

Rainier Agility Team Event Checklist

EVENT: _____

DATE: _____

CHAIRMAN: _____

LOCATION: _____

RESPONSIBILITIES

** Persons involved should keep receipts of expenses & turn into Treasurer.
Any expenses outside of the budgeted amount should be checked with Events Committee,
and the Events Committee to the Board of Rainier Agility Team*

EVENTS COMMITTEE:

12 to 16 months

- Obtain date with conflict check.
- Find location and initiate contract
Management Contact: _____ Tele: _____

- Fill out paper work for appropriate organization.
NADAC ONLY = Obtain prior approval of event.
- Obtain judge(s).
Confirm judges with NADAC/USDAA.
See Attachment A for confirmation of judging, expenses requirement, etc.
- Assign Chairman.
- Send copies of paperwork, confirmation letters, etc., to chairman.

CHAIRMAN:

6-8 Months Prior to Event:

- Initiate contact with judge. Obtain special requests, e.g., lunch , dinner, drinks, smoking/nonsmoking.
- Initiate contact with location management.
- Finalize contract.
- Contact insurance (_____) /Obtain Proof of Insurance.
- Contact local hotels for purposes of premium list.
- Assign Trial Secretary** (must have computer and ACCESS database capabilities)
(See below for responsibilities.)

3-4 months prior to Event:

- Assign Chief Coursebuilder(s).**
- Assign Hospitality Chair.** (See below for responsibilities.)
- Assign Chief Ring Steward (Worker Coordinator).** (See below for responsibilities.)
- Work on trial premium with Trial Secretary.

2-3 months prior to Event:

- Fill out paper work for appropriate organization (if not completed by Events Committee).
- Coordinate airline and hotels reservations for judge(s) with Hospitality Chair.
- Coordinate judges gift with Hospitality Chair.
(if gift using D. Bacianga or Jo Ann Mather/need picture of dog)
- Recruit and identify key workers, with special attention to score table
(2 persons (minimum) per _____ ring.)
Recruit non-competing workers - timers, scribes, etc.

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Month prior to Event:

- Coordinate ribbons (currently Mary Gutknecht)
- Coordinate prizes/trophies (currently Mary Gutknecht) and any special prizes.
- Coordinate equipment. Arrange for transfer of equipment from Redmond, if necessary.
- Coordinate/assign loading of equipment trailer(s) with Equipment Manager.
- Coordinate setting up of arena.
- Coordinate with vendors, if any.
- Coordinate picking up of judges at airport and transportation to trial with Hospitality Chair.
- Coordinate judges dinner.
- Assist Trial Secretary with packet-stuffing, scribe sheets, and armbands, as necessary.

Day of Event:

- Coordinate/assign ring set up, flags, tables, chairs, easels for Gate Steward.
- Coordinate unloading equipment and course-building for first classes of the day. Make sure Chief Coursebuilder(s) have course map for first class.
- Coordinate with vendors, if any.
- Supervise check-in.
- Answer 1 million questions.
- Coordinate with Hospitality Chair re food for workers and judges, as necessary.
- Make sure judges are being taken care of.

After the Event:

- Make sure judges get paid.
- Coordinate dinner and transportation for judges with Hospitality Chair.
- Complete Show Report. Complete paperwork. Work with Trial Secretary to complete show book and to compute fees.
- Pay fees.

TRIAL SECRETARY:

3-4 months prior to Event:

- Work on trial premium.
- Determine order of classes. Confirm price of entries, camping, etc. with Trial Chair.
- Get premium approved.
NADAC = Prior approval of premium before mailing is required.
ASCA = Approval of entry form/waiver only is required.
USDAA = Need to approve form if new rules.
- Set up Trial on computer and prepare Games Table.

2-3 months prior to Event:

- Generate mailing labels for premium. Determine number of premiums needed.
- Get premium printed.
- Address and mail premiums.
- Mail Canadian premiums separately.
- Mail special requests for premiums.

Month prior to Event:

- Open entries and check for accuracy.
- Input entries into database. Organize all entry forms.
- Prepare checks for deposit.
- Handle Wait List, as necessary.
- Organize Worker lists and deliver to Chief Ring Steward(s).

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After Closing Date:

- USDAA: assign Pairs Partners.
- Determine number of runs per day, per ring, and per judge. Prepare tentative time schedule.
- Print out labels for confirmation letters.
- Prepare and mail confirmation letters.
- Handle changes/questions.
- Deal with "problem" entries.
- Check draft run sheet for conflicts (i.e. running 2 dogs)

Week before Event:

- Buy paper, packets, and labels (determine sizes required).
- Print out final run sheet, scribe sheets, packet labels, and armbands (if used).
- Get run sheets printed.
- Cut up scribe sheets and armbands.
- Stuff packets (if used).
- Print out check-in/measuring sheets and list of Trouble Entries.
- Print out score sheets/posting sheets (determine no. of copies). Organize score books.
- Get Gate Check-in Sheets printed.

Day of Event:

- Set up and organize score tables.
- Organize scribe sheets. (Pull scratches.)
- Set up Gate Check-in Sheets.
- Answer _ million questions.
- Deal with registration mistakes (wrong height etc.). Fix scorebooks.
- Pay judges (USDAA pay after event).
- Collect all score sheets, Q sheets, maps, scribe sheets for reports and catalogs.

After the Event:

- Review score sheets and Q sheets for accuracy.
- NADAC: Complete Q sheet or highlight catalog. Complete paperwork. Compute fees.
- USDAA: Complete Show Report. Complete paperwork. Mail all entry forms, registration forms, scribe sheets and accumulator sheets. Compute fees.
- ASCA: Complete paperwork. Mail all entry forms. Compute fees.
- Distribute marked catalog to those who paid for one.
- Pay fees.

HOSPITALITY CHAIR (may be split between judges' hospitality and volunteer hospitality):

2-3 months prior to Event:

- Coordinate airline and hotels reservations for judge(s) with Trial Chair.
- Coordinate judges gift
(early if gift using D. Bacianga or Jo Ann Mather/need picture of dog)

Month prior to Event:

- Decide lunch arrangement for judges/workers.
- Coordinate with lunch vendors, if any.
- Obtain judge(s) special requests.
- Coordinate picking up of judges at airport and transportation to trial with Trial Chair.
- Check hospitality containers for restocking supplies.

Week prior to Event:

- Obtain refreshments, coffee, tea, morning items, lunch foods for judge(s)/workers.

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Day of Event:

- Set up coffee and breakfast table.
- Prepare lunch for judges and workers.
- Make sure judge(s)/workers have what they need.

CHIEF RING STEWARD/ COORDINATOR OF WORKERS:

2-3 months prior to Event:

- Identify key workers.
- Recruit workers for score table (2 persons (minimum) per class per ring).
- Recruit non-competing workers - timers, scribes.

Month prior to Event:

- Recruit workers: (1) timer, (1) scribe, (1) runner, (1) gate steward, (4) general ring crew (2-3) course builders and (2-3) scorekeepers per ring.
- Prepare Worker Schedule.
- Confirm workers by phone call or e-mail or by mailing Worker Schedule to volunteers.

Day of Event:

- Introduce yourself to judge for helpers briefing.
- Make sure workers are in place at specified times.
- Make sure workers get lunch/lunch coupons.