

# **RAINIER AGILITY TEAM**

# **EVENTS POLICY**

**Including Trial Budgets, Trial Committee Job Descriptions,  
Voucher Positions and Benefits**

Approved by RAT Board of Directors  
Revised January, 2018

Official Posted Revision 2018-1

This document supersedes and replaces any previous documents.

Any printed copy of this document should be considered  
**FOR REFERENCE ONLY.**

The official document will be posted on the Rainier Agility Team website and maintained by the Board of Directors.

# Table of Contents

List of Trial Committee . . . . . 3

**Responsibilities of Trial Committee**

    Trial Chair including Chair-In-Training . . . . . 3

    Trial Secretary including Secretary-In-Training . . . . . 5

    Scorekeeper . . . . . 6

    Chief Course Builder, Chief Ring Steward, Equipment Manager. . . . . 7

    Volunteer Hospitality, Judge’s Hospitality, Electronics Manager . . . . . 8

    Awards, Raffle, Trailer Hauling . . . . . 9

    All Day Workers, Last Man Standing and Early Bird . . . . . 10

**Voucher, Benefit and Additional Trial Information**

    General Voucher Information . . . . . 11

    Worker Coupons, Lodging, Meals, Priority Entry . . . . . 12

    Budgets, Reimbursement Requirements, Information for Judges . . . . . 13

    New Events, Special Note to New RAT Members . . . . . 14

**Addendums;**

    Canine Code of Conduct . . . . . 15

    Trailer Hauling Information. . . . . 16

## **Trial Committee:**

The Trial Committee for each Rainier Agility Team trial consists of the following:

Trial Chair  
Chair-In-Training (mentored **one trial** by Trial Chair when needed)  
Trial Secretary  
Trial Secretary-In-Training (mentored **one trial** by Trial Secretary when needed)  
Scorekeeper(s)  
Chief Course Builder(s) (1 Chief Course Builder per Ring)  
Ring Stewards  
Equipment Manager  
Volunteer Hospitality  
Judges Hospitality  
Electronics Manager  
Trailer Hauling  
Raffle (optional)  
Awards  
All Day Workers

## **Responsibilities of Trial Committee**

### **Trial Chair including Chair-In-Training:**

The Chair is responsible for all aspects of the trial before, during and after. As a person performing duties on behalf of RAT including following and setting policy for the trial, accepting money for entry or approving payment for services, the Trial Chair and Chair-In-Training (when needed) must be current RAT members.

Duties include but are not limited to the following;

1. Check with the Board member in charge of facilities coordination to secure dates for each location including making arrangements if a date change is necessary. The Trial Chair should also coordinate with the sanctioning venue if a change in date is necessary.
2. In order to secure a venue coordinate with RAT Treasurer to make sure contract is signed and deposit paid. RAT Treasurer will maintain copies of all contracts and agreements.
3. Hire judges providing them with RAT approved policy on judge's expenses (see note on Page **13** concerning approved expenses from judges).
4. File trial application and/or coordinate with Trial secretary about trial application. Each application should be filed with appropriate fees within the timeframe outlined by sanctioning organization. Late fees should be avoided. **In the case of NADAC applications fee will be paid by the treasurer using PayPal at the request of the organization.**

