Selects or establishes a Test Secretary.
- Designates a person as Chief Tracklayer, who is responsible for coordinating the track laying schedule with the judges on the test day.
- Is responsible for financial details. Coordinate with club’s treasurer to have funds (checks) available for expenses and fees. Judges should be reimbursed at the completion of their judging duties.
- Acts as the facility/site liaison for the club. Establish and maintain communications with the person responsible for use of the site.
- Arrange for a light breakfast and lunch for volunteers and participants on both plotting day and test day.

Tracking - Trial Chair: Day of Plotting

- Coordinate with Chief Tracklayer and Equipment Chair to ensure that flags, mallet, and tracklayers are present at the time needed for plotting.
- See that early access to site grounds and facilities are open
- Check with the judges to see if anything is needed.
- Coordinate with Chief track layer to provide transportation for judges and track layers during plotting.

Tracking – Trial Chair: Day of Event

- See that copies of the Rules Applying to Dog Shows, Dealing with Misconduct, Obedience Regulations and Tracking Regulations are available.
- Arrive before tracklayers begin walking their tracks.
- Coordinate with Transportation Chair to provide transportation for Judges and Tracklayers.
- Coordinate with Hospitality Chair to provide refreshments for plotting and test days.

Tracking - Trial Chair: After the Event

- Check event grounds after cleaning up to be sure everything is in order.
- Write checks for judge’s fees and/or expenses.

Tracking Trial Chair Perks

- The Trial Chair receives \$20 per day.
- Free lunch each day of the trial.

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Tracking – Trial Secretary

- This is currently done by Lorah from Bluestem Agility at no charge.

Tracking Trial Secretary Perks

- The Trial Secretary receives \$20 per day.
- Free lunch each day of the trial.

Tracking - Chief Track Layer

- The Chief Track Layer should be a well-organized and knowledgeable tracking person.
- They play an important role in coordinating the tracklaying schedule for the judges and communicating with the tracklayers to make sure that the test tracks are laid correctly and on time.
- In cases where the judges are out on test tracks with exhibitors before all of the track are laid, the Chief Track layer will take responsibility in overseeing the remainder of the tracklaying.
- The Head Tracklayer should report directly to the judges in all circumstances.
- Acts volunteer coordinator for Tracking.
- Tracking requires one tracklayer per track and enough volunteers for cross tracklayers
- Must be able to commit to 2 days for track plotting day and the test day
- Make sure all equipment is at the tracking site the day of test
- Ensures that all track layers are at the designated track location at the appropriate time as assigned by judges
- Tracklayers, cross tracklayers, entrants, and judges all need to have some form of transportation to get to their assigned tracks.
- Arranges for volunteer drivers are required if needed.

Tracking Trial Chief Tracklayer Perks

- The Chief Track Layer receives \$15/day
- Free lunch each day of the trial.

Tracking - Track Layers

- Must be able to commit to two days of laying track for judge.

Tracking Trial Track Layer Perks

- The Track Layers receive \$10/day.
- Free lunch each day of the trial.

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Tracking - Food Service

- Shelly currently does this for the event.
- If she no longer wishes to do this then the Trial Chair arranges the Food Service.
- Timber Ridge doesn't do anything beyond getting the person/group to do this.
- Worker's meals are reimbursed by the club.
- Food Service is responsible for setting up, clean up, etc.

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Lure Coursing

Lure Coursing – Trial Chair

- Receives and entries/deposits entry fees.
- All required reporting to the AKC, including mailing all appropriate documentation to the AKC.
- Coordinate with secretary on the premium.
- Judges – hire, get signed contracts, arrange for hotel, etc. (Judges may need to be hired 1-2 (or more) years in advance, need to keep track of which ones we want and when they are available. This is a sometimes an on-going quest.)
- On the last day of the trial write checks or if the treasurer is there, give the treasurer info on who needs to be paid.
- Trial Chair arranges the Food Service for the Judges, key people, volunteers.

Lure Coursing Trial Chair Perks

- The Trial Chair receives one free entry for each day they are the trial chair. This entry must be used for that day and can't be saved for another day or another trial.
- Free lunch each day of the trial

Lure Coursing – Trial Secretary

- This is currently done by Lorah (from Bluestem ATS) at no charge.
- NOTE: Lure Coursing is something TROCCW hasn't done in many years. This may need to be modified at some point
- Receives and entries/deposits entry fees.

Lure Coursing Trial Secretary Perks

- The Trial Secretary receives a Free entry or a voucher for another lure coursing trial.
- Free lunch each day of the trial

Lure Coursing - Chief Course Builder

- Must be there all day to set up and take down the course.
- Will find volunteer course builders to assist with this HUGE task.

