

Obedience Trial Secretary Duties

7 months before trial dates (deadline 6 months before trial dates)

- Submit trial applications to AKC
- Submit judges' panels to AKC (the obedience committee obtains the judges, and there must be signed contracts with the judges in place before you can submit the panel)
- Applications can be made online
- www.akc.org
 - online services
 - online plans
 - be sure to complete the event secretary, event chair, obedience limits, event information (including entry fees, classes offered, whether mixed breeds allowed, entry closing date/time, etc.) judges panel, and disaster plan.
 - Separate application for each trial date (2 obedience trials in June; 2 obedience and 2 rally trials in November)
 - Use personal credit card for application fees (in 2010 fees were \$50 for each obedience trial and \$100 for each rally trial); the DTCCU treasurer will reimburse you. Or obtain a check from the DTCCU treasurer and do the entire application process via regular mail (forms can be downloaded from AKC website)
 - Upon completion of each application, "check out" to complete each transaction and submit the application for processing. If you log out before you check out, the application will not be processed
 - AKC will send you email confirmation of each transaction, as well as sending you a copy in the mail. When the judges' panels have been approved, AKC will send you a notice for each trial listing the approved judges. If there are any errors or corrections, you must make the corrections on that form and mail it in to AKC
- Clear your schedule for closing date and the next few days, as you will be on a tight deadline to accomplish the most time-intensive secretary duties. For the June trials, this most often falls on Memorial Day weekend.
- Familiarize yourself with current AKC Rules Applying to Dog Shows and Obedience Regulations

3 months before trial dates

- Create the premium list
 - You must have AKC approval of the trials and judges before sending the premium list
 - All awards/prizes must be listed in the premium, so you will need that information from the trophy chairperson

- Check the most recent editions of AKC Rules Applying to Dog Shows and AKC Obedience Regulations to make sure all current requirements for premium list and entry forms are met
- If the club becomes able to accept online entries and entry fees, that should be noted in the premium and you will need to work with the DTCCU webmaster to receive and process the entries
- Premium list must be sent out at least 5 weeks prior to the closing date, but the earlier you get it out, the better
- Email a pdf copy of the premium list to the DTCCU webmaster to be posted on the DTCCU website
- Place copies of the premium list at the club, and replenish as needed
- Email the DTCCU listserv to notify members that the premium list is available on the website and at the club; ask instructors to promote the trials in their classes and encourage students to enter and/or steward
- Mail 4 copies of the premium list to AKC
- Mail a premium list to each judge
- Email exhibitors from the last 2-3 years notifying them that the premium list is available on the DTCCU website
- Ask DTCCU members that are members of other clubs (like Bloomington) to send notice on their listservs
- If you wish to send premium lists to other clubs, you can find their contact information on the AKC website.
- DTCCU uses Express Printing on Green Street, Champaign. For simple projects i.e. those that do not require non-carbon copies or special binding, it is less expensive to make copies with the DTCCU obedience printer or at a copy shop
- Order additional copies of current AKC Obedience Regulations if needed. You will receive one copy for each trial from AKC before the trial; you will need one copy per ring plus at least one copy for the secretary's table.

Premium list distribution date to closing date

- Set up trials as a single event on the obedience laptop
 - Trial software was purchased from Rick Allison allisonrja@hotmail.com (419) 861-3565. Contact Rick for issues with the software. Hanna Rao may also be able to help, as she is the one that was involved in the original purchase and set up of the software and laptop
- As you receive entries, check them for completeness, correct fee, etc. and enter them in the database; if there are problems with the entry, you need to resolve them before the closing date. Do not assume that information in the database on dogs and owners entered in previous trials is accurate – confirm all previously entered information and correct/update as needed.
- The trial software has a function for auto email of receipt of entry to exhibitors – if you have an active internet connection at the time you are entering the data into the database, you can use this function.

- Keep track of the number of entries for each class as they are received. If class limits are reached, you will have to deny further entries for that class after the limit is reached.
- Check supply of judges book pages; if needed reorder from Express Printing on Green Street, Champaign (they will send invoice to DTCCU treasurer). A current version of the judges book page for Pre-Novice needs to be created.
- Prompt trial committee to decide if Rent-a-Ring will be offered – if so, there will need to be a volunteer to run it, and you will need a flyer to send out with the confirmation letters and judging programs
- Contact DTCCU treasurer to make arrangements for deposit of entry fees and for checks that will need to be written on trial days. If you will be depositing checks, use the stamp in the orange obedience tub.