5. Send any paperwork required by sanctioning organization (maps of venue, equipment list, etc.) If the RAT Certificate of Insurance has not been updated for the facility please contact club treasurer.
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), approved Electronics, All Day Workers (optional positions). **If scorekeepers are used the secretary usually chooses them.**
7. Get above information to secretary in time for premium to be filed with sanctioning organization.
8. Work with secretary to decide classes offered and class order, ribbon donation charity **letting the Awards person know of the charity chosen.**
9. Review premium before it is submitted to sanctioning organization.
10. Coordinate with Chief Ring Steward to see if All Day Worker positions are necessary for a 2 ring trial and if they have been filled.
11. Verify that the Chief Ring Steward has a copy of the most recent membership list.
12. Arrange people to help with trial set up. Requesting help prior to the trial and using the RAT List to solicit this help is strongly suggested. A total of five (5) \$5.00 Thank You gift cards may be used to encourage people to help with set up. An Early Bird RAT voucher in the amount of \$25 is raffled to all people helping with set up.
13. Encourage people to help with tear down. A total of ten (10) \$5.00 Thank You gift cards may be used to encourage people to help with tear down. A Last Man Standing RAT voucher in the amount of \$25 is raffled to all people helping with tear down. **The options to use two \$25 vouchers for Early Bird and Last Man Standing can be combined to one \$50 for Last Man Standing.**
14. Check in with judges and Judge’s Hospitality volunteer(s) and make sure all food preferences, accommodations and travel is being arranged. (Hotel accommodations will be secured by and paid for by RAT Treasurer).
15. Check in with Awards person to be sure ribbons/poles will be ready including number of Championship ribbons possibly needed. Let Awards person know which ribbon charity has been selected.
16. Check in with and provide budget information (both monetary or vouchers) position requirements to Volunteer Hospitality, Trailer Haulers, Equipment Manager, Chief Course Builders, Chief Ring Stewards, Electronics, and 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).
17. Request vouchers and Workers' Coupons for show committee from RAT Treasurer. The Treasurer needs this information at least one week prior to the trial. The Treasurer will coordinate with the Trial Secretary concerning vouchers used for entry into the trial.
18. Request copy(ies) of first course map(s) from judge(s). These course maps and the initial course build(s) should be coordinated with Chief Course Builder(s)
19. Give briefing each morning at trial, including judge introductions and Thank You’s.
20. Answer questions, make decisions, take care of any problems, and write up any incidents to be included in trial report to sanctioning organization.
21. **Reportable Incidents (involving dogs or humans) should be sent to the Board immediately, preferably on the day they happen. Information such as handler name, dog name and a complete description of the incident should be included.**

22. Should an Emergency Letter be received from an organization or the knowledge of a dog with a communicable illness be brought to their attention the Chair and/or Secretary should immediately notify the Board. When setting policy for how these instances will be handled the Board should be involved in all decisions. Any complaints from competitors can be directed to Board to handle. This revision was requested by our Insurance Underwriter to maintain our Liability Insurance.
23. In the event that a competitor has an issue with how a course is set, including tunnel stabilizing, they should be directed immediately to the Judge of Record for clarification. This should be announced at the general briefing each morning.
24. Keep in touch with all show committee members throughout trial.
25. Verbalize lots of “thank you” throughout trial. Work to assure a positive and continuous flow to the trial.
26. Fill out Reimbursement Form with attached receipts and submit to RAT Treasurer within 30 days of event. **Make sure that your committee also have Reimbursement Forms for submitting expenses and that they are aware of the 30 day time limit.**
27. Write article about trial for newsletter/blog and submit in a timely fashion to the editor. **A copy of your article should also be sent to the club President.**
28. Post to RAT Yahoo list “thank-you’s”, recognition, and 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 a Chair-In-Training at the Chair’s discretion as a means of mentoring. The Chair-In-Training should be included in all discussions with regards to trial matters. **A Chair-In-Training is not a permanent position and should be used once for training purposes.**

If budget or policy questions arise the Chair should involve the RAT Board in the decision making. **All entry pricing, discounts and entry packages should have prior Board approval before submitting premium to sanctioning organization. If the Trial Chair has any additional policy or budget questions they should be addressed with the Board prior to implementation. At the time of this revision per run entry fees should be \$10.50 or greater including package discounts.**

### **Trial Secretary includes Secretary-In-Training:**

As a person performing duties on behalf of RAT including following and setting policy for the trial, accepting money for entry and approving refunds, the Trial Secretary and Secretary-In-Training (when needed) must be current RAT members.

