

Trial Chair Responsibilities

Late June/early July

Get trial dates for next season from Trial Secretary

Contact Johnny Miller at Winter Park to reserve Cady Way Park for the three shows

Fill out applications, get deposit check from treasurer, send applications to Winter Park

Attend Park Board meeting if requested, or find someone else to go

Karen Harden, kharden@cityofwinterpark.org, will send you the Special Events invoice and you then forward to Treasurer. It comes in very close to the show date, and she often forgets about it completely so email her if you don't get it by the week of the show. Treasurer will need to forward Proof of Insurance as well.

4 - 6 weeks ahead of show

Get email addresses from Trial Secretary for judges for next show.

Contact judges by email, introduce yourself, ask them to forward their travel information; get their food preferences, explain rental car, dinner, etc

Once their flights are booked, make hotel reservations for the judges, work with judges to determine which one will rent the car. If necessary, find someone to pick up the judge that doesn't rent the car; usually they can coordinate with each other to meet at the airport. If you can't find anyone to do this, tell them to take a shuttle from the airport.

Hotel is reserved in your name, make sure judges know to pay with their own credit cards to be reimbursed by club. In this second email, be sure to request judges send you their 1st course map for Friday by 1 pm Thursday, **in PDF format**.

Contact the club members who have served in the past to set the schedule and make sure all "chief" positions are filled for all three days – chief course builder for each ring, chief ring steward for each ring, chief scorekeeper, hospitality. If position is not filled, post to the DOI list and ask for volunteers.

1-2 weeks prior to show

Send Hospitality Coordinator the judges' food requests.

Make sure the Trial Secretary has found someone to park the RV's; if not, help find someone

Contact Ron Moore, Rmoore@cityofwinterpark.org City of Winter Park Parks and Recreation, about show site. Request extra trash and recycle containers. (He will most likely ignore this email, but we do it anyway).

Find someone to take the judges to dinner Saturday night. Club will pay for up to 6 members to attend the dinner.

Day prior to show

Email course maps to Equipment Manager (who gets both maps) and the Chief Course Builders for each ring

Day of Show

Oversee that no one sets up their mats/tents prior to completion of site setup.

Be sure Equipment Manager has ranger contact information (407-473-3346).

Introduce yourself to the judges when they arrive.

Address anything that comes up at the show. You need to be there all day, from when the first class starts to the last dog runs.

Find someone to get the judges lunch each day (if there's no food vendor or they don't like the vendor)

Coordinate judges' dinner Saturday night.