Lure Coursing Chief Course Builder Perks

- The Chief Course builder receives one free entry for each day. The entry must be used for that day and can't be saved for another day or another trial.
- Free lunch each day of the trial

Lure Coursing - Volunteer Coordinator

- Organizes helpers for both days of the trial
- Helps Chief Course Builder with getting helpers and with set-up and take down helpers
- Get ribbons at end of each class
- Make sure helpers and judges have what they need.

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- May have a drawing for a prize or other incentives for the volunteers (Optional)

Lure Coursing Volunteer Coordinator Perks

- The Volunteer Coordinator receives one entries per day or a voucher for another Lure Coursing Trial
- Free lunch each day of the trial

Lure Coursing - Food Service

- Trial Chair arranges the Food Service for the Judges, key people, and volunteers. Not required but recommended that meals are also provided for stewards who have worked a determined number of hours.

Lure Coursing – Course Operator

- This is an important part of a trial. It takes equipment training prior to the event.
- All day commitment, plus set up and take down.

Lure Coursing Course Operator

- Lure Course Operator will receive \$50/day for each day of the trial.
- Practice and set up day before not paid.
- Free Lunch each day of the trial

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Fast CAT

Fast CAT – Trial Chair

- Hires Lure Operator
- Sets up event in AKC Event Management
- Arranges for site, including Port-a-Potty rental
- Proofs premium list
- Orders ribbons and rosettes
- Ensures all required reporting to AKC is completed and sent to AKC in a timely fashion
- Coordinates with Trial Secretary on payment/checks

Fast CAT Trial Chair Perks

- The Trial Chair will receive two free entries or vouchers to be used at another FAST CAT trial.
- Free lunch each day of the trial

Fast CAT – Trial Secretary

- This is often a paid position and may be part of the contract with the Lure Operator but does not have to be.
- Responsible for the Premium
- Receives entries and deposits entry fees
- Entry of all dogs into AKC Fast CAT Results spreadsheet
- Prepares scribe sheets
- Prepares ribbon labels
- Entry of all scores from scribe sheets into Results spreadsheet
- Email of results to exhibitors
- All required reporting to AKC including electronic submission of Results
- Write checks for reimbursement of Lure Operator, or give information to Treasurer for completion
- Communicates frequently with Trial Chair.

Fast CAT Trial Secretary Perks

- Club members serving as Trial Secretary will receive two free entries or vouchers to be used at another FAST CAT trial
- Free lunch each day of the trial

Fast CAT – Inspection Table

- Watches dogs move for lameness, fitness,
- Monitors bitch in season check (handler wipes and shows team).
- Measures dogs for handicap if needed.
- Provide sticker of inspection.
- Answers questions.

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Fast CAT – Special Awards

- Gives out fancy rosettes and special awards on request.
- Keeps count of awards (handler, dog name) to inform future ordering.

Fast CAT – Timer / Scribe

- Enters the official time onto the scorebook.
- Makes sure the time is recorded on the correct dog's record.
- Timer also monitors equipment including timing gates for correct operation.
- Works closely with the Ribbons Clerk

Fast CAT – Ribbons Clerk

- Enters the official time onto the ribbons, MPH if possible
- Organizes for handler pickup.
- Handles handler questions and is human shield for timer, because of the attention required to do that job.

Fast CAT – Paddock Master & Assistant Paddock Master

- Controls running order.
- Is responsible for the orderly flow of the race.
- Make sure dogs are inspected before running.
- Make sure they have a releaser and a catcher.
- Sends next dog onto the course after previous dog exits.
- Calls breed, name and number of running dog to Timer/Scribe.
- Makes sure next dogs are on deck and in the hole waiting.
- Enforces running order.
- Needs to be a pleasant but firm person!

Fast CAT – Hunt Master

- Retrieves lure from trolley, detaches and places properly on the field.
- Verifies dog has allowed collar and gets handler to the line.
- Asks handler if they're ready, signals lure operator and waits for acknowledgement.
- Moves upraised arm in circular motion to signal for lure operator to start lure. Calls "tally ho" to signal the handler to release the dog.

Fast CAT – Start Gate Steward

- Allows the next dog/releaser on course once running dog has exited the course.
- Maintains gate security.
- Exit gate steward lets running dog and handler out of run out area
- Allows handler of next dog into run out area

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- Maintains gate security.

Fast CAT – Releasers

- Hold dogs while catcher headed down field
- Ensures safety in line-up (no visiting other dogs, no accidental collar slips).
- Releases dog on behalf of owner

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Scent Work Trials

Scent Work - Event Chair

The Chair has overall responsibility for proper planning and execution of event, and ensuring event results are reported to AKC and exhibitors, as appropriate. The event Chair may delegate tasks to members of the event committee, or other individuals, as needed.

