

## **TRIAL CHAIR - AGILITY (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.
- Work with Trial Secretary to determine volunteer perk amounts – how many classes per day and the cost per class – and then notify the volunteers how to utilize their perks.

### **Prior to the 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.
- Judges:
  - Reserve accommodations for judge(s) if not staying onsite and determine if judge will pay and be reimbursed, or if Club will pay.
  - Work with the Hospitality Coordinator (or other designee, such as Trial Secretary if appropriate) to get judge's travel details, food preferences, etc.
  - Work with the Show Committee and Hospitality Coordinator to determine if gift cards, baskets or other welcome/thank you gifts will be purchased for judges. This is not required, but should be considered, especially for larger shows.
  - Work with the Hospitality Coordinator to purchase thank you cards for the judges. Make sure Trial Committee signs card(s).
- Contact Porta-Potty company to arrange for delivery of Porta-Potty to trial site.
- Coordinating Volunteers
  - 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)
  - Coordinate with the Trial Secretary to determine the number of Scorekeepers that will be required for the trial. (Two judge trials may need two scorekeepers in addition to the Trial Secretary.)
  - Assign a volunteer (or Cadets if present) to make sure that there will be extra garbage bags/containers at the trial site and to change these regularly.
  - Coordinate with Field Manager and Trial Secretary regarding parking of RVs and other vehicles for the trial.
  - Make sure that Hospitality Coordinator (or other designee such as Trial Secretary if appropriate) 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, paper towels)
- Coordinate Worker and Wine-r Raffle items and set up.

#### **During the Trial:**

- Coordinate with the Trial Secretary to ensure course maps are emailed to Chief Course Builder and Equipment Manager the day before the trial starts so courses can be built ahead of time.
- Assist with set up of ring(s).
- Meet each morning with Trial Committee and Coordinators to make sure everything is ready to go for the day.
- Monitor weather and work with Trial Committee to adjust schedule as needed.
- Post Course Maps
- 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.
- Unlock NOCIA building each morning and lock each evening.
- Monitor toilet paper in porta-potties.
- Conduct Worker and Wine-r Raffle draws.

#### **After the Trial**

- Complete any after-trial paperwork and submit.
- Review the show and make or adjust plans for the next show accordingly.

#### **Compensation:**

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

Updated April 2025