

RAINIER AGILITY TEAM EVENTS POLICY

Including Trial Budgets, Primary Worker Benefits and Trial Committee Job Descriptions

Approved - RAT Board of Directors January, 2014

Show Committee:

The Events Committee recommends that the Show Committee for each Rainier Agility Team trial consist of the following:

- Trial Chair
- Chair-In-Training (mentored by Trial Chair)
- Trial Secretary
- Trial Secretary-In-Training (mentored by Trial Secretary)
- Scorekeeper(s)
- Chief Course Builders (1 Chief Course Builder per Ring)
- Ring Stewards (1 or 2 per ring)
- Equipment Manager
- Volunteer Hospitality
- Awards
- Judges Hospitality
- Electronics Manager
- Trailer Hauling
- Raffle
- All Day Workers (limited to 4 positions for a 2 day, 2 ring trial only)

New Events:

For a new trial or event to be added to RAT's schedule or for a new site to be considered as a site for RAT League, a written proposal shall be presented to the Board, endorsed by at least four (4) current RAT members (at least one of whom shall be a Member in Good Standing (MIGS) with voting rights) who shall each commit to participate in the planning for such trial or event or to enroll in League at that site. The proposal shall contain a description of the trial, event, or facility (location, amenities, equipment needs, etc.), the names of the current RAT members who are committed to participate in the planning of such trial or event or to enroll at such site, and an estimate of costs to rent the facility for such trial, event, or site. The proposal shall be presented to the Board at least (a) four (4) months before the date of such proposed trial or event; or (b) two (2) months before the date that sign-ups for League are scheduled to begin at the proposed new site. To add a demo to the RAT schedule a written proposal shall be presented to the Board as quickly as possible before the event. A two (2) month lead time would be preferred.

Primary Workers Without Dog:

Workers who volunteer to work all day at a trial when they are not running their own dog greatly aid in the smooth running of a trial. Not all workers who volunteer to work without a dog are "Primary Workers". A "Primary Worker w/o Dog" is a worker (whether or not a RAT member) who volunteers to work a full day (all classes unless not needed) without a dog as a Timer, Scribe, or Gate Steward. RAT encourages workers who wish to act as a Primary Worker w/o Dog to contact directly the Chief Ring Stewards or Trial Chair as early as possible, and no later than three (3) weeks prior to the trial date to volunteer to work in a key position. RAT members who receive inquiries about volunteering to be a Primary Worker w/o Dog shall forward these inquiries to the Chief Ring Stewards.

New Rat Members:

One of the best ways to learn about the sport of agility and to prepare yourself for trialing with your own dog is to volunteer to work at an agility trial. There are many jobs for inexperienced workers, such as bar-setting, leash running, scribe running and ring crew. The Chief Ring Stewards will help train inexperienced workers. Working in the ring is a great way to get an "up-close" view of the dogs and handlers in action. RAT encourages new members who wish to work at a trial to contact directly the Chief Ring Stewards as early as possible, and no later than one (1) week prior to the trial date to volunteer to work at the trial. Please let the Chief Ring Stewards know when you will be available, for how many classes, and what your experience level is. All RAT members who receive inquiries from new RAT members about volunteering at a trial are encouraged to aid these volunteers by (a) letting them know about the RAT web site, (b) helping them to contact the Chief Ring Stewards, and (c) giving them general information about RAT agility trials. For example, a RAT member is encouraged to send a joint email to the Chief Ring Stewards and the volunteer, introducing them to each other and letting the Chief Ring Stewards know that the volunteer is available.

General Voucher Information:

A voucher may be applied toward the entry fees for a dog or dogs at one RAT trial up to the amount of the voucher. There will be no refunds if the entire amount of the voucher is not used. For example, if a worker has 2 vouchers (for \$100.00) and only enters his/her dog in runs totaling \$85.00, there will be no refund or credit for \$15.00.

The Trial Chair or the Trial Secretary will deliver the check or vouchers to the members of the Show Committee listed. If a voucher will be used for the trial where it is earned please let the Secretary know when sending in entry form. The Trial Secretary will communicate to the club treasurer the vouchers used prior to the trial start date. The Chief Ring Stewards or RAT Treasurer may also assist the Trial Chair to deliver the vouchers to Show Committee or Primary Workers w/o Dog at the trial.

