

Trial Role: Hospitality Coordinator

Job Description

The Hospitality Coordinator is responsible for the planning, purchasing, and presentation of all food items during the trial. This includes volunteer/exhibitor snacks and judges' lunches. One Hospitality Coordinator is needed per trial.

Advice

- **Be sure to keep receipts for all hospitality purchases and the judges' lunches. You will be reimbursed by the club.**
- Suggested snack items: Bananas, clementines, nuts, granola bars, pretzels, chips, bottled water, Gatorade, and fun sized candy bars.
- Please try to purchase items at discounted grocery stores (Aldi/Lidl) or wholesale stores (Costco/Sam's Club).
- If you are having difficulty purchasing items ahead of the trial (schedule conflicts, etc), please coordinate with the Trial Chairman or the Board to delegate work to someone else.
- The Hospitality Coordinator can request members donate baked goods or snacks for the trial. Coordinate with the Corresponding Secretary to get an email out to membership, and please request that members bring the items *to the trial*, not to the barn.
- Many judges will have specific snack and drink requests listed in their contract. The Trial Chairman will notify the Hospitality Coordinator of such requests.
- Wawa tends to be the easiest place to grab lunch for judges. Please keep in mind that not all judges are from the area and may not be familiar with Wawa's menu. Premier also keeps a stash of take-out menus for local restaurants they like.
- When planning the judges' lunch order, please check in with other volunteer leaders such as a Volunteer Coordinator, Chief Course Builders, and the Trial Chairman to see if they want anything. They are responsible for paying for their own lunch, but may not have time to go out and get them.

Tasks

Pre-Trial Tasks	Trial Day Tasks	Post-Trial Tasks
Check on the status of supplies from the last trial. Speak to the Board,	Set up items in the room provided by the venue	Pack leftover snacks and drinks

previous Trial Chairman, or previous Volunteer Coordinator.		
Double check with the Trial Chairman if there are any specific requests from the judges.	Direct members on where to put donated items	Distribute any perishable foods to remaining volunteers
Purchase exhibitor snacks and beverages. For an average 400-500 run trial, there will be between 100-200 competitors and volunteers.	Check on supplies throughout the day and restock as necessary	Coordinate with the next Trial Chairman, Hospitality Coordinator, or a board member to store non-perishable items for next trial
Submit receipts to the club Treasurer for reimbursement	Get judges' lunch order	Submit receipts for the judges' lunches and mid-trial restocking to Treasurer for reimbursement
Store the snacks and drinks	In the event that we run low on critical supplies like water, acquire more either during the trial or before the next day	
Ask members to bring baked goods		

Trial Role: Vendor Coordinator

Job Description

The Vendor Coordinator is responsible for the contacting and scheduling vendors for our trial.

Advice

- Photographer
- Clothing
- Toys, leashes, treats
- Massage/PT for dogs

Tasks

Pre-Trial Tasks	Trial Day Tasks	Post-Trial Tasks
Send emails to potential vendors after getting contact info from previous coordinator	Check in with the vendors as they arrive and tell them where to set up	Ask if they are willing to be at our next trial
Double check with Sue Bintliff at Premier for vendors who have contacted her		Let them know that vendor bucks should be turned into the treasurer for payment

Trial Role: Volunteer Coordinator

Job Description

The Volunteer Coordinator is responsible for making sure that the rings are adequately staffed with volunteers to run, managing the payment of volunteers, answering general questions from exhibitors and volunteers, and support volunteers that need clarification on their job. One Volunteer Coordinator is needed per trial, but a team can support the Trial Day Tasks of managing the volunteer coordination table.

Advice

- **Be sure to keep receipts for all volunteer coordination purchases. You will be reimbursed by the club.**
- The bare minimum volunteers needed to run a ring are a scribe (who will also time), gate steward, and leash runner. This is more like limping than running, and you should continue to try and staff the ring.
- Gauge the experience level of a potential volunteer
 - Newer people (beginners/novices) are better suited for roles like ring crew, leash runner, and score runner
 - Experienced people are suited for the above roles and may be confident enough to be the scribe, assistant scribe/timer, and gate steward for classes not prone to conflicts (first and last classes of the day)

- Very experience people are suitable for all of the above roles and gate stewarding classes that are prone to conflicts
- Try to pair new volunteers at the scribe table with an experienced mentor
- Remind TBAC members to fill out the volunteer credit sheets at each ring to earn credit.
- Be sure to coordinate with people like the Trial Chairman, Hospitality Coordinator, Trial Raffle Manager, and any other senior TBAC members or Board members for help when you need it.

