

VOLUNTEER/VENDOR COORDINATOR (DOI Trial Position)

Volunteers:

- Several months prior to trial contact local volunteer groups to determine interest in helping during trials.
- Prepare timer/scribe area at start of trial each day with chairs and needed supplies.
- Make sure chairs are available for ring crew.
- Meet with volunteer group leader as well as volunteers to explain duties, compensation, etc. each day of the trial.
- Secure volunteers for all positions (i.e., timer, scribe, leash runner, gate, scribe sheet runner, and 3-4 ring crew) for each class and share “how to” lesson for each task.
- Create volunteer workers schedule and post at trial in easily accessible location for individual volunteers to check and add their names if openings exist. Update this daily.
- Brief the scribe on judge’s hand signals and how to record on sheet.
- Instruct the timer on use of timing equipment.
- If volunteers change jobs, make sure they know how to perform new task.
- Prior to each class post running order by entry gate.
- Check to make sure scribe has correct scribe sheets for each class.
- Throughout the day monitor that all jobs are filled and being completed correctly.
- Fill in when an opening exists during a class.
- Following each day of the trial, collect materials and secure for the night.
- Distribute DOI bucks or raffle tickets if these are being used to “pay” volunteers.
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Vendors:

- Prior to trial contact and respond to potential trial vendors.
- Send reminders to previous vendors inviting them to come to upcoming trial.
- Coordinate food vendor if possible.
- Confirm date, time and location with each interested vendor.
- Assign vendor spots at trial site.
- Collect vendor fees at trial.
- Provide Trial Secretary with a list of confirmed vendors for inclusion in the trial confirmation email.

Compensation:

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