

VOLUNTEER COORDINATOR - USDAA and AKC AGILITY

Prior to the Trial

- 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.
- Post to the DOI email group the need for volunteers and begin collecting names.

During the Trial

- Start of each day
 - Prepare Ring 1 and 2 timer/scribe and gate areas
 - Clipboards, pens, markers, pen buckets, magnets, chairs, whiteboard for running order, easel
 - Prepare Worker Sign Up board and easel, set up near Score Keeper's/Judges' tent and fill out with class/level running order and judges' names
 - Collect Ring 1 and 2 folders containing running orders and scribe sheets from Trial Secretary/Score Keeper and deliver to scribe areas. Attach first class scribe sheets to clip boards.
 - Acquire DOI bucks and/or raffle tickets from the Trial Chair.
- Throughout the Day
 - If Cadets are present, work with the Cadet Coordinator to fill volunteer positions.
 - Secure Volunteers for all positions (timer, scribe, leash runner gate, scribe sheet runner and 3 – 4 ring crew) for each class and share "how to" lessons as needed.
 - Brief the scribe on judge's hand signals and how to record on sheets
 - Instruct timer on timing equipment
 - Post running orders throughout the day
- End of Trial Each Day
 - Return folders to Score Keeper
 - Return scribe and gate items to the storage bin in the shed
 - Lay easels on their sides and place the white board(s) in a large trash bag and keep under the ring tent.
 - Clean Worker Signup Board and prep for the next day, place materials (pens, etc.) in supply bag and put in trash bag in the shed.

End of the Trial

- Volunteer Coordinator will store the Worker Signup Board and supplies until the next trial.
- Return any leftover DOI bucks to Trial Chair.

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