Tasks

Pre-Trial Tasks	Trial Day Tasks	Post-Trial Tasks
Coordinate with previous Volunteer Coordinator or Trial Chairman to receive supplies	Arrive 30-45 minutes before the first run for set up	Take stock of vouchers and direct the Board to order more, if needed.
Take stock of vouchers, raffle tickets, pens, pencils, and sharpies – order more, if needed	Set up Volunteer Table and hang Worker Charts for each ring	Coordinate with next Volunteer Coordinator or Trial Chairman to hand off or store supplies
Set up the volunteer sign-up sheet on Google Sheets after Fast Times sends the final confirmation email	Place one first aid kit at each ring; keep one first aid kit at the volunteer table	Submit all receipts for volunteer coordination purchases to the club Treasurer for reimbursement
Coordinate with club Corresponding Secretary and social media managers to advertise the volunteer sign-up sheet	Place the TBAC volunteer credit sheets for each class at the appropriate ring, and in run order	Submit volunteer credit sheets to the Board for tabulation
Make the Worker Charts on poster paper – one for each ring	Make announcements for trial events such as course building, walk throughs, workers report to the ring, etc.	
The day before the trial, pre-fill the worker charts with anyone who signed up online	Give each worker a \$3 voucher and 6 raffle tickets	
Print out TBAC volunteer credit sheets for each class and ring.	Pull the first raffle winner(s) at 9:30am, then every 1.5 hours after	

Check first aid kits for expired medication and remove/replace as necessary	Set aside won raffle baskets for volunteers who cannot immediately claim them	
Submit all receipts for volunteer coordination purchases to the club Treasurer for reimbursement		

Trial Role: Chief Course Builder

Job Description

The Chief Course Builder is responsible for the accurate and timely setup of courses. One Chief Course Builder is needed **per ring**, so generally we need two per trial.

Advice

- The club’s tunnels are not stored inside the trailer or the barn – they are kept at a member’s house. Coordinate with the Trial Chairman and Trial Equipment Manager to determine who that person is. If all else fails, contact the Board.
- At Premier, we’ve been using their equipment rental option. This means that there is no Friday set up or Sunday clean up. The Chief Course Builders must be available after the Saturday trial for changeover.
- Review the maps in the morning, especially if there are “diff” maps that show the changes for each course. Judges often nest courses so that laborious equipment like the contacts, tunnels, and weaves don’t have to move often.
- Judges will often tweak equipment, so don’t bother bagging tunnels, tires, or teeters until the judge has completed their review.
- You will always need more tunnel bags than you think you need.
- You tend to get two sorts of people who answer the call to help with course building – super experienced people who can course build in their sleep, and really new or mentally drained people who are there to offer manual labor. Let the experienced people do their thing and focus on supporting the volunteers who need direction.
- If the Volunteer Coordinator doesn’t come around, be sure to pay your volunteers with vendor bucks and raffle tickets.
- Make sure that TBAC members sign the sign-up sheet at the scribe table to receive credit for volunteering.