Vouchers:

The following members of the Show Committee and Primary Workers w/o Dog will receive vouchers that may be applied towards the cost of entries at that trial or a later RAT trial:

Position	1-Ring Trial	2-Ring Trial
Trial Chair:	2 vouchers	3 vouchers
Chair-In-Training	1 voucher	2 vouchers
Trial Secretary:	3 vouchers	4 vouchers
Secretary-In-Training	1 voucher	2 vouchers
Scorekeeper(s)	1 voucher per ring per day	1 voucher per ring per day
Chief Course Builder (2 per ring):	1 voucher per ring per day	1 voucher per ring per day
Chief Ring Steward (2 or 4 per ring):	1 voucher per ring per day	1 voucher per ring per day
Volunteer Hospitality: Morning hospitality only:	2 voucher	2 vouchers
AM hospitality <u>and</u> lunches:	TBD case-by-case	TBD case-by-case
Judges Hospitality (1 voucher per judge they are responsible for)	1 voucher	1 or 2 vouchers
Equipment Manager (includes packing trailers)	1 voucher	2 vouchers
NADAC Equipment Manager - to put away NADAC specific equipment after trial	1 - \$25 voucher	1 - \$25 voucher
Primary Worker w/o Dog	none	1 voucher/day worked
Electronics Manager	1 voucher	2 vouchers
Raffle	1 voucher	1 voucher

Responsibilities of Show Committee and Primary Workers without Dogs

Trial Chair: See Attachment A

Chair-In-Training: Included in Attachment A

Trial Secretary: See Attachment B

Secretary-In-Training: Included in Attachment B

Chief Course Builder:

1. Identify course building crew. Coordinate these people with Chair and CRS.
2. Request copy(ies) of first course map(s) for builds from Chair or judge. This should be coordinated with Chair.
3. Help with trial set up and tear down including ring fencing, etc.
4. Directs and participates in all course builds between classes and levels working with the judge(s) and venue requirements.

Chief Ring Steward:

1. Identify key workers including people to assist with trial setup.
2. Recruit Primary Workers Without Dogs (people not entered in trial) for various positions (timing, gate, scribe, etc). This is coordinated with Trial Chair.
3. Prepare worker's schedule or white boards.
4. At the trial, ensure all workers are in place at specified times and that they get worker's coupons. Note: Primary Workers Without Dogs working for vouchers do NOT get additional worker's coupons for each class.
5. Assist Trial Chair, if requested, in recruiting course builders to assist CCB.
6. Turn in list of members who worked at the trial to the Membership Chair.
7. Works with Chair, Secretary and Judge(s) to keep rings moving in a timely fashion.

Volunteer Hospitality:

1. Decide arrangements and menu for judges and workers.
2. Buy food and supplies to accommodate food arrangements and menu in accordance with budget guidelines approved by RAT Board.
3. Maintain receipts and submit to club treasurer with completed Reimbursement Form.
4. Check with Hospitality Committee Chair to identify any restocking of general hospitality supplies.
5. Prepare, set up and serve food at the trial including cleanup and repacking of hospitality totes.
6. Complete Hospitality Checklist for restocking and forward to Hospitality Chair or volunteer for next trial.

Judge's Hospitality:

The vouchers available for this position may be split between several people ie; one to the person doing transport and one to the person taking care of the judge at the trial.

This person(s) is responsible for;

1. Transporting the judge(s) to/from the airport, to/from their hotel.
2. Transporting the judge(s) to/from dinner. He/she will coordinate with the show committee to arrange for the judge's dinner.
3. Make sure the judges get lunch and have snacks and drinks throughout the day.
4. Purchase judge's gifts and have them available at the trial. Consult with the Trial Chair on possible options.

Equipment Manager:

The Equipment Manager makes sure that all necessary equipment is available for the trial. This person;

1. Is familiar with trailer loading and reloading procedures (document located in the Files section of the RAT Yahoo List).
2. Prior to trial, check with Trial Chair to confirm all equipment needed from list judge(s) provide. Confirms all equipment and supplies are in the trailers. This usually occurs one week in advance of the trial dates and can occur in conjunction with a practice. The Equipment Manager would post to the RAT Yahoo List a request for members to assist with the trailer loading.
3. Beginning of trial (if available) assists Course Builders with ring set-up and initial course building.
4. During a trial assists with equipment questions. Makes notes of any damaged items and/or items needed to be ordered and completes/submits necessary form.
5. At halfway point of final day through end of trial, packs equipment back into trailers. Is point person for where equipment is packed within trailers (following previously noted procedures document).
6. Stays until end of trial until trailer doors are sealed.

Primary Worker Without Dog:

Coordinate with Chief Ring Steward regarding position to be filled. Arrive early to help ensure trial can start on time.

Electronics Manager:

This person will be responsible for the electronic timing equipment and public address system. This includes;

1. Transporting or arranging transportation for equipment to the trial from primary storage (currently home of Cathy Percy and Teddi Bottiger also Electronics Committee Chair) or previously arranged location.
2. Purchase, if necessary, of batteries for all components.
3. Set up and tear down of equipment and maintenance during the trial.
4. Cleaning, inside and out including cases, after the trial.
5. Transportation to primary storage or previously arranged location after the trial.
6. Report any necessary repairs or problems with operation during the trial to Electronics Committee Chair.

