

## DTCCU Agility Trial Planning Schedule

- A. **Two-Three Years** before trial
  - 1. Find judge, get contract (Designated person, consult Agility Committee)
- B. **Six-Nine months** before trial
  - 1. Select Chair & Trial Secretary
  - 2. Send dates to DTCCU webmaster (Chair or Secretary)
  - 3. Book hotels for judge (Chair or Designated person)
  - 4. Check for UofI/other conflicts [Illinois Marathon/Ebertfest in April, Illini football in September] (Chair)
  - 5. Submit application to AKC (at least 18 weeks before closing date) (Secretary)
- C. **Four to Six Months** before trial
  - 1. Select Committee; need 5-7 (Chair)
  - 2. Get started on premium (Secretary)
  - 3. Decide judging schedule (Chair, Secretary – may consult Judge)
  - 4. Make sure trial is listed correctly on AKC & DTCCU web sites (Secretary, Chair)
  - 5. Send equipment list & ring layout to judge (Secretary)
  - 6. Be sure hotels are booked for judges; arrange travel if necessary (Chair)
- D. **Two to Three Months** before trial
  - 1. Order ribbons and prizes; Hodges has sale until sometime in February so buy most ribbons then (Awards)
  - 2. Premium must be out no later than 2 weeks before opening (Secretary)
  - 3. Post premium to website, email to AKC & Judge; make 3-4 paper copies (Secretary)
  - 4. Make sure the committee members have their jobs covered (Chair)
  - 5. Decide on raffle – Worker? Fundraiser? (Chair/Committee/Designated person)
- E. **One Month** before trial
  - 1. Check equipment; make repairs, paint where needed, clean tunnels (Equipment)
  - 2. Arrange for porta potties if necessary (Chair or Designated person)
  - 3. Confirm mowing schedule (Chair) – we may need to mow rings short ourselves on Friday.
  - 4. Check to see that ribbons/prizes are in (Chair)
  - 5. Get Judge's gift (Chair)
  - 6. Check for other area activities scheduled before/after/during that might impact trial (Chair)
- F. **Two Weeks** before trial
  - 1. Confirm arrival/departure of Judge; arrange for transportation if necessary; verify hotel (Chair)
  - 2. Send confirmations to exhibitors, Judge, and AKC – be sure judge gets this (Secretary)
  - 3. Exhibitor's checks to Treasurer (Secretary)
  - 4. Select ring crew & assign jobs (Chief Ring Steward)
  - 5. Check that timers & stop watches are functioning (Equipment)
  - 6. Check office supplies– paper, labels, poster board, markers, magnets, etc. (Secretary)
  - 7. Check first-aid kit (Chair)
  - 8. Confirm lunch for workers (Hospitality)
- G. **One Week Before Trial**
  - 1. Score table ready – computer program tested and ready to go (Secretary)
  - 2. Ribbons checked and organized (Awards)
  - 3. Let workers responsible for set-up of rings, building & grounds know duties/times (Chief Ring Steward)
  - 4. Review Agility Trial Regs & Dealing with Misconduct (Committee)
- H. **Week of Trial**
  - 1. Print 2 copies of catalog in case we need to hand score; print blank score sheets (Secretary)
  - 2. Print scribe sheets, armbands, gate sheets, running orders, measuring list... (Secretary)
  - 3. Running surface checked and arrangements made for repair/mowing if needed (Chair, Equipment)
  - 4. Buy food and drinks (Hospitality)

## I. Day Before trial

1. Set up score table, judges table, and registration table (Secretary, Awards)
2. Clean bathrooms, empty garbage cans, etc. (Committee + volunteers)
3. Mow rings if necessary (Committee)
4. Bring out equipment (committee + volunteers)
5. Set up courses; secretary will get maps from the Judge (Chief Course Builder + volunteers)
6. Set up tents, chairs, clean up, outside garbage cans, extension cords (Committee + volunteers)
7. Pick up Judge if necessary (Chair/Hospitality)

## J. Within One Week After Trial

1. Send catalogs (email & USPS), trial report, measurement & Jr forms, and \$\$ to AKC (Secretary)
  2. AKC Trial Chairman's report submitted online: <http://www.akc.org/pdfs/masterform.cfm> → Agility Events → Trial Chairman Agility Trial Report – electronic submission (Chair)
  3. Confirm bills have been paid: food, awards, equipment, AKC, refunds (Chair, Secretary & Treasurer)
  4. Send thank you to Judge and workers (Chair & Chief Ring Steward)
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## Day of Trial

### Chief Ring Steward

- Be at trial early (before 7am)
- Post worker schedule at trial – at check-in table, in bathrooms, etc.
- Hand out raffle tickets if applicable
- Make **sure** rings are staffed – if someone doesn't show up get replacement, announce at briefing.

### Hospitality

- Keep drinks & food available
- Spoil the judge – make sure judge gets snacks, lunch...take them drinks – keep them happy
- On hot days, check that the ring crew has plenty to drink, esp. during long classes
- Check to see if you need to purchase more food for Sunday.

### Equipment

- Unlock rings
- Check equipment to make sure everything is there and in good order
- Have tools and supplies on hand for repairs
- Clean-up bucket for rings
- End of day: on Saturday build course for Sunday; empty trash cans, check grounds/building, lock up.

### Awards

- Get box from secretary (pens, documents, paperwork, etc.)
- Put out ribbons, prizes, course maps, armbands, move-up forms, etc.
- Post course maps (from Judge)
- Answer exhibitor questions; run interference for secretary
- Manage measuring list; help Judge when needed
- Post scores & put labels out for self-serve ribbons.

### Secretary

- Scoring, catalog, scores, ribbon labels, measurements, supplies, signage, etc.
- Pay Judge – get receipt & 1099 form (get check from Treasurer)
- Get checks from Treasurer for AKC fees & other fees that can be paid now (refunds, food, etc.)
- Save map of each course, entry & move-ups forms, measuring list – keep for 1 year
- Get judge's signatures on catalog, collect Junior forms & measuring forms.

### Chair

- Make sure committee members are doing their jobs
- Thank Judge and give gift
- **Thank everyone!**