

## **Agility Committee**

### **Training / trial meetings**

Meetings are scheduled for twice yearly –

April meeting – Class changes, propose summer program, fall & spring classes, dates for testing, budget / equipment issues and future seminars. Get input for future instructors

August meeting – Agility Chairs / Head Instructor / Class Coordinator and past and present instructors – to review & discuss fall / spring instructors and any issues with fall classes, structure

**Agility Chair** – serves as liaison between agility committee and the TVKC Board; submits agility budget (combined budget includes trials, classes, training groups, equipment purchases); responsible for spreadsheet / money that is collected from seminars / run throughs / trials to be submitted to the Board to finalize past year and proposed budget for new year; notify agility and TVKC Board members of meetings including agenda; at Fall meeting, establish / confirm dates for next year trials; establish run-through dates.

**Trial Chair** – responsible for all trial activities; hire judges at least 1 year prior to scheduled trial; send contract, equipment list and arena map; communicate with hospitality about judge's requests; responsible for contracts for trials with Camp Li-Wa / Ester and Fairgrounds; responsible for contracts for run-throughs locations.

**Assistant Trial Chair** – responsible for maintaining checkbook and paying all trial expenses; maintain binder with receipts and transactions from Agility bank account; assist trial chair in organizing trials and trouble shooting; work with trial secretary to deposit entry payments and pay AKC fees; pay invoices when submitted for seminars, run-throughs and equipment purchases.

**Trial Secretary** – See TVKC Trial Secretary Manual for step by step instructions

**Volunteer coordinator** – Manage the volunteer worker sign-up sheets; verify workers are in place prior to class start; provide water for judge and volunteers; provide canopy for trial volunteers; maintain and purchase canopies as needed; set up and take down canopies during trial set-up; conduct the volunteer worker prize drawing.

**Equipment coordinator** – Keep up to date with AKC regulations on equipment requirements; propose needs for training and trials (supplies, repairs and new equipment); research, select and purchase supplies and equipment; maintain equipment in safe working order; coordinate organizing and loading of trailers; attend trial meetings; listen to suggestions and provide feedback based on current needs;

**Course Builders** –

**Timer** –

**Ring Setup –**

**Parking (Fairgrounds trials) -**

**Hospitality –**

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**Training coordinator** – Work with Camp Li-Wa on Fall and Spring training group dates; notify agility participants on rules and dates training group open; maintain list and collecting money for run-throughs and training sessions; submit list of participants in each training session to Board and Agility Chair; coordinate refund if notified prior to 2<sup>nd</sup> class that participant is unable to attend.

**Training group leader** – responsible for putting equipment away after each session; participants clean up after dogs and make sure lights are shut off

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**Agility Seminar Coordinator** – Propose seminars to be approved by Agility Committee at Fall meeting; agility committee must approve all seminars or education programs; works with Agility Chair for budget presented to the Board; advertise seminar; take sign-ups; collect money; verify student is qualified for the seminar level.

### *Event Checklist*

The following checklist is a reference for use when planning an event. By referring to all applicable AKC publications and recommendations outlined in the AKC Agility Trial Manual, the entire event process will be simplified. The AKC Staff is available to provide assistance in all areas.

#### **At Least One Year Prior to the Show**

- ☐ Judges should be selected, and invitations extended as far in advance as possible. As soon as the judges reply, the panel should be finalized, and confirmation of each judge's specific assignment should be sent.
- ☐ If a Trial Secretary is to be employed a contract should be requested, reviewed and signed.
- ☐ Contact and secure the services of the Show Photographer. (*optional*)
- ☐ A final contract should be signed with the management of the facility or grounds where the event is to be held, and any required binder for the site should be paid.
- ☐ The date application and event site layout (if applicable) should be submitted to the AKC for approval. Rules require submission 18 weeks prior to closing date for entries.
- ☐ The panel of judges should be submitted to the AKC for approval as soon as it is finalized. Rules require submission 18 weeks prior to closing date of entries.

#### **Judging Conflicts**

200 miles and 30 days

• No conflict for Specialties where only one breed is exhibited • No conflict for non-regular classes

- ☐ All members of the Event Committee should be named and assigned tasks.
- ☐ The Trophy and Advertising Committee Chairs should be aware of their duties and should begin soliciting donations and advertising. (*optional*)
- ☐ The Chief Ring Steward should be selected.

### **At Least Six Months Prior to the Show**

- ☐ Review the advertising copy that is to be distributed for the event. *(if any)*
- ☐ Close out trophy solicitations and place orders for ribbons and trophies.
- ☐ Set prices on admissions, catalogs and concessions. *(if any)*
- ☐ Have all premium list copy sent to the Trial Secretary.  
Confirm that arrangements for all equipment for the event have been made  
  
Finalize judges' hotel reservations.  
  