Tasks

Pre-Trial Tasks	Trial Day Tasks	Post-Trial Tasks
<p>Arrive at the trial site at the agreed upon time with the site owner and Trial Chairman for site preparation. This may be the day before the trial or the morning of the trial.</p>	<p>Secure the builder's coordinate maps and course maps for the designated ring each morning</p>	<p>If using TBAC equipment, load the equipment into the trailer</p>
<p>If using TBAC equipment, coordinate with the Trial Chairman and Trial Equipment Manager on the location and transportation of the club's tunnels that are stored at a member's house.</p>	<p>Make copies of the maps if too few copies are provided</p>	<p>If using TBAC equipment, coordinate with the next Trial Chairman and the Trial Equipment Manager on the transportation and storage of the club's tunnels at a member's house.</p>
<p>If using TBAC equipment, unload the trailer of all needed equipment and place in an appropriate staging area within the site</p>	<p>Assist the judge with finalizing the courses in the morning. Tape/drill the weave poles. Drill the trial and contact equipment, if needed. Number the course.</p>	<p>Report to the Trial Chairman, Trial Equipment Manager, and the Board of any equipment damaged during the trial</p>
<p>Build the first course of the day using the builder's coordinate map. If site prep occurs the day before the trial, you will only have access to the builder's coordinate map and not the numbered course map.</p>	<p>Build new courses throughout the day</p>	<p>Report to the Trial Chairman, Trial Equipment Manager, and the Board of any low or missing consumables, such as FAST tape and clean up supplies.</p>
	<p>Guide any volunteer course builders that require direction</p>	
	<p>Direct course building during the changeover period between two trial days (such as after the Saturday trial)</p>	

Trial Role: Trial Ribbon Manager

Job Description

The Trial Ribbon Manager is responsible for storing, inventorying, and transporting all of the ribbons needed for the trial. This includes qualifying ribbons, placement ribbons, title ribbons, and MACH/PACH poles.

Advice

- This job requires a large vehicle with cargo space, or multiple people working together, to transport the ribbons
- This job requires the ribbons and poles to be stored in a safe, climate-controlled environment where they are not likely to be damaged by people or pets between trials. Multiple people can coordinate storage, if needed, but a single manager is responsible for reporting on their status and ensuring the tasks are completed.
- In the post-trial ribbon inventory, be sure to include the location of the ribbons following the trial (who took them off site, where do they plan to stay until the next trial, etc)
- If there are bent ribbons, you can straighten them with a clothes iron. The following video demonstrates this process: <https://youtu.be/ioEjgCGDAUc>

Tasks

Pre-Trial Tasks	Trial Day Tasks	Post-Trial Tasks
Coordinate with previous Trial Ribbon Manager and Trial Chairman for the location of the ribbons and poles.	Bring ribbons to the trial and set up the ribbon tables	Inventory ribbons and poles. Submit inventory to the Trial Chairman and the Board
Inspect the ribbons and review the last ribbon inventory	Periodically check on the ribbon table. Tidy and restock ribbons as needed	Coordinate with the next Trial Ribbon Manager and Trial Chairman for the transportation and storage of the ribbons and poles until the next trial.
Purchase and decorate MACH/PACH poles		Advise the Board if more ribbons are needed based on inventory counts

Trial Role: Trial Raffle Manager

Job Description

The Trial Raffle Manager is responsible for storing, making, and transporting the worker and NQ raffle prizes for each trial. The Trial Raffle Manager is also responsible for the judges' gifts and thank you cards.

Advice

- Advise the Trial Chairman and the Board if more raffle prizes or supplies are needed such as gift cards, thank you cards, baskets, ribbon, etc.
- **Acquire permission from the Board before making any purchases** – be sure to keep receipts and submit them to the club Treasurer for reimbursement.
- You don't need to make the gift baskets alone. Coordinate with other club members and have a basket-making get together.
- Won raffles that are not picked up by the end of the last trial day can be returned to the pool for the next trial. If the winner is a TBAC club member, it is a courtesy to try and get the prize to them (such as leaving it at the barn if it's a training member).

Tasks

Pre-Trial Tasks	Trial Day Tasks	Post-Trial Tasks
Inspect leftover baskets from the last trial and remove any expired items.	Bring raffle baskets to the volunteer coordination table the morning of the trial	Coordinate with the next Raffle Coordinator or Trial Chairman for storage of the remaining baskets and supplies
Coordinate with club Corresponding Secretary to request raffle donations from club members approximately one month prior to trials	Bring the judges' gifts to the volunteer coordination table. Notify both the Volunteer Coordinator and the Trial Chairman of their location.	
Collect raffle donations from the barn weekly, to prevent pests from getting into any food items		
Create worker and NQ raffle baskets.		
Create a large basket to raffle off on Sunday		

Acquire thank you cards and VISA gift cards for judges		
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