

CADET COORDINATOR

Prior to trial season:

- If entering the trial, contact the Trial Chair to determine the number of runs and to verify that 1 dog/day's worth of entries will be free, with no AKC/USDAA fees.
- Check calendar for trial dates, both AKC and USDAA
- Send email to Major Scott at the beginning of the school year with all set up and trial dates and times.
- Set up dates can vary depending on the length of the trial – 2, 3 or 4 day trials.

Prior to the trial:

- Reach out to Major Scott to remind him of upcoming trial and to see how the cadets sign-up sheet is coming along.
- Buy supplies for Cadet tent: paper towels, paper plates, sodas, water, Gatorade, candy, breakfast bars, fruit, etc. Coordinate with the Hospitality Coordinator with these purchases to save time and effort.
- Check weather for upcoming weekend and if it is going to rain, purchase disposable ponchos. If it is going to be cold, buy hand warmer packs.

During the trial:

- Be there for trial set up day to work with cadets to set rings, tents, tables, etc.
- Friday there will be no cadets, so arrive early to help other volunteers get the trial going.
- Saturday and Sunday – arrive at 7:15 am, cadets arrive at 7:30 am. Make sure cadets are trained and divided into groups.
- Check trash cans in the Saturday morning.
- Work with Volunteer Coordinator and Course Builders to provide smooth support from cadets.
- Lunch is at noon. Typical choices are Pizza (delivered), Wendy's chicken nuggets (10 minutes away), or sandwiches from Publix on Kelly Park Rd.
- Saturday End of Day – Lower all tents, help Timing Equipment Manager stow timers, build courses for Sunday, stow food and supplies. Empty trash cans and replace liners. Police the grounds.
- Sunday End of Day – Break down courses and put away trial equipment, take down all tents and tables. Move training equipment back onto the field. Empty trash.

Compensation:

- One dog/day **free entry**. No AKC/USDAA fees to be paid, pending continued good economic standing of DOI.
- Coordinate with Trial Chair and/or Trial Secretary to determine number of runs as these can vary by trial.

Updated April 2025