Arrangements should be made with the veterinarian. *(If one on-site)*  
  
Arrange for portable sanitary facilities if necessary.

### **At Least Three Months Prior to the Show**

- ☐ Arrange for a clean-up crew.
- ☐ Notify the local authorities of your event date, indicating expected peak traffic hours.
- ☐ Make arrangements for security and traffic control personnel.

### **Six Weeks Prior to the Show**

- ☐ Ensure that premium lists have been published.
- ☐ Order chairs and/or tables if needed.
- ☐ Check with the caterer about breakfasts / lunches for all officials and invited guests and give an estimate of the number to be served based upon last year's event. Arrange for early morning set-up to accommodate exhibitors.
- ☐ Make arrangements for an adequate sound system.
- ☐ Notify the local press and media of the event to be held. Stress that spectators must leave their own (unentered) dogs at home.
- ☐ Ensure there will be electricity available, if possible.
- ☐ Distribute directional arrows and posters to the Grounds Committee.
- ☐ Review each committee's assignment and finalize reporting times.
- ☐ Arrange for telephone(cell) service at the event site.
- ☐ Check on arrangements for drinking water.
- ☐ Arrange for emergency medical service, if required.
- ☐ Secure volunteers for various duties as needed.

### **Three Weeks Prior to the Show**

- ☐ Close entries.

Prepare the catalog.

Prepare and review a judging schedule and assign rings. Advise Chief Ring Steward of entry.

### **One Week Prior to the Show**

- ☐ See that judging programs been sent to exhibitors, judges, the chief ring steward.
- ☐ Ensure that grounds will be ready; grass mowed, water available, etc.
- ☐ Check with the Hospitality Chair that all last-minute reservations and accommodations have been provided.
- ☐ Check to see that all necessary equipment will be available for the show.
- ☐ Check with the Treasurer to see that an ample number of checks will be available and that there will be sufficient change for the gate, catalog and parking committees.

### **Two Days Before the Show**

- ☐ Arrange for the placement of tents and rings.
- ☐ Arrange for the placement of concessions/vendors. ☐ Oversee the set-up of rings, tents and chairs in their proper locations.

### **Day Before the Show**

- ☐ Set up exercise pens.
- ☐ Supervise the vendors setting up.
- ☐ Make one last check of the show site.
- ☐ Check with all key personnel as to reporting time the next day.

### **Day of the Event**

Have Hospitality check the rings and judges' needs throughout the day.

Check and maintain all rings on schedule. Consult with Chief Ring Steward about keeping

- ☐ Arrive at least 2 hours before judging.
- ☐ Check-in workers and provide any last-minute instructions.
- ☐ Check out arrangements with caterer. Are they properly positioned on the grounds for the convenience of the exhibitors?
- ☐ Check-in judges, stewards, and veterinarian if on site, volunteer and hired personnel. Gate and parking crews should be on station two hours before the event begins.
- ☐ Colors and national anthem are ready. abreast of judging schedule.

- Have available latest copies of Rules Applying to Dog Shows, Dealing with Misconduct, Regulations for Agility Trials, Agility Judge's Guidelines, and Agility Trial Manual if applicable.
- Circulate to obtain objective and knowledgeable reactions to the show from exhibitors.
- Settle all misunderstandings, whenever they occur.
- Communicate with committees throughout the day and approve payment of the judges.
- Confer with trial secretary and the Executive Field Representative(s) about possible improvements for future events.
- Before leaving the site, ensure that all equipment is accounted for and that grounds are properly reconditioned.

### **After the Event**

- The catalog must be properly marked, including corrections of printing errors, absentees and explanations where there have been excusals, disqualification or awards withheld.
- The marked catalog must be sent to the AKC's Event Operations Department to reach that office within seven (7) days of the Show/Trial. The Recording Fee and Service Fee must also be calculated and submitted with the Agility Trial Report to the AKC's Event Operations Department.

Event Operations Department American Kennel Club  
(919) 816-3538

**Letters can be sent to:**  
PO Box 900051  
Raleigh, NC 27675-9051

**Packages can be sent to:** 8051  
Arco Corporate Drive, Suite 100  
Raleigh, NC 27617-3390

- Meet with committee chairs and AKC Executive Field Representative for an evaluation session to discuss possible changes and improvements to be made for future events.

## Key Contacts

Fairgrounds	Karen	907 322-2014	Contracts
Fairgrounds	Buddy	907 322-2193	Grounds
Pikes	Mandy		reservations @pikeslodge.com
Sani-Can		907 456-2267	