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. **In the case of NADAC request that the treasurer send the necessary fees via PayPal.**
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. **No major updates of computer operating systems should be changed without prior approval from Board.**
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 and vouchers to RAT Treasurer for deposit one week 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 (premium variety is necessary) and whatever else they need.
15. Answer general trial day questions from exhibitors.
16. Answer questions from exhibitors about trial results.
17. If offering day-to-day move-ups set parameters for exhibitors to submit necessary information. Make sure information is available at morning briefings.
18. After trial, submit necessary information to sanctioning organization.
19. Send summary of final results to exhibitors.
20. Retain copies of paperwork or e-file in accordance with the requirements of the sanctioning organization.
21. Submit final Reimbursement Form for expenses, sanctioning organization fees and judge's expenses and fees to the RAT Treasurer within 30 days of the event.

These duties can be shared with a 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.

### **Scorekeeper(s):**

Scorekeepers work under the direction of the Trial Secretary. Duties include

1. Inputting scores for each run from scribe sheets.
2. Posting results
3. Pulling scribe sheet if judge or competitor has a question or needs to verify a posting.

### **Chief Course Builder:**

1. Identify course building crew and/or coordinates these people with Chair and CRS.
2. Request copy(ies) of first course map(s) for builds from Chair.
3. Help with trial set up and tear down including ring fencing, etc. **RAT understands personal work schedules and life in general, if the CCB is not available for set up they should notify the Chair.**
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. This is coordinated with Trial Chair.
2. Recruit All Day Workers (people not entered in trial) for various positions including ring crew if needed or requested by Trial Chair. This is coordinated with Trial Chair.
3. Part of the CRS duties include but are not limited to preparation of the scribe tables (pens, pencils, tape, etc), worker's schedule or white boards, chairs in the ring for ring crew including shade tents or covers for chairs.
4. At the trial, ensure all workers are in place at specified times and that they get worker's coupons. **Note:** All Day Workers 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 Chief Course Builder.
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.

### **Equipment Manager:**

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

1. Familiar with trailer loading and reloading procedures (document located in the Files section of the RAT [Website](#)).
2. Prior to trial, checks 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 could post to the RAT Yahoo List a request for members to assist with the trailer loading.
3. Beginning of trial assists Course Builders with ring set-up and initial unloading of trailer(s).
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.
7. For NADAC trials returns NADAC specific equipment to Baby Bear after trial or

arranges to have it done.

### **Volunteer Hospitality:**

1. Decide arrangements and menu for judges and workers. **Providing lunch should be the main focus of monies approved. If the number of individual handlers entered in a trial appears larger than normal a request for additional funds may be requested.**
2. Buy food and supplies to accommodate food arrangements and menu in accordance with budget guidelines approved by RAT Board (see Page 19 for Budgets).
3. Maintain receipts and submit to club treasurer with completed Reimbursement Form within 30 days of the event.
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 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 unless a rental car is provided for trials over 50 miles from SeaTac Airport.
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. Purchasing gifts for the judges can be shared with the Trial Chair.

### **Electronics Manager:**

This person **must be trained and approved prior to accepting the position.** They 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 (general location is the home of the Electronics Committee Chair) or previously arranged location.
2. Purchase, if necessary, of batteries for all components.
3. Set up, maintain and tear down of equipment 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. Any changes to ribbon style, type or size should have prior approval from the Board.
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 within 30 days for payment.

