

TRIAL SECRETARY (DOI Trial Position)

Event responsibilities:

- Work with Board and Trial Chairman to set trial dates for the next year.
- Make sure that all fees needed to secure selected dates are paid at least 6 months prior to trial dates.
- Together with Trial Chairman select judge(s) for upcoming trials and share name(s) with the Board - ideally one year in advance.
- Once judge(s) is/are approved, become liaison between judge and Club sharing information such as judge travel plans, food choices, and course maps with appropriate persons as each trial approaches.
- Together with input from Trial Chairman create running order for the upcoming trial and share with Board for approval at least 3 months prior to the event.
- Once approved by the Board, create test schedule on USDAA website or post event to the AKC website.
- Set up trial in Agility Trial Secretary Program.
- Notify prior competitors of upcoming trial including any additional information requested by the Club.
- Complete all tasks related to entering dog teams in the trial and collect all fees.
- Send first confirmations as soon as teams are entered and make changes if errors are noted by competitors.
- Send final confirmations with catalog to entered competitors.
- Create check-in/measuring sheet for competitors.
- Print needed materials (i.e., ring sheets, scribe sheets) for each day of the trial.
- Set up scorekeeping area at trial site.
- Train volunteers in scorekeeping on the computer and monitor their efforts throughout the trial.
- Assist with scorekeeping and deal with technical issues if these arise.
- Print results of classes for competitor review immediately following conclusion of each class.
- Print results labels for competitors unless Club opts not to use these.
- Print required paperwork (USDAA ERBs or AKC catalog pages) and make sure judge signs each copy.
- Determine payouts for Steeplechase if offered at trial and give amounts needed to Club Treasurer for distribution to qualifying competitors.
- Print Grand Prix vouchers and deliver to qualifying competitors if class is offered at trial.
- Secure computer equipment each night of trial.

- Deal with entry issues and/or needed changes throughout the trial.
- Collect any delinquent fees at trial as well as fees for Mulligan or Miscellaneous runs and give all monies to Club Treasurer.
- Print fee calculation sheet and class count report so Club Treasurer knows what to pay USDAA or AKC and judge.
- Submit trial results to competitors via email following the conclusion of the trial.
- Organize and submit required paperwork to USDAA office within 5 days of last day of trial.
- For AKC trials, organize and electronically submit event report within 24 hours and mail other paperwork such as the catalog to arrive within 7 days of the last day of the trial.
- Respond to emails from competitors and Club related to the trial before, during and after the trial.
- Be liaison between Club and USDAA office or AKC office regarding trials.
- Store laptops, printers, monitors and other supplies between trials.
- Purchase supplies such as paper and ink prior to each trial to be reimbursed by the Club.

Compensation:

- One dog/day free entry, minus fees paid to USDAA or AKC
- \$250.00 per show (USDAA. Large AKC shows may require higher compensation, to be determined.