

TRIAL CHAIRMAN (DOI Trial Position)

Prior to trial season:

- Work with Trial Secretary to determine dates for upcoming year and submit to Board for approval.
- Together with Trial Secretary select judges(s) for all upcoming trials and submit to Board for approval.
- Make sure that fees are paid to USDAA/AKC for selected dates at least 6 months in advance.

Prior to trial:

- At least 3 months prior to trial, work with Trial Secretary to create running order of classes for upcoming trial and submit to Board for approval.
- Reserve accommodations for judge(s) if not staying onsite and determine if judge will pay and be reimbursed or if Club will pay.
- Get judge's travel details, food preferences, etc. from Trial Secretary unless a prior arrangement has been made for you to be the point of contact with the judge(s) and share with appropriate persons.
- Purchase gift and thank you card for judge or assign someone else that task.
- Contact Porta-Potty company to arrange for delivery of Porta-Potty to trial site.
- Verify that all "chief" trial positions are filled for all days of the trial and find volunteers for vacancies - course builder, volunteer coordinator, equipment manager, timing manager, hospitality coordinator (if applicable)
- Assign a volunteer to make sure that there will be extra garbage bags/containers at the trial site and to change these regularly.
- Coordinate with Field Manager regarding parking of RVs and other vehicles for the trial.
- Make sure that Hospitality Coordinator or other volunteer has judge's food requests and will bring items to trial site daily including lunch.
- Check with those responsible to bring items to the trial such as ribbons, water, coolers, etc. to make sure everything will arrive by the start of the trial. If not, be responsible to get the needed items to the site ASAP.
- Determine with the Trial Committee whether there will be a potluck supper or other event at the trial. If so, assign Hospitality Coordinator or a volunteer to coordinate this. If not, make plans for someone to take the judge to dinner on Saturday night. (Club will reimburse cost of judge's dinner.)
- Familiarize yourself with both USDAA rules and/or AKC rules and regulations so you are able to share accurate info with competitors before, during and after the event.

- Purchase any extraneous supplies that are needed for the trial (i.e., hand sanitizer, masks, paper towels)

Trial Weekend:

- Email course maps to Chief Course Builder and Equipment Manager the day before the trial starts if Trial Secretary has not done this already so courses can be built ahead of time.
- If available, assist with set up of ring(s).
- Each morning meet with Trial Committee and “Chiefs” to make sure everything is ready to go for the day.
- Introduce yourself to the judge when he/she arrives and be accessible to respond to any questions or needs of the judge.
- Share pertinent information with competitors at the start of each day in the “Morning Briefing.”
- Be available to fill ring vacancies and respond to questions or concerns all days of the trial – from the first run to the last.
- Address any issue that comes up at the show.
- Meet with Trial Committee regarding any disciplinary issue(s) that occur on the day of the occurrence and at the conclusion of the trial submit a report with USDAA/AKC if any action is taken using the form(s) provided by USDAA/AKC.
- Together with Trial Secretary and committee members complete the Trial Report to be submitted with trial paperwork to USDAA/AKC office.
- If possible, assist with storage of equipment/materials at the conclusion of the trial.

Compensation:

- One dog/day free entry, minus fees paid to USDAA or AKC