

Agility Show Committee Job Descriptions
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by Kathy McGovern

Show season is here and the Scramblers have had a busy fall with shows in October (USDAA), November (AKC) and December (NADAC). The club plans an equally busy spring season with shows in February (USDAA), March (AKC), and April (NADAC). Each of these shows has been planned and organized by a show committee. The committee usually consists of the show chair, the show secretary, the chief ring steward, the chief course builder, hospitality, judges' hospitality, ribbons, and an equipment chair. You will usually see the show committee listed on the first or second page of the show premium. But what exactly do these people do?

Show Chair

Show Secretary

Chief Ring Steward

Equipment Chair

Ribbons

Judges' Hospitality

Hospitality Chair

Chief Course Builder

At the end of this paper are the responsibilities of the many volunteers needed on the day of a show including:

Course Builder

Gate Steward

Scribe

Assistant Scribe

Timer

Runner

Leash Runner

Ring Steward (Pole Setter and Tunnel Straightener)

Score Table

Registration Check-In

Awards

Show Chair

The show chair (or in many cases co-chairs) has the ultimate responsibility for all aspects of the show. However, that is not as overwhelming as it may sound since the chair can and does delegate many of these tasks. Then the chair's responsibility is to follow up and see that these tasks are in fact getting done.

While there may be some variation in the details for a specific organization, the general responsibilities of the show chair include:

Far In Advance Of the Show (4-6 Months)

Find individuals willing and able to serve on the show committee.

Select a date.

Locate a suitable site.

Propose the events to be offered, the schedule, the number of rings necessary.

File the necessary paperwork with the sanctioning organization (usually just a form outlining the above information which must be filed within a certain length of time before the scheduled event, accompanied by a filing fee).

Select and contact judges (the exact procedures vary for each organization) until suitable judges have been found.

Once judges have accepted the assignment, give contact information to the individual handling judges' hospitality.

Set prices and policies to be included in the premium.

As The Show Approaches

Send judges a list of available equipment provided by the equipment chair.

Review the premium prepared by the secretary before it is mailed.

Arrange for a food vendor at the site (or for food to be otherwise available there).

Determine if overnight security is necessary at the site; if necessary, arranging for appropriate security for nights that the club equipment is at the site.

Determine if sanitation at the site is sufficient; if necessary, arrange for portable toilets to be rented.

If paid help will be used (Boy Scouts, etc.), negotiate the amount to be paid, the number of individuals to be supplied, and their responsibilities.

Act as the club contact for both the sanctioning organization and for individuals who would like more information about the show.

Arrange for all the necessary club equipment to be transported to/from the show site (usually finding someone to pull the large club trailer, and others to help move things to/from the club storage/room).

Arrange for rental of any other equipment the club does not own, e.g., bull horns for gate stewards, walkie-talkies, etc.

Check in frequently with the other members of the show committee to be sure that they are fulfilling their responsibilities.

In collaboration with the show committee, make all decisions regarding show details, e.g., Should carbonless scribe sheets be used? Prizes given? What kind of ribbons should be given? Raffle held?

On The Day Of The Show

Be available to exhibitors who have questions or complaints.

Generally troubleshoot to be sure the show runs smoothly.

If any unusual incidents happen, e.g., a significant dog aggression, handle the incident according to the rules of the sanctioning organization.

After The Show

See that all the show committee members are appropriately compensated.

See that all outstanding bills are paid by the club treasurer, i.e., judges' fees, security, etc.

Check with the show secretary to see that the final show report is filed on time.

Start to think about the next show. and how it can be improved.

A show chair obviously needs good organizational skills, should be reasonably familiar with the sanctioning organization, They must be able to delegate responsibilities and follow up, and must be willing to spend time on the phone making arrangements and checking on details. Email and/or voicemail and/or an answering machine are helpful for this. The show chair also must be good at handling a budget; decisions must be made based on the amount of money it is anticipated that the show will bring in and the known fixed costs. Lastly, the show chair(s) must be willing to have their phone number publicized.

Show Secretary

The show secretary has perhaps the most time consuming job – the secretary usually is responsible for all the paperwork associated with the show with the exception of the original application. While there may be some variation in the details for a specific organization, the general responsibilities of the show secretary include:

Far In Advance Of The Show (2-3 Months Or More)

Obtain all the information necessary to prepare the show premium.

Provide a draft of the premium to the show chair, and in some cases to the sanctioning organization(s) for approval.

· Act as contact with the sanctioning organization that may ask for certain inclusions in the premium.

Once approved, prepare the final premium and take it to the printers.

Obtain mailing labels for the clubs mailing list.

Stamp and mail premiums.

Post notices for the show in appropriate computer forums, e.g., AgileDog list, Agility list, www.dogpatch.org.

As The Show Approaches

Mail premiums promptly to all those who request them, whether by phone, mail or email.

Check entries as they are received to be sure they are complete, accurate (dog is in appropriate jump height, etc.) and appropriate fees have been enclosed.

Contact exhibitors if there are any problems with their entry and arrange for them to be corrected.

Enter entry information into a computer database or show software.

Once The Show Closes

Prepare and print confirmations to be mailed to all exhibitors as soon as possible after the closing date. (Confirmations are letters detailing which dogs have entered which events on which days, their registration numbers, and include important information regarding check in times, directions to the show site, and other final details.)

