



Chairman: Selected 12 months prior to the event

Vouchers: \$75 per day

- Communicates updates in person or by email to board at monthly meetings.
- Selects judges.
- Selects/Organizes/Supervises committee.
- Completes required application paperwork.
- Assists with creation of Premium list with secretary.
- Provides judge's contract, keeps signed copies.
- Coordinates judge's hotel/flight arrangements/transportation to and from hotel on day of trial.
- Orders rental equipment as needed.
- Notifies voucher coordinator of trial committee, and coordinates with him or her to get those, and \$3 worker vouchers.
- Site management preparation.
- Provides an update to the board at monthly meetings.
- Insures building is opened/closed each day of the trial.
- Makes sure FRAC website and CoAgility List is updated with dates.
- Distributes trial committee vouchers.
- Provides wrap-up to board after trial.

Trial Secretary:

Vouchers: \$208 plus \$1 a run for anything over 208 runs

- Creates Premium List – sends premium list to appropriate organization for approval.
- Posts premium to internet lists.
- Emails/mails preliminary confirmations to exhibitors.
- Creates run order and posts to exhibitors and/or post to internet lists.
- Gives treasurer entry fees within one week of closing date.
- Responsible for check in procedures.
- Prepares any score sheets/computer programs for scoring.
- Oversees score table input.
- Prepares final reports/paperwork and sends to appropriate organization.
- Sends final exhibitor results.

Hospitality:

Vouchers: \$55 per day

- Checks with judge/s on snack and drink preferences.
- Decides food vendor, if applicable, and types of food available.
- Decides on and shops for food available at trial, for workers and judges, following hospitality guidelines.
- Oversees morning setup, and cleans/stores everything each evening.
- Checks with judge periodically throughout the day for refreshment and lunch needs.
- Arranges for judge's dinner, club will pay up to \$30 per committee member, excluding alcohol.



Chief Course Builder:

Vouchers: \$50 per day

- Assists in unloading/loading of equipment trailer.
- Assembles equipment at site.
- Responsible for setting of the courses per the judge's design.
- Responsible for directing assistants in setting of all courses during the trial.
- Makes minor repairs to equipment during the trial if necessary.

Chief Ring Steward:

Vouchers: \$50 per day

- Creates sign-up sheet to post for workers including score table (check w/secretary), scribe, scribe assist., scribe runner, timer, jump setters, gate steward, leash runner, and course builders.
- Sets up worker schedule, communicates the schedule to workers, possibly train workers.
- Communicates with workers during trial.
- Distributes voucher coupons to workers if applicable. Unused vouchers to be returned to voucher coordinator.

Trail Awards Coordinator:

- Orders and maintains inventory of awards, insures they are present at each trial.

Treasurer:

Voucher: \$35 per trial

- Deposits money from entry fees.
- Supplies award money for Steeplechase/Performance Speed Jumping.
- Reimburses committee members for trial expenses.
- Pays judges and secretarial fees.

Voucher Coordinator:

- Prints out vouchers for trial committee and workers (packaged in increments).
- Delivers vouchers to trial chair.
- Collects excess worker's vouchers after trial.

All Day Worker:

\$35 Voucher (members) or \$30 cash per day (non-members); lunch will be provided.