1 week before closing date

- Make final decision on order of judging
- Decide on armband numbering and start assigning armband numbers (the trial software assigns numbers automatically, but you will almost certainly need to change this)
- Give preliminary entry numbers by class and estimated judging times to chief ring steward to aid him/her in recruiting and scheduling stewards

Closing date until Saturday after closing date

- Complete data entry of all entries received by closing date
- Check all entry information for data entry errors or computer glitches
- Finalize assignment of armband numbers, avoiding as many conflicts as possible for exhibitors with dogs in multiple classes and/or multiple dogs
- Create judging program. Use AKC required judging times to determine start times for each class
- Use trial software to email confirmations to exhibitors
- Print and mail confirmation letters and judging programs to all exhibitors, judges, and the chief ring steward, and mail 4 copies of the judging program to AKC. Include in the mailing any additional information such as Rent-a Ring, food availability, etc. Mailing should be done by Saturday so that exhibitors receive timely information (the emailed confirmation does not include the judging program – perhaps you can find a way to do that)
- Create list of checks, to include name, check number and amount; make arrangements to get checks to the DTCCU treasurer. The trial software will run this report, but the report requires very careful proofing and some editing, as the software does not work well for multiple dogs entered with a single check.

Closing Date to Trial Date

- Make judges books
- Make armbands for each day (print from trial software and cut to size); make a few extra blank armbands in case of errors, loss, damage, etc.

- Make list for each day of dogs with a tracking title for the Richard Norris award
- Make lists of all dogs per class for posting at the ring entrance. For many years, Carol Ruthenberg has graciously agreed to make and print the lists and mount them on poster board to put on the easels at each ring. However, you need to get the information (judging program and list by class of armband number, breed, and (if applicable) jump height to her 1-2 weeks before the trial date. If Carol is not available to do this, you or someone else will need to do it. The trial software does not make this list for you, although you can cut and paste from other software reports
- Create the catalog – Check the most recent editions of AKC Rules Applying to Dog Shows and AKC Obedience Regulations to make sure all current requirements for the catalog are met. The catalog produced by the trial software requires very careful proofing, as it tends to drop owners names and other information in an unpredictable fashion. It also requires substantial formatting to make it readable and functional for entering scores. The list of owners with addresses and armband numbers is a separate report that you must add to the end of the catalog. You need to create the cover and beginning pages of the catalog on your own (suggest using previous year's catalog as a template) and add it to the beginning of the catalog.
- Make a list of all exhibitors that pre-ordered catalogs
- Make copies of the catalog (1 per judge, 1 per ring per trial, 4 for AKC, 2 for the Secretary's table/DTCCU copies, 1 for the Trophy Chair, pre-orders, and a few for sale at the trials
- Check ringside supplies and refresh as needed. In the orange Rubbermaid obedience tub (stored in loft at DTCCU), there is a large plastic bag for each ring, containing pencils, pens, markers/Sharpies, chalk, measuring tape, calculator, rubber bands, tissues, wet wipes, current AKC Obedience Regulations, Stewards' folder and more.
- Assure that score sheets are available in sufficient quantity for each class in case one or more judges do not bring their own
- Assure that you have all the appropriate forms for the trial. About 3-4 weeks before the trial, AKC will send a packet of forms (junior handler, dog aggression, misconduct/disqualification, trial report, etc). In addition, make sure you have move up forms and run off forms for high in trial and high combined (available on AKC website)
- Assure that you have current AKC Obedience Regulations for each ring and at least one copy for the secretary's table
- Notify fire dept., sheriff's dept. (in writing as required by AKC) and emergency vet clinic of trials
- Assure that you have maps/directions to emergency vet clinic for exhibitors if needed.

Trial Day

- Assure that posters on easels are accurate and at each ring

- Place ring supply bags, including Obedience Regs on table at each ring
- Place armbands and a catalog on table at each ring
- Set up secretary's table, with catalogs, AKC regs, laptop, printer, office supplies
- Assist exhibitors with move ups, withdrawal of bitches in season, refunds, and other changes
- Give judges books directly to each judge – do not give judges books to stewards
- For Open B and Utility B, post (at the ring) the laminated pages listing the order of exercises chosen that day by the judge
- After each class is judged, obtain judges book directly from judge and assure book cover is signed, pages are complete, and that points off calculations are correct.
 - Transcribe results to catalog (paper and/or laptop)
 - Post yellow copies for exhibitors to view
 - Place pink copies in judge's envelope
 - Transcribe results to judge's catalog
 - Notify trophy chair of results for any dogs with tracking titles
 - Keep gold copies for club
 - Place judge's book in envelope to be sent to AKC
- Work with trophy chair to monitor scoring for potential high in trial and high combined award winners. You can enter scores on the laptop and get a report of those eligible for the high combined award, and the top scores for high in trial.
- Post high in trial, high combined, and high scoring tracking dog winners
- Mark one catalog per judge with the scores and placements for the classes they judged
- Mark one catalog completely for each trial for AKC, and one for the club. You can enter the scores in the laptop and print new marked catalog pages (single trial only) if you prefer.
- Collect receipts for travel expenses from each judge and write checks (or obtain from treasurer) for travel and judges fees.
- Place marked catalog, check, and judge's copy of judges book pages in an envelope for each judge to take at the end of the trial
- Complete the trial report for AKC and write checks (or obtain from treasurer) for the recording and event fees for each trial

By Tuesday after the trial

- Mail trial report, marked catalog, unmarked catalog, judges books, and fees for each trial to AKC (due at AKC within 7 days of trial). Items for more than one trial can be sent in the same envelope.
- AKC requires that entries be kept for at least 6 months