- Apply for events in AKC event management system or through 'paper' application for new trials
- Contract judges and assigns elements and classes to be judged based on judges' certifications; reports judging assignments to judges and AKC
- Serve as primary point of contact for judges and AKC
- Negotiate use of event venue(s) and rental fees; executes contracts with venue(s)
- Work with Club's internal insurance representative (aka. Ann) to acquire needed insurance coverage for venue
- Establish event committee; assigns duties
- Recruit, or hire, Event Secretary
- Recruit Volunteer Coordinator and Hospitality Coordinator; assign duties
- Prepare event Premium in collaboration with event secretary; submit final version to AKC and distribute via social media; provide to event secretary to advertise to past scent work event entrants in secretarial database
- Establish element and class judging order; determine if judging changes are needed based on entry numbers
- Communicate with judges regarding judging assignments and schedule, lodging accommodations, any dietary requirements or preferences, any specific equipment, personnel, Demo Dog needs, and arrival times at venue
- Prepare an informational document with all of the event details and important announcements for exhibitors after close of entries
- Inventory scent work equipment and supplies; purchase more, as needed for event
- Inventory qualifying and placement ribbons, and new title rosettes for standard and elite elements and levels; order more as needed
- Oversee set-up/ tear down/clean up, and all activities during the event to ensure judges have all equipment, supplies and personnel needed and event operates smoothly
- Ensure judges' fees and expenses are reimbursed via club checking account on last day of event
- Submit invoices for various expenses to Treasurer for payment.
- Coordinate with event secretary to pay AKC fees

Scent Work Event Chair Perks

- Per Trail, per day: two free element entries or one free Detective entry or vouchers for another day for a Scent Work Trial
- Free lunch each day of the event

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Scent Work – Event Secretary

- License scent work trial software and running order software (eg, Agility Gate), as needed
- Collaborate with Event Chairperson on preparation of Event Premium
- Receive and manage entries/ deposit entry fees or hand over to club Treasurer
- Prepare judges score sheets
- Assign exhibitor armband numbers, prepare exhibitor armbands, and create running orders
- Enter results from judges score sheets into scent work trial software; calculate placements, and high in trial, if offered; post-trial results during trial; send trial results to exhibitors after close of trials
- Prepare labels for and apply to ribbons and rosettes, as needed; mail ribbons and rosettes to exhibitors, as needed
- Prepare all required reporting for AKC, and mail all appropriate documentation with fees to AKC

Scent Work Event Secretary Perks (for club members only)

- \$25 stipend for use of personal computer and printer during a two day event
- Per trail, per day, two free element entries or one free Detective entry, or vouchers for a future Scent Work Trial.

Scent Work – Volunteer Coordinator

- Recruit volunteers to help with event set up/tear down/clean up
- Recruit volunteers to work as stewards for judges
- Recruit volunteers for staging and gate, score sheet runners
- Recruit volunteer for Event Secretary Assistant to assist with results and awards (ribbons and rosettes)
- Recruit volunteers for parking lot and potty (dog and human) supervision during event
- Create volunteer schedule, communicate schedule to volunteers
- Supervise volunteer assignments during event; find/provide coverage, as needed

Scent Work Volunteer Coordinator Perks

- Per trial, per day, one free element entry per trial or one free Detective entry or vouchers for another day for a Scent Work Trial
- Free lunch each day of the trial

Scent Work – Hospitality Coordinator

- Determine source and quantity of lunches for judges, volunteers, and committee members; collect and organize lunch orders from appropriate individuals
- Place lunch order with restaurant or food service organization, arrange for delivery and distribution, as appropriate
- Purchase beverages and snacks for judges, volunteers, and committee
- Provide coolers and purchase ice for cooling beverages and chilling lunch/snack items during event
- Purchase, prepare, deliver judges gifts
- Purchase, prepare, and deliver venue thank you gift

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- Book judges' accommodations and provides confirmation numbers to event Chair to communicate to judges

Scent Work Hospitality Coordinator Perks

- Per trial, per day, one free element entry or one free Detective entry, or vouchers for another day for a Scent Work Trial.

Scent Work – Event Committee Member

- Assist event Chair with duties as assigned
- Assist with event set up/tear down/ clean up, and tasks needed for efficient running of the event
- Be onsite at event each day; attend event from 1 hour before until end of clean up each day
- Participate in event committee meetings for planning and execution of event
- Participate in Bench Hearings, if needed, for AKC conduct violations by exhibitors or dogs

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Scent Work Event Committee Member Perks

- Per weekend, one free element entry or one free Detective entry or vouchers for another day for a Scent Work Trial. In place of a free entry, committee members may be given a stipend of equivalent value to the free entries.
- Note: If the committee member is serving another specific role with trial planning and execution, they will receive the incentives for the specific role in lieu of, not in addition to the Committee Member perks.
- Free lunch during each day of the event