Awards:

Responsible for overseeing all aspects of the trial awards necessary for the event.

1. Purchasing of all the appropriate ribbons, championship poles, etc. in accordance with RAT guidelines.
2. Transporting and displaying the awards at the event.
3. Keeping inventory of ribbons on-hand and replenishing the inventory as needed for the event.

4. Identify with Trial Chair charity to received donation from ribbon exchange.
5. Responsible for displaying, collecting and reporting amount for ribbon exchange. This number should be reported to Trial Chair and club treasurer. A Reimbursement Form with complete address of charity should be submitted to treasurer for payment.

Raffle:

Responsible for overseeing all aspects of the worker’s raffle at the event. Includes;

1. Maintenance of raffle supplies (bags, containers, raffle tickets, etc)
2. Coordinating with Chair what type of raffle or if a raffle is required.
2. Purchasing items and/or soliciting donations from members to be included in the raffle within Board approved budget.
4. Set up at the trial.
5. Drawing for raffle winners.
6. Tear down after the trial.
7. A total count of Workers' Coupons received should be given to the club treasurer. For USDAA trial all FOUR Worker Coupons should be given to the Chair for accounting purposes.

Trailer Hauling:

The person(s) pulling the equipment trailers shall receive as follows;

Round-trip to Elma (approx. 75 miles each way from Kent)	\$250.00 or five \$50 vouchers
Round-trip to Argus (approx. 14 miles each way)	\$50.00 or one \$50 voucher
Round-trip to Purdy (approx. 45 miles each way from Kent)	\$125.00 or equivalent vouchers

Lodging:

In addition to vouchers, the Trial Chair, Chair-In-Training, Trial Secretary and Secretary-In-Training shall be reimbursed for the cost of their lodging for the trial weekend . The “cost of their lodging” shall mean the cost, for each night before a trial day, of staying at the motel/hotel where the judges are staying or at a comparable motel/hotel, either alone or with their spouse or friend. **Reservations and payment for these accommodations will be arranged by the club treasurer.** If the Trial Chair or the Trial Secretary elects to camp on-site instead, the “cost of their lodging” shall mean their actual cost of camping.

Food:

All workers are eligible for Worker Coupons which may also be used for the raffle (if there is one) or lunch (either provided by RAT or outside vendor. The person who takes the judge(s) out to dinner shall be reimbursed for their dinner also. If someone other than a Trial Chair or a Trial Secretary takes a judge out to dinner (for example, on the way to or from the airport), that person shall also be reimbursed for his/her dinner with the judge.

Priority Entry:

Members of the Show Committee who volunteer prior to the Opening Date of a limited trial shall have their entries to such trial accepted prior to other entries postmarked the same date and will not need to participate in a draw, if there is one.

BUDGETS

Category			Notes
Raffle	1 ring \$100	2 Ring \$200	+2 RAT vouchers (see treasurer)
Judges' Gifts	\$50 max. per judge		
Judges' Snacks, etc.	\$20 max. per judge		
Judges' Dinners	\$25 max. per person per night (for judges and one person taking them out). Includes purchase of main dish if Sat night is a potluck = \$225 max.		
Judges' Airfare	Economy		
Check-in Gifts	\$0.00 (donated check-in gifts perfectly acceptable; solely at the trial chair's discretion)		
All Day Workers	1 Ring - None	2 Rings - 4 total for weekend	
Hospitality	1 Ring, 2 Days with Lunch \$250	2 Rings, 2 Days with Lunch \$500	
	1 Ring, 2.5 Days with Lunch \$300	2 Rings, Other: discuss with Board	
	1 Ring, 3 Days with Lunch \$375		
	1 Ring breakfast and snacks only \$100	2 Rings breakfast and snacks only \$150	

Reimbursement Requirements:

All requests for reimbursement of trial expenses should include a completed and signed Reimbursement Form (available on the club website and RAT Yahoo List) and supporting receipts. The request must be submitted to the RAT treasurer within 30 days from the closing of the trial.

Information to be sent to Judges:

Rainier Agility Team will cover economy airfare, shuttle to the airport, airport parking, course copies, and meals on the day(s) of travel. We will require receipts for all expenses and will provide you with a reimbursement form or you may download it from our website: www.ratagility.com. For airfare, you can present us with a bill at the trial or, if you prefer, we can reimburse you ahead of time; just email us a copy of your receipt. We pay \$1.00 per run and take care of food and your lodging. RAT does not pay for kenneling fees or rental cars.