Make corrections to the database if exhibitors find any errors in their confirmations.

Handle any last minute changes – dogs withdrawn for injuries, coming into heat, etc. and arrange for refunds if appropriate.

Provide the chief ring steward(s) with a list of Tucson area exhibitors and the events they are running in so they can begin rounding up volunteers; provide the chief ring steward(s) with the names, contact information, and events entered, for any out-of-town volunteers.

Determine the running order (some organizations allow alphabetical, others require random running orders within a single jump height, some require armband numbers be assigned).

For some organizations, handle new dog registrations, sending them to the organization and obtaining registration numbers to be used for the show.

Prepare, print and if necessary, cut out, a scribe sheet for every dog for every run; organize scribe sheets according to the event, the jump height and the running order.

Print blank scribe sheets for all events to be used on the day of the show in case of last minute changes.

Prepare and print the show catalog or running order; take it to printer and have copies made for every exhibitor (plus some extras).

Print check in sheet summarizing each exhibitor's dogs and the events they are entered in to be used as exhibitors check in.

Print armbands if the organization requires them.

Print labels to be used on the back of ribbons including the club name, the date, the judge, the event, the jump height, etc.); estimate the number needed for each event.

Prepare whatever paperwork is required for the scoring table (varies significantly from one organization to another).

Print out forms for move-ups if the organization allows them, i.e., forms for exhibitors who finish a title on the first day of a two day show and wish to move up to the next level on the second day, and have a sufficient number of copies made.

Print out lunch tickets to be used by volunteers.

If overseeing the scoring table and the chief ring steward has found volunteers without scoring experience, may often choose to have a scorekeeper training session in advance. (If the show committee includes a chief scorekeeper, they might do this instead.)

On The Day Of The Show

Usually handle check in with additional helpers if necessary.

Scratch dogs that do not check in from the running order and mark their corresponding scribe sheets as scratched.

Alter running order as necessary for dogs who measure up into a higher jump height class, correct their scribe sheets, and move their scribe sheets to the new place in the running order.

Having made changes to the running order, see that both the scoring table and the gate stewards have the new running order for each event.

Being ultimately responsible for the paperwork, may choose to oversee the scoring table (although some clubs assign a chief scorekeeper to do so).

Handle complaints, exhibitor questions, and generally troubleshoot all issues related to the show paperwork.

If unusual incidents occur, document the proceedings according to the rules of the sanctioning organization.

For two day shows, take move-up forms the first night (if the organization permits them), adjust the database accordingly, reprint new running orders, and reprint and/or rearrange scribe sheets as necessary, for the second day.

After The Show

Prepare statistics as to number of runs/day, etc. necessary to determine the judges' payments.

Obtain any additional information necessary from the judge (some organizations require the judges' courses be submitted with the show report).

See that all the appropriate paperwork is compiled (varies greatly with the organization).

Prepare the show report (usually a brief form calculating fees owed the sanctioning organization, and includes comments as to the judge(s), site, etc. and explanations of any unusual events).

Send in the show report and any other supporting paperwork as requested by the organization, along with the appropriate fees, by the deadline set by that organization.

Like a show chair, the show secretary obviously needs good organizational skills. They must also be familiar with the rules of the sanctioning organization. Good computer skills are a must, as well as access to a computer and reliable printer. To handle communications from exhibitors, Email and/or voicemail and/or an answering machine are essential.

Clearly a lot of work goes into many of these jobs. So – why would an individual want to do any of them? See the compensation discussion below.

Agility Show Committee Job Descriptions

Chief Ring Steward:

The chief ring steward has the all-important job of organizing volunteer help to scribe, time, course build, etc. Sometimes, esp. with two ring shows, this job is divided between two chief ring stewards.

As The Show Approaches.

Determine the number of people needed for each event in each ring (usually a scribe, asst. scribe, timer and runner – additional people to gate steward, set poles, straighten chutes, etc. are needed if paid help will not be used).

Consult with the secretary/show chair to determine how many volunteers are needed at the scoring table.

Begin to recruit ring help and scorekeepers from classes and club members.

Recruit help to set up equipment if early set up (night before) is permitted.

Once The Show Closes

Obtain a list of exhibitors who have volunteered and the events they have entered so that ring assignments can be finalized and conflicts minimized.

If possible, find a few volunteers to float between rings and fill in wherever necessary.

Prepare one or more lists of scheduled help for posting at the show site.

On The Day Of The Show

Post lists of scheduled help.

See that all help is present and understands their assignments.

Recruit help from exhibitors if it is needed.

Work with the judge to resolve any problems that may arise with any of the volunteers as far as their performance.

Provide lunch tickets and/or scrip as needed to all volunteers. Oversee help in both rings and see that the show runs as smoothly as possible.

After The Show

Thank all volunteers and sit back and relax.

Again, the chief ring steward needs good organizational skills. Chief ring stewards must have excellent people skills and enjoy working with people. They must be patient and willing to educate the inexperienced. They must be willing to make a lot of phone calls and do a lot of begging. To handle communications from volunteers, Email and/or voicemail and/or an answering machine are essