

## Assistant Trial Chair Job Description

The Assistant Trial Chair is required to be a member in good standing. The duties for this position include, but are not limited to the following:

- Supports the Trial Chair with the duties listed in the Trial Chair job description.
- Fills in if the Trial Chair has an emergency and or illness.
- Assists as liaison to judge and venue as needed.
- Coordinates vendors including vendor donations to raffle baskets
- Coordinates food vendors or food being supplied for lunches
- Be accessible and available throughout the trial. Assist with either set up or tear down.

Compensation: 1 dog's runs, lodging or mileage to/from site , meal if Trial Chair is unable to take the Judge out to eat.

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21  
Proposed Effective: 6-01-21

## Camping Coordinator (if applicable to Trial Venue)

The Camping Coordinator is a member in good standing. Duties include, but are not limited to:

- Collects camping forms from Trial Secretary. Coordinates with Trial Secretary any addition/subtractions of camp sites, cubby spaces, and reserved parking
- Assigns spots as necessary for the judge, Trial Chair, Assistant Trial Chair, Volunteer Coordinator, Chief Course Builder, and Trial Secretary.
- Assigns spots for competitors first received, first placed whenever possible, but final camping and cubby site location will be at the discretion of the camping coordinator.
- Sends out notification of assigned spots to competitors.
- Be on site all days of the trial to verify correct assigned spots and handle any incoming campers whose forms were not sent in and collect appropriate payments.
- Assigns cubby spots (collect fees that weren't sent in on forms).
- Reports any issues with assigned spots, water, or electrical to Trial Chair
- Gives a written report of count on camping and cubby spaces to the Trial Secretary. Trial Secretary will provide Treasurer with for payment information to venue

Compensation: 1 dog's runs (If applicable to Trial Venue – Currently, those trials held at Skowhegan Fairgrounds)

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21

Proposed Effective: 8-02-21

## Chief Course Builder

The Chief Course Builder should be able to provide clear instruction to the course builders and be able to recognize course challenges to set the course in a CPE philosophy. The Chief Course Builder is a member in good standing.

The Chief Course Builder's duties include but are not limited to:

- Sets up the ring/course the night before or early the morning of the trial.
- Determines the most efficient and quick changes between classes and levels of classes.
- Coordinates with course builders in advance as to what needs to be changed, stage equipment for the next classes, and be ready to go as soon as the previous class has ended.
- Builds efficiently without judge's supervision, so that the judge only needs to "tweak" the course.
- Takes control of the course-building by delegating the small tasks to those who are there to help so that her/his time can be utilized building the course. (e.g. numbering, moving equipment to where CCB designates, setting up timers, etc.)
- Ensures the ring has the proper equipment and that the equipment is in good/safe order.
- Reports by email at the end of the trial to Trial Chair and Equipment Chair of any equipment issues.
- Assists the judge in final tweaking of the courses.
- Communicates with Trial Chair of needed expendable items (i.e. batteries, flagging, etc.)
- Note: TRIAL COMMITTEE members are "on call" to assist the Chief Course Builder if s/he deems necessary.

Relationship with others:

1. Works closely with Trial Chair
2. Supervises volunteer course builders
3. Communicates with Trial Chair or Equipment Committee Chair with needs or issues.
4. Has a good working relationship with the judge

Compensation: 2 dog's runs

The Board reserves to right to revisit the responsibilities and compensation for this position from time the time.

Proposed by BOD: 2-20-21

Proposed Effective: 6-01-21

## Fun Run Coordinator/s (prefer at least 2/3people)

The Fun Run Coordinator is a member in good standing. Duties include, but are not limited to:

- Onsite at least a half hour before fun runs start:
- Announce start time
- Collect dog's name and jump height
- Collect money, paying attention to everyone pays, make sure money goes to Treasurer, President or Trial Chair
- Organize run order (on a 1<sup>st</sup> come basis according to height)
- Call for dogs
- Set jump bars
- Time runs with a stop watch (typically 2 minutes per run)
- Prefer at least two to three people.

Compensation is run one dog in the fun run for free per coordinator.

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21

Proposed Effective: 6-01-21

## Ribbon Coordinator

Ribbon Coordinator must be a member in good standing. Duties include, but are not limited to:

### **Duties During the Trial**

- Transport ribbons to all trials (note: poles are now kept in the trailer)
- Organize level folders by class daily per trial
- Restock ribbons throughout the day with help from other designated members
- Display and iron larger ribbons (if needed)
- Distribute Large ribbons with the help of other designated members
- Initiate/coordinate celebrations of big ribbon with the help of others
- Maintain ribbon brag list and communicate results for face book posting and newsletter
- Maintain owed ribbons list and CATCH/CATE poles
- Store and display ribbons daily at the trial

### **Duties After the Trial**

- Store ribbons in totes and CATCH/CATE poles in trailer
- Inventory ribbons, all tabs and CATCH/CATE poles
- Work with Treasurer to determine order request within 7 days following trial.
- Maintain, stock, and replace supplies (binders, pockets, tabs, etc.) as necessary

