

## **TRIAL SECRETARY (DOI Trial Position)**

### **Prior to Trials**

- Work with Board and Trial Chair to:
  - Set trial dates for the upcoming years.
  - Ensure all fees needed to secure selected dates are paid at least 6 months prior to trial dates.
  - Select judge(s) for upcoming trials - ideally one year in advance.
  - Communicate with judges for judge travel plans, food choices, and obtaining course maps, and share that information with appropriate persons as each trial approaches.
  - Create running order for upcoming trial and share with board for approval at least 3 months prior to event.
  - Be a liaison between the Club and the USDAA / AKC offices.
  - Determine the volunteer “reduced entry” perk for upcoming trials, calculated by number of classes offered, fees due to the organization, and any judge or other fees that might impact the amount paid per class.
- Create Test Schedule (or Premium) and post to USDAA, AKC and DOI Websites.
- Notify prior competitors of upcoming trial(s) via email and advertise on social media.
- Purchase supplies such as paper and ink prior to each trial to be reimbursed by the Club.
  - Request approval from Board for larger purchases such as laptops, monitors and printers.
- Arrange and secure Score Keepers for upcoming trial, the number to equal the number of judges working simultaneously. (1 judge = 1 Score Keeper; 2 judges = 2 Score Keepers)
  - If needed, train people in the use of the software to be used to keep score.
  - Monitor the work of score keepers throughout the trial.
- Complete all tasks related to entering dog teams in the trial and collect all fees.
  - For dogs missing registrations numbers or having incomplete entry forms, contact competitors for needed information.
  - For unregistered dogs in USDAA, assist competitor by completing information online. Request funds from competitor and submit to USDAA office.
- Set up trial data in Agility Trial Secretary (AgtSec) Program or other trial software.
- Send first confirmations as soon as teams are entered and make changes if errors are noted by competitors.
  - If needed, make changes in AgtSec or other program.
- One week prior to a trial, send final confirmations with catalog (running order) and general trial information to all competitors the week of the trial.

- If needed, make changes in AgtSec or other program as noted by competitors and update all paperwork to reflect these changes.

### **Immediately Prior to a Trial**

- Create check-in/measuring sheet for competitors.
- Print needed materials (i.e., ring sheets, scribe sheets, running order, entry count) for the trial.
  - Organize these by ring for each day.
  - Update these materials as needed due to move-ups, cancellations, etc with assistance of the Score Keeper.

### **During the Trial**

- Set up scorekeeping area at trial site with assistance of score keeper(s).
- Assist with score keeping as needed throughout the trial.
  - Train new people during trial if not before.
  - Monitor that all needed paperwork is being printed and the results are correct.
  - Input scores from scribe sheets when score keeper is not available and print paperwork.
- Identify and solve technical issues as needed throughout the trial.
- Collect any delinquent fees at trial and deliver all monies to Club Treasurer.
  - For USDAA, this includes fees for Mulligan or additional Miscellaneous runs.
- Address competitor concerns or questions regarding entries throughout the trial.
  - Make adjustments to entries if needed.
  - If not a score keeping concern, help competitor locate the club member who might be able to resolve the problem.
- Verify that results of classes are printed (including labels, if used) for competitor review immediately following conclusion of each class.
- Confirm that required paperwork (USDAA ERBs or AKC Catalog pages with organized scribe sheets) are ready for judge signature.
  - Once submitted to the judge, double check that the judge has initialed approved and signed each sheet.
- For USDAA, determine payouts for Steeplechase if offered at trial and provide amounts needed to Club Treasurer.
  - Distribute payouts to competitors.
- For USDAA, print Grand Prix vouchers and deliver to qualifying competitors if class is offered at trial.
- For UKI, distribute byes and payouts for Master Series.
- Assist Score Keeper with securing computer equipment each night of trial.

- Print fee calculation sheet and class count report so Club Treasurer knows what to pay USDAA and judge at the end of the trial.
  - Share this with Treasurer and receive check to send to USDAA with paperwork
- For AKC, complete trial report form which includes number of runs and amount due.
  - Receive check from Treasurer for amount due and include with paperwork for AKC.

### **After the Trial**

- Submit final trial results to competitors via email.
  - Resolve any trial results questions prior to submitting paperwork to the office.
- 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 and payment 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.
- Store laptops, printers, monitors and other supplies between trials.

### **Compensation**

- Minimum \$250.00 per show. For trials with more than 70 dogs entered, compensation will be a minimum of \$3.75 per dog.
- One dog/day free entry, minus fees paid to USDAA or AKC. Coordinate with Trial Chair to determine number of runs and cost per run, as these can vary by trial.

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