(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_ Trial Secretary Contract**: Tanana Valley Kennel Club and \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This contract is between Tanana Valley Kennel Club here after known as TVKC and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. TVKC is a non-profit AKC licensed all breed club which hosts and promotes AKC dog competitions (to include agility) operating in Fairbanks, Alaska.

3. \_\_\_\_\_\_\_\_\_\_\_\_ is an experienced AKC Agility Trial Secretary.

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereafter referred to as Trial Secretary, agrees to perform duties as Agility Trial Secretary for TVKC starting \_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_. Duties shall include all processes involved in an AKC Agility Trial, to include:

Consult and review with trial committee for any outstanding decisions

Filing the necessary Agility Trial applications and documents with the AKC

Creation of the Agility Trial premium with current AKC information.

Distribution/Publishing of the Agility Trial premium.

Collection of the Agility Trial entries. Handling of Agility Trial entry monies.

Deliver entries and payments to Trial chair or assistant chair.

Create a spreadsheet to make financial reconciliation of the Agility Trial easier for the club.

Preparation of the Agility Trial confirmation letters, class schedules, running orders, scribe sheets, gate sheets, and any other paperwork necessary for the Agility Trial.

Confirm move ups

Emailing of the Agility Trial confirmation letters, armband numbers, etc.

Complete staffing of score table during the Agility Trial.

Agility Trial catalog preparation each day.

Submit run order and maps to agility gate app the night before (when possible).

Complete staffing of score table to include posting safety plan, course maps and all other things required by the AKC

Schedule measuring for dog without temporary or permanent height cards

Trial secretary to be at trial site at least 30 minutes before start of trial.

Agility Trial results posting at the trial site, emailed to exhibitors at the end of the trial. Post Agility Trial paperwork and filing with the AKC.

5. The fee per trial weekend is payment of $\_\_\_\_\_ per run at time of closing or a $\_\_\_\_ minimum. All administrative expenses shall be paid by TVKC to include office supplies, computer, printer, ribbons, award jump bars and rosettes. Payment by check shall be paid on the third day of the trial.

6. TVKC will provide a debit card to be used for purchase of office supplies and ribbons. Trial Secretary will purchase and account for all supplies needed for the trial.

7. Trial Secretary will maintain all records required by AKC and will provide a copy of such records upon request. Records may be destroyed after the AKC mandatory retention period.

8. This agreement shall not be construed more strictly against one party than the other.

9. If Trial Secretary is unable to fulfill her duties for foreseen and or unforeseen circumstances it is her responsibility to help the trial committee and trial chair facilitate a solution.

10. This document contains all agreements between the parties as to the above. Any modifications of this agreement shall be made in writing only, signed by each of the parties to the agreement.

Trial Secretary

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TVKC Representative

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Signature

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_