Compensation: 1 dog's runs

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21

Proposed Effective: 6-01-21

## Scorekeeper

The position of Scorekeeper requires a focused and a detailed oriented person to ensure the club is providing accurate scoring. Scorekeeper must be a member in good standing. Duties include, but are not limited to:

- Coordinating with Trial Secretary and other scorekeeper(s) to perform the following:
  - scoring completed scribe sheets
  - entering scored & reviewing run results into CPE software
  - reconciling class results with information on scribe sheet
- Assisting Trial Secretary in
  - providing research for a disputed run
  - correcting scribe sheets – working with Trial Chair and/or Assistant Trial Chair if error is determined to be with scribing or timing.
  - changing gate sheets, scribe sheets, and CPE software for any move up's that occur during the trial

Compensation: 1 dogs runs

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21

Proposed Effective: 6-01-21

## Trial Chair

The Trial Chair is responsible for the overall planning and execution of CPE Agility Trials. Oversees the various Agility Trial Committee members and ensures that all the details of the Trial are attended to in accordance with CPE regulations.

The Trial Chair is required to be a member in good standing. The duties for this position include but are not limited to the following:

### Qualifications:

- EMAC member in good standing
- Current member of CPE
- Organized, effective leader with good communications skills
- Familiar with the CPE host club rules as defined by CPE and CPE competition rules
- Familiar with the CPE code of conduct and disciplinary action (dog fights, practicing on site, etc.)
- Able to delegate responsibilities and follow up
- Have a good attention to detail

### General Responsibilities:

- Reviews rule changes with the Trial Committee

## TIMELINE

### **At least six months prior to the Trial**

- Updates budget and advises Board and Budget Committee of any changes to forecasted expenses (e.g. venue rentals, portapotties, camping, etc.)
- Identify Fun Run Coordinator, if applicable

### **Two to Four Months before the Trial**

- Coordinates transportation and lodging for judge with Treasurer
- Coordinates lodging for Trial Secretary with Treasurer

### **Three Weeks Prior to the Trial**

- Holds a Trial Committee meeting via email or electronic meeting to review details of the trial and coordinate:
  - a. Equipment
  - b. Fencing
  - c. Purchase of necessary supplies (tape, batteries, etc.)

### **One Week Prior to Trial**

- Coordinates with Trial committee regarding taking judge out to eat, etc.

### **Day before Trial**

- Serves as liaison with venue staff, including any issues with parking, facility, etc.
- Assists in the setup of ring, scoring, ribbons, and hospitality areas

### **During Trial**

- Conducts Daily General Briefing
- Be visible and accessible to answer questions, receive suggestions and resolve conflicts and problems from the first run until the last run of each day.
- Be an ambassador to our sport with both competitors and spectators
- Coordinate Judges meals (breakfast, lunch, and dinner), if applicable.

### **Conclusion of Trial**

- Ensures transportation for trailer – arranges for help
- Assists in the packing up of the ring, scoring, ribbon and hospitality areas
- Ensures that the venue is left in as good or better condition as it was when club arrived and discuss with venue if there are any concerns
- Holds a debriefing meeting with the Trial Committee via email or electronic meeting
- Reports to the club at the next club meeting discussing the debriefing (e.g. what went well, where the club can improve, etc.)

### **Relationships with others:**

- Communicates with the Board, especially with issues regarding changing Club policy and budget that came up during the trial
- Communicates with Equipment committee for needs/issues regarding equipment
- Works closely with the Trial Secretary, Chief Course Builder, and with members of the Trial Committee

Compensation: 1 dogs runs, camping/lodging, meals, plus \$0.50 per run for the trial worked

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21

Proposed Effective: 8-02-21



## Contract Coordinator – New Position

The Contract Coordinator is required to be a member in good standing. The duties for this position include but are not limited to the following:

### **At least One Year Prior to the Trial**

- Confirms Trial date and location, and works with venue to prepare a contract if applicable
- Solicits input from membership on selection of judge and selection of classes to be offered. Seeks approval of final list from the BOD
- Prepares and sends out contract to Judge with approval from cc:'s BOD and Trial committee
- Provides judge with classes, grid, and equipment list

### **At least six months prior to the Trial**

- Confirms judge's contract has been signed and returned if possible
- Confirms Venue contract has been executed and returned if applicable
- Works with Trial Secretary to submit Trial Application to CPE

Compensation: 1 dogs runs

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21

Proposed Effective: 6-01-21

## Trial Secretary

The Trial Secretary has the most time consuming job. The secretary is responsible for all the paperwork associated with the trial. The Trial Secretary will work with the Trial Chair and BOD on the trial applications. The Trial Secretary is required to be a member in good standing.

Duties include, but are not limited to:

At least six months before the Trial:

- Work with Contract Coordinator to submit Trial Application to CPE
- Gather information and prepare the premium.
- Provide a draft of the premium to submit to the Trial Committee and BOD for review/approval.