**Raffle:**

The Trial Chair makes the decision to have a workers raffle or not. If requested this person is responsible for overseeing all aspects of the Worker’s Raffle at the event. This includes;

1. Maintenance of raffle supplies (bags, containers, raffle tickets, etc.).
2. Purchasing items and/or soliciting donations from members to be included in the raffle within Board approved budget (see Page 19 for Budgets).
3. Set up at the trial at a time requested by the Trial Chair.
4. Drawing for raffle winners.
5. Tear down after the trial.
6. A Reimbursement Form with receipts should be submitted to the Treasurer within 30 days of the event.
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 Argus)	\$250.00 or five \$50 vouchers
Round-trip from parking to arena at Argus	\$50.00 or one \$50 voucher
Round-trip to all other locations	To be decided on a case-by-case basis

The person hauling any RAT trailer, whether to a trial or demo, must be a current RAT

member, have a valid driver's license and personal auto insurance (as required by the State of Washington). This is required by our Liability Insurance Underwriter. A separate document is available with required load capacity of towing vehicle, tongue weights and braking assist system.

### **All Day Workers;**

To aid in the smooth running of a trial, the Trial Chair, with the assistance of the Chief Ring Steward, may enlist the help of All Day Workers. By definition All Day Workers are not entered in the trial nor running a dog for another person and have volunteered to work, as needed, in any capacity or all positions including ring crew, for the entire day. As an example, an All Day Worker cannot expect to scribe or time all day.

Due to potential conflicts between rings, this position has been developed to help with two (or more) ring trials only. In these trials it is sometimes difficult to find volunteers among the competitors to fill all the required ring crew positions. All Day Workers can be used to fill these vacancies.

If any RAT member or member of the greater agility community desires to be an All Day Worker for a trial, they should contact the Trial Chair or Chief Ring Steward as early as possible as the number of voucher positions approved for any given trial is limited.

The Trial Chair and Chief Ring Steward will determine where help is needed and where best to use All Day Workers. It is the responsibility of the Trial Chair and Chief Ring Stewards to ensure that All Day Workers have been trained (or are being trained) for the positions in which they will be working.

The duties of an All Day Worker will include but not be limited to:

1. Arrive early on the day of the trial, preferably ½ hour prior to trial start.
2. Be prepared to stay until the end of the day.
3. Assist in any capacity needed for the smooth running of the trial.
4. Inform the Trial Chair or Chief Ring Steward if any training is needed for a specific position assigned.

### **Last Man Standing and Early Bird:**

Any person, trial committee member or not, who assists with trial set up (Early Bird) or stays and helps until the trial is completely broken down (Last Man Standing) and packed into the trailers will have their names entered in a drawing for a RAT vouchers.

**Vouchers, Benefits and Additional Trial Information**

**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.

If a voucher will be used for the trial where it is earned please let the Trial 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 and All Day Workers at the trial.

**Vouchers:**

The following members of the Show Committee and All Day Workers will receive vouchers that may be applied towards the cost of entries at that trial or a later RAT trial:

<b>Position</b>	<b>1-Ring Trial</b>	<b>2-Ring Trial</b>
Trial Chair:	2 vouchers	3 vouchers
Chair-In-Training (at Chair's discretion) One time position for training	1 voucher	1 voucher
Trial Secretary:	3 vouchers	4 vouchers
Secretary-In-Training (at Chair's discretion) One time position for training	1 voucher	1 voucher
Scorekeeper(s)*	1 voucher per ring per day	1 voucher per ring per day
Chief Course Builder:*	2 voucher per ring per day	2 voucher per ring per day
Chief Ring Steward:*	1 voucher per ring per day	1 voucher per ring per day
Hospitality: Breakfast and light snacks only Breakfast, snack <u>and</u> lunches:	1 voucher/day TBD	1 vouchers/day TBD
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 Mgr.	1 - \$25 voucher	1 - \$25 voucher
All Day Worker w/o dogs entered	none	1 voucher/day

Electronics Manager	1 voucher	2 vouchers
Raffle (optional)	1 voucher	1 voucher
Awards	1 voucher	1 voucher
Thank You Gift Cards for trial set up	5 - \$5 GC	5 - \$5 GC
Thank You Gift Cards for tear down	10 - \$5 GC	10 - \$5 GC
Last Man Standing and Early Bird	1 voucher can be split	1 voucher can be split

**\*1 voucher per ring per day (or per judge) per day (no matter how many people split the job)**  
*The same holds for the other positions: if 2 people split the chair job, for example, they share the total number of vouchers for that position.*

*Vouchers are the maximum allotted for that committee position only. They are not transferrable to other positions or used as a total number of vouchers available.*

**Worker Coupons:**

Worker coupons will be provided to volunteers for use in entering the Workers Raffle or eating lunch. Volunteers will receive one (1) coupon for each class worked. Each trial committee member receives four (4) coupons per day for the same use.

