

# Rainier Agility Team Fun Match Checklist (Kent)

## Initial Planning

- Form organizing committee:
  - name: \_\_\_\_\_ ph (h): \_\_\_\_\_ email: \_\_\_\_\_
  - ph (w): \_\_\_\_\_
  
  - name: \_\_\_\_\_ ph (h): \_\_\_\_\_ email: \_\_\_\_\_
  - ph (w): \_\_\_\_\_
  
  - name: \_\_\_\_\_ ph (h): \_\_\_\_\_ email: \_\_\_\_\_
  - ph (w): \_\_\_\_\_
  
- Date and time: \_\_\_\_\_
- Format (e.g., regular, gamblers, snooker, jumpers, etc.): \_\_\_\_\_
- Fees: \_\_\_\_\_
- Schedule of classes (e.g., novice, open, elite): \_\_\_\_\_
- Will workers be trained? \_\_\_\_\_
- Will electronic timers be used? \_\_\_\_\_
- Clear proposal with board.

## Communications

- Inform practice coordinator of date and time.
- Post date and time at practice site.
- Contact Rosie about date and time.
- Inform Equipment committee of date and time.
- Inform Education committee of date and time.
- Clear with Electronics committee if electronic timers are to be used.
- Alert Publicity committee and arrange for creation and distribution of flier.
- Post flier on website.

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## Recruit Personnel

- Judge/PIC
- Gate Steward
- Check-in
- Timers
- Scribes
- Assistant scribes
- Score Keepers
- Ring Stewards
- Course Builders

## Equipment

- Front gate combination.
- Key to trailers.
- Electronic timers if they are going to be used.
- Stopwatches, if necessary.
- Whistle, if needed.
- Scribe sheets and score sheets, if needed.
- Pencils, pens.
- Whiteboard and pens to post run order.
- Portable table for sign-in and information.
- Paper, pens and tape for signs.
- Sign -in sheet.
- Cash box.
- Change for cash box.
- Tickets, if they are going to be used
- RAT brochures
- Membership applications.
- Snacks (?).
- Waiver (download from [ratagility.com](http://ratagility.com) or obtain from club secretary).
- Cell phone for emergencies (the arena is on 216<sup>th</sup> St., off of 132<sup>nd</sup>).
- Copy of event flier - so you know class order and times!

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## Final planning

- Decide on courses/Get course from judge.
- Decide on run order: one run/dog at each height, then run through all heights again for 2<sup>nd</sup> runs (people need to wait through all heights in their class for their second run, easier to budget time). -or- Do all runs, including repeat runs, at each height (single-dog people can run and leave).

### *notes:*

1. Fliers, newsletter and web announcements should include a notice that people wishing to run in the last class of the day need to check in during the first 30 min of the time scheduled for that class. This allows workers to leave early if nobody shows up!