Five Months before the Trial:

- Submit the Premium to the sanctioning organization (CPE) at least 2 weeks before the due date and copy the Board of Directors and Trial Committee.
- Post notices for the show in the various computer agility forums: Facebook pages: Eastern Maine Agility public page, MAC members only page, Maine Dog Events, CPE Members, etc.

Opening:

- Inventory and procure any office products that may be needed, including paper, labels, duplicate scribe sheets, etc.
- Check entries as they are received to be sure that they are complete, accurate and the correct entry fees have been enclosed.
- Enter entries into the computer and send initial confirmations.
- Enter entry fees, including EMAC Bucks, into the income spreadsheet. (Notate how many EMAC BUCKS, juniors, and 1<sup>st</sup> timers) Enter camping nights if applicable.
- Reconcile entry totals with checks. (No CASH Payments).
- Forward camping reservation forms to Camping Coordinator for applicable trial venues  
Deposit checks within 5 days after trial closes
- Forward redeemed EMAC Bucks, and income spreadsheet to the Club Treasurer within 5 to 7 days after the trial closes. Email the income spreadsheet to the Board of Directors.
- Provide the Trial Chair, Board of Directors, Trial Committee, and Judge with run totals, including an entry breakdown and how many juniors, within 5 to 7 days after trial closes.

## Trial Secretary (continued)

- Create final confirmation letter and have Board of Directors and Trial Committee approve.
- Coordinate with Judge on class breakdowns, if necessary

### Ten days before the Trial

- Send out confirmations letters/email to competitors and Judge with the start time, check in time, classes entered, schedule of classes and any other notices or reminders.
- Prepare the catalogs/running order – separate multi-dogs and Veterans as needed.
- Prepare Scribe Sheets for every dog and every run. Organize the scribe sheets. Print blank scribe sheets in case of last minute changes.
- Prepare Gate Sheets
- Prepare the measuring list.
- Prepare move-up sheets.
- Work with the Board of Director and Trial Chair to designate the personnel for the score table.
- Coordinate with Judge on competitor maps to be emailed out.

### During the Trial:

- Process any changes from measuring.
- Oversee assistant scorers at scoring table.
- Process move ups for Day 2 (Day 3)
- Calculate the run fees and submit expenses to the EMAC Treasurer.
- Provide judge with run count and Q report at end of trial.
- Calculate totals to submit for the run fees and course reviewer (CPE) to the Club treasurer to submit with the Trial report.
- Email maps to competitors for the next day's events

### Within Three days of the conclusion of the Trial:

- Send result email to all competitors
- Submit fees, the trial report and any other required paperwork to the sanctioning organization (CPE) and blind copy the Board of Directors.
- Upload (bcc: Board) show file to CPE.
- Upload results to website.

## Trial Secretary (continued)

- Cc EMAC's BOD and Trial Committee on correspondence with CPE and issues that might arise that the BOD should know about.

Note: The Trial Secretary is also responsible for posting the notices on the various e-lists. Should any issues arise with any entries and or competitors, the Trial Secretary will communicate these issues to the BOD, Trial Chair, and Trial Committee for resolution at the Trial Secretary's discretion.

Compensation: the fee for services will be \$1.50 per scheduled runs, and 2 dog's runs for the agility trial. The club will be responsible for mileage to and from the agility trial at the current IRS cents per mile rate. At the Trial Secretary's option, the agility club will pay for either a motel room/cabin, or the fees for camping at the agility trial.

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

Proposed by BOD: 2-20-21

Proposed Effective: 8-02-21

# Volunteer Coordinator

The Volunteer Coordinator is a member in good standing. Duties include, but are not limited to:

- Create Google Sheet. Send Trial Secretary the link to be placed in confirmation letter.
- Email worker schedule to be posted to the EMAC website and uploaded to Facebook EMAC pages.
- Have 2 colors of tickets available (EMAC Bucks and raffle) and distribute to winners
- Print multiple copies of the worker spreadsheet to have at the trial to post
- Post spreadsheet on an easel so workers can modify if needed.
- Speak at the general briefing to make sure people know how the raffle works, where they can locate the worker spreadsheet, ask them to check in, and let them know if there are any gaps that need to be filled.
- Locate scheduled workers for each respective class and ensure positions are filled.
- When class is complete, remind workers to collect their tickets, hand out tickets, and announce workers that are scheduled for next class.
- Be available between runs to hand out tickets, or make any changes to the spreadsheet as needed.
- Explain/instruct ring jobs if someone has never performed it, or find someone qualified to show them (as long as it is known to do this). For timer and scribe, they are usually schedule to be with a seasoned person for training.
- Note names of workers for each class
- Note: TRIAL COMMITTEE members are “on call” to fill any positions volunteer coordinator is not able to fill

Compensation: 1 dog's runs

The Board reserves the right to revisit the responsibilities and compensation for this position from time to time.

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