**Lodging:**

In addition to vouchers, the Trial Chair and Trial Secretary shall be reimbursed for the cost of their lodging for the trial weekend. The “cost of their lodging” shall mean the cost, for one 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 for Workers and Judges:**

All volunteer workers are eligible for Worker Coupons which may also be used for the Workers 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, Secretary or Judge’s Hospitality 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 (see Page 13 for Budgets).

**Priority Entry:**

Members of the Trial Committee who volunteer prior to the Opening Date of a 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
<b>Trial Chair Discretionary Fund</b>	\$100	\$100	May not be used for check-in gifts
<b>Raffle</b>	1 ring \$100	2 Ring \$200	+2 RAT and 2 exchange vouchers
<b>Judges' Gifts</b>	\$50 max. per judge		
<b>Judges' Snacks, etc.</b>	\$20 max. per judge		
<b>Judges' Dinners</b>	\$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. (under Board consideration for revision)		
<b>Judges' Airfare</b>	Economy		
<b>Rental Car</b>	Economy – trials over 50 miles from SeaTac Airport. Must be shared by both judges.		
<b>Check-in Gifts</b>	\$0.00 (donated check-in gifts perfectly acceptable; solely at the trial chair's discretion)		
<b>All Day Workers</b>	1 Ring - None	2 Rings - 4 total for weekend	2 Rings – 6 total for a 3 day trial
<b>Hospitality</b>	1 Ring, 2 Days with Lunch \$250	2 Rings, 2 Days with Lunch \$500	2 Rings, 3 Days with lunch \$600
	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	Others discuss with Board
<b>Trailer Hauling</b>	Round trip within Argus \$50.00 per trailer	Argus to Elma \$250 per trailer	All other locations discuss with Board

### **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.

### **RAT Policy for Judge's Expenses:**

This information is to be sent to judges when they are hired.

Rainier Agility Team will cover economy airfare, shuttle to the airport, airport parking, course copies, and meals on the day(s) of travel. RAT will pay the lesser cost of a flight with one-stop or a direct flight. The Trial Chair should ensure that flight reservations are made far enough in advance to help keep costs down. 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](http://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. A rental car may be provided if the trial site is over 50 miles from SeaTac Airport. This is at the Trial Chair's discretion and must be an economy vehicle used by both judges. RAT does not pay for kenneling fees. **NOTE: Additional costs for travel and lodging for judges because of their distance from an airport should be discussed with the Board. We currently do not approve addition lodging days because the judge does not want to travel/fly on early or late flights.**

### **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.

### **Special Note to New Rat Members:**

Volunteering to work at an agility trial is one of the best ways to learn about the sport of dog agility and to prepare for trialing. RAT encourages new members to volunteer because working in the ring is a great way to get an "up-close" view of the dogs and handlers in action. Trial committee members and general RAT members are encouraged to help train new members who are not experienced in any position.

RAT encourages new members who wish to work at a trial to directly contact the Trial Chair or Chief Ring Steward as early as possible and no later than one (1) week prior to the trial date. The Trial Chair and Chief Ring Steward will be identified on the trial premium. When contacting either person please let them know your experience level for the various positions.

All RAT members who receive inquiries about volunteering at a trial are encouraged to aid these volunteers by (a) letting them know about the RAT website, (b) helping them to contact the Trial Chair or Chief Ring Steward, and (c) giving them general information about RAT agility trials.