

## HERDING TRIAL SECRETARY

Handle all of the entries, fees and paperwork associated with the herding event in accordance with AHBA Rules & Regulations. The Herding Secretary may enter the test and/or trial and should appoint an assistant to assist in secretarial duties for the day of the event.

### Qualifications

- Conscientious individual who is sufficiently organized to meet all deadlines
- Experience in planning or exhibiting at an AHBA Test and/or Trial (Previous experience as Chair or Secretary is highly recommended but not required).
- Familiarity with the AHBA Rules & Regulations
- Ability to apply the following basic management skills: (e.g. setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people, meeting deadlines, and compiling records)

### Time Commitment

This assignment is approximately one year, with a busy period occurring about one month before entries close until the last herding exhibitor is gone and until the reports are sent to the AHBA after the conclusion of the event.

### Time Line

#### *Upon Accepting the Assignment*

- Assist in locating facility site and judges. Determine the classes being offered, the Stock Supervisor and Course Director to be included on the sanctioning paperwork.

#### *At Least 60 Days Prior to the Specialty*

- Once a facility site and judge is secure, and at least 60 days prior to the event, AHBA Sanction forms and fees are sent to the AHBA Sanction Coordinator. Insurance Policy and number must be included on the sanction paperwork.
- Create premium list and send one copy to the Herding Chair and Show Chair for approval. Once approved, send a copy to the AHBA Sanction Coordinator and then disseminate to entrants.
- Submit Premium List to the Web Site Chair to mount to the site.
- Accept entries and fees, conduct draw for over-limit entries if needed and notify entrants of running order promptly once entries have closed.
- Prepare Judging Program and mail to entrants and judge(s).

#### *Upon Close of Entries (3½ Weeks Prior to the Specialty)*

- **Entries should be forwarded to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)
- Arrange for any necessary refunds. Reasons for refunding entries should be clearly defined in the premium list.
- Prepare catalog pages and submit them to the Catalog Advertising Chair by the prescribed deadline (if Herding entries will be included in the main show catalog)

#### *If Test/Trial Held Before the Start of the AKC Superintended Show*

- Prepare a sufficient number of separate catalogs or Running Order Programs (2-3 times the number of entries) to be passed out to participants and spectators on the day of the event.
- Prepare Test Recording Forms before the day of event. Prepare all other paperwork ahead of time.

#### *Day of Event*

- Check in exhibitors, and issue numbers (adhesive labels are sufficient).
- Manage all paperwork the day of the test

***Immediately After the Test(s)***

- Provide results to the Show Announcer and Specialty Reporter. (See Chapter 45 Attachment A-2.) (It is also nice to post results somewhere publicly for other National Specialty attendees to see and mark in their catalogs. The Hospitality room is usually a good place if centrally located.)

***Within One –Two Weeks after the Specialty***

- *Receive all receipts from committee chairpersons and judges, (if applicable), for submission of Payment Request Forms for all persons to the National Specialty's appointed treasurer (preferably at the time of the Specialty or within one week afterwards.)*
- *Give copies of receipts and other payments (such as recording fees) and copies of submitted Payment Request Forms to Chairperson for completion of the specialty herding event budget within 14 days of event.*
- *Review the Expense Report completed by the Chairperson before submission to BMDCA for completeness and correctness.*
- Complete and file Recording Forms and sanction fees with AHBA within 30 days of the event.