Attachment A

Trial Chair Duties:

The Chair is responsible for all aspects of the trial before, during and after. Duties include but are not limited to the following;

1. Check with the Board member in charge of securing dates for each location including making arrangements if a date change is necessary.
2. Secure venue – sign contract, request deposit be paid. Make sure RAT Treasurer has copies of all contracts and arrangements for financial records.
3. Hire judges including information on what expenses RAT approves for travel.
4. File trial application by required time with appropriate fees. Coordinate with Trial Secretary about application.
5. Send any paperwork required by sanctioning organization (maps of venue, equipment list, copy of insurance, etc).
6. Form show committee – secretary, equipment manager, chief course builder(s), chief ring steward(s), judge's hospitality, volunteer hospitality, raffle (optional), awards, trailer hauler(s), electronics.
7. Get current copy of Certificate of Insurance, making sure venue and sanctioning organization have appropriate copies.
8. Get above information to secretary in time for premium to be filed with sanctioning organization.
9. Work with secretary to decide classes offered and class order, ribbon donation charity.
10. Review premium before it is submitted to sanctioning organization.
11. Check with Chief Ring Steward to see if all day worker positions (if used for a 2 ring trial) are being filled.
12. Arrange people to help with trial set up and tear down. A total of ten (10) \$5.00 Thank You gift cards may be used to encourage people to help especially with tear down.
12. Check in with judges and Judge's Hospitality volunteer and make sure all food preferences, accommodations and travel is being arranged. (Hotel accommodations will be secured by and paid for by RAT Treasurer).
13. Check in with Awards person to be sure ribbons/poles will be ready. Let person know which ribbon charity has been selected.
14. Check in with Volunteer Hospitality, Trailer Haulers, Equipment Manager, Chief Course builders, Chief Ring Stewards, Electronics, Raffle to see if all is going well or if they need anything (approximately 2 months before trial, 1 month before trial and 1-2 weeks before trial).
15. Request vouchers and Workers' Coupons for show committed from RAT Treasurer.
16. Request copy(ies) of first course map(s) from judge(s). Should be coordinated with Chief Course Builder(s)
17. Give briefing each morning at trial, including judge introduction.
18. Answer questions, make decisions, take care of any problems, write up any incidents to be included in trial report to sanctioning organization.
19. Keep in touch with all show committee members throughout trial.
20. Verbalize lots of "thank you's" throughout trial. Give Thank You cards to show appreciation to all committee members including All-Day Workers.

21. Request payment to venue, judges, sanctioning organization.
22. Fill out Reimbursement Form with attached receipts and submit to RAT Treasurer.
23. Write article about trial for newsletter.
24. Post to RAT Yahoo list "thank-you's", recognition, trial wrap-up.

Many of these items are shared between the team of Trial Chair and Trial Secretary. Although the Trial Chair is ultimately responsible for the running of the trial a strong relationship with the Trial Secretary is desirable and necessary.

These duties can be shared with an Chair-In-Training at the Chair's discretion as a meaning of mentoring. The Chair-In-Training should be included in all discussions with regards to trial matters.

If budget or policy questions arise the Chair should involve the RAT Board in the decision making.

Attachment B

Trial Secretary Duties:

Duties include but are not limited to the following;

1. Coordinate with Chair on Opening and Closing dates for the trial as well as classes offered.
2. Create premium, review it with Chair and submit to sanctioning organization within require timeframes.
3. Secure scorekeeper(s). Request help in recruiting from Chief Ring Steward or Trial Chair if necessary.
4. Get RAT laptops and printers from previous RAT Trial Secretary.
5. Purchase ink, paper, and whatever other supplies are required. Keep receipts to include with Reimbursement Form to be submitted to RAT Treasurer for payment.
6. Set up show database on RAT laptop(s).
7. Coordinate with Chair and judges for necessary details including class order, etc.
8. Receive entries.
9. Enter entries into applicable trial/show database.
10. Send out pre-trial communications to exhibitors.
11. Give checks to RAT Treasurer for deposit prior to trial dates.
12. Prepare scribe sheets and gates sheets for use at the trial.
13. Prepare paperwork required to be signed by judges (measurement report, etc).
14. Make sure scorekeepers have lots of chocolate and whatever else they need.
15. Answer general trial day questions from exhibitors.
16. Answer questions from exhibitors about trial results.
17. Help other members of Show Committee as needed. Monitor trial for problems, feedback, etc.
18. If offering day to day move-ups set parameters for exhibitors to submit necessary information. Make sure information is available at morning briefings.
19. After trial, submit necessary information to sanctioning organization.
20. Send summary of final results to exhibitors.
21. Retain copies of paperwork or e-file in accordance with the requirements of the sanctioning organization.
22. Submit final Reimbursement Form for expenses and sanctioning organization fees to the RAT Treasurer.

These duties can be shared with an Secretary-In-Training at the Secretary's discretion as a meaning of mentoring. The Secretary-In-Training should be included in all discussions with regards to trial matters.

Many of these items are shared between the team of Trial Secretary and Trial Chair. Although the Trial Chair is ultimately responsible for the running of the trial a strong relationship with the Trial Secretary is desirable and necessary.