

Agility Chair Responsibility Checklist (suggested as of May, 2023)

Pre Event Planning

Identify Trial Chairman (TC) at least a year before trial if possible

Identify Trial Secretary at least a year before trial if possible

TC is responsible to build Trial Committee 6-8 months before event weekend

- Positions request to each member include: Chief Course Builder, Volunteer Steward (Wrangler), wrangler assistant, Hospitality Chair for worker / exhibitor food, grounds team, crating organization help, general assistance
- Kathy Wagner is automatically on your committee as she is the ribbon chair and is always at each trial
- Submit committee to Trial Secretary. Note: Do not put Trial Secretary or Chief Course builder on the committee in case there is an issue the committee must address onsite

Apply for events via AKC document applications at least 180 days prior to event

Hold planning meetings once a month until trial (up to three meetings)

Have Chief Course Building assess any equipment needs at least three months prior to trial

Run any capital expenditure for trial operation by Board for approval as needed

Book hotel for Judge, Thur through Monday in case trial runs late

Check with Judge for special needs / food, etc.

Approve Premium

During Event

Keep event going by removing blocks to save time – help Wrangler as necessary

Brief exhibitors with Judge once a day during largest Master / Excellent class only

Address questions, exhibitor experience improvement, crating conflicts, judge management

- Credit judge / working crew often
- Acknowledge entry level Novice A exhibitors

Take Judge out to one dinner minimum – up to two people may go with Judge

At end of event weekend, Judge's gift valued at up to \$75 delivered at the day three briefing

Conduct 5 person trial committee meeting on premises if there is a formal situation / complaint / write up

Manage / eye safety issues of any kind, turf, crowdedness (we have insurance but it is important club trial members enforce facility rules)

Remind to keep shoes clean if there is inclement weather / or change out shoes

Work with Treasurer to get check for Judge, deliver by TC on Sunday

Work with Treasurer to get three AKC fees check, one per day

Work with Treasurer to get any readied expenses to Treasurer (she can write a check that day, use the form from AADTC members section on website)

After Event

Work with Chief Volunteer Steward to ensure there is a separate crew to help clean up, day 3

Communicate with Nicole to give her estimated time

Reward your committee, pre email Mary Westhoff to get 15 Extra Mile certificates. You / Volunteer wrangler can determine who should receive. Remember, workers already get lunch so you are giving certificates to above / beyond effort

Floor / rubber is fully cleared of agility equipment and chairs tables for cleaning machines

Gating pulled back off the turf carpet

Black rubber must have large pieces of hair pulled / vacuumed up before Nicole does deep cleaning

Fill out post event AKC link (Steve Herwig will send to you)

Do a post event assessment with committee within a month after event