

AGILITY TRIAL CHAIR

Responsible for the overall planning and execution of the AKC Agility Trial. Oversees the various Agility Trial Committee members and ensures that all the details of the Trial are attended to in accordance with AKC Agility Regulations. Fills in for unassigned positions as required. The Agility Trial Chair may compete in the Specialty Agility Trial provided competing does not conflict with the completion of his/her assignments.

Qualifications

- Must be a BMDCA member in good standing
- An organized, effective leader with good communication skills
- Experience in planning, exhibiting, or stewarding in AKC Agility Trials (Previous experience as Match or Trial Chair is highly recommended).
- Familiarity with the AKC's Agility Regulations
- Familiarity with the AKC's Dealing with Misconduct
- Knowledge of AKC's policy concerning Emergency Procedures at Events (Disaster and Emergency Plan)
- Experience in planning of events and the 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 is at least a two-year assignment, with busy periods occurring at the beginning to select a location, event dates, Trial Secretary and judges; at about a year along for finalizing hospitality, trophies and ring favors, equipment, content for planning booklet and premium list, and from about one month before entries close until the last exhibitor is gone. There is also a two-week period after the Specialty when letters of appreciation should be sent and the Committee Chair report filed.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance and Agility Trial, noting details of all position descriptions, relevant deadlines and BMDCA Policies (bold and underlined text).
- Obtain a copy of the AKC's Agility Trial Manual from the AKC at www.akc.org, and review the AKC Agility Regulations.
- Work with Show Chairs to determine suitable location, possible dates for event(s), classes offered, if/when workshops can be held (if desired), and confirm whether Agility rings are included in AKC Superintendent contract.
- Assemble members of the Agility Trial Event Committee and assign committee members to coordinate with and maintain communication with the following areas: Grounds, Hospitality, Trophies, etc. If Agility workshops are planned, consult AKC Agility Regulations regarding practice sessions on Trial equipment and schedule accordingly.

At Least Two Years Prior to the Specialty

- Confirm Trial location, classes offered and entry fees.
- Work with the Agility Trial Committee to select AKC Agility judge. Inform the Show Chair so contract can be prepared to secure judge(s).
- Solicit proposals from Agility trial secretaries and equipment vendors. Select service providers and forward contracts to Show Chair for signature.
- Coordinate with the Specialty Trophy Chair to determine plan for trophies, rosettes and ring favors.
- Identify other facility needs (e.g. tenting, portable restrooms, etc.) and develop budget. Advise Show Chair of forecasted income and expenses.

At Least One Year Prior to the Specialty

- Confirm judge, Trial Secretary and equipment rental contracts have been signed and returned.
- If Agility Trial held off-site, work with the Assistant Show Chair to develop Emergency Procedures and Safety Plan, including identifying Emergency Veterinarian services (See Chapters 8 & 9). Provide copies of completed plan to Assistant Show Chair and Agility Trial Secretary.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

No Less Than Six Months Prior to the Specialty

- Ensure National Conformation Chair has filled out and submitted event application to AKC.
- Coordinate hospitality and lunch arrangements for judge, trial secretary, stewards and exhibitors with the respective Hospitality Chairs. (Assign to separate Agility Trial Committee member at large Specialties.)
- Work with the Grounds Chair to secure all budgeted equipment: tenting, portable restroom facilities, tables, chairs, trash barrels, pooper-scoopers and bags, communicating any additional equipment and signage needs.
- Obtain last year's premium list and planning book from Show Chair and assist with preparation of relevant content for current documents.
- Proofread and return comments on premium list and planning book by the prescribed deadlines.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

Two-Four Months Prior to the Specialty

- Begin soliciting volunteers to steward (6-8 required)

One Month Prior to the Specialty

- Consult the Superintendent and Agility trial equipment contract for set-up days/times. Confirm all necessary ring equipment will be transported to the site; confirm set-up day/time.
- Follow-up with Grounds Chair to confirm any necessary equipment rental (e.g. tents, portable restrooms, etc.). Discuss any set-up requirements and housekeeping responsibilities (i.e. caution tape and "Keep-Out" signage to keep rings pristine).
- Purchase authorized budgeted equipment and supplies.
- Confirm volunteer's availability (day(s)/time) and suggest they familiarize themselves with the AKC Agility Regulations. Create and communicate schedule and lunch options.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent and meal choices confirmed.

Week of the Specialty

- Remind all Agility Trial Committee members to review AKC procedures detailed in Dealing with Misconduct in advance of the event.
- Oversee proper set-up of the ring equipment by Superintendent (if provided in contract).
- Coordinate times with the official photographer to take pictures of the trial winners and judges in the designated area (if applicable).

Day of Trial

- Ensure rings and equipment are properly maintained, set-up and trash barrels emptied.
- Provide a copy of the Emergency Plan to the Trial Secretary.
- Obtain lunch tickets from the Show Chair and distribute to the stewards. (Hospitality should be assigned to a specific Event Committee member at large shows.)
- Oversee trial operations, remaining available in the ring area throughout the event hours, reporting problems to the Trial Secretary and Show Chair.
- Clean-up and secure area and conduct verification walk-thru with Grounds Chair.

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 Two Weeks of the Specialty

- Send thank you notes to volunteers, Agility Trial Committee members, judge and trial secretary (reminding judge to prepare write-up for Alpenhorn Specialty issue).
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1).

Key Statistics for Historical Data:

1. Agility Trial Entries (by Class)
2. Entry Fees
3. Qualifying Rates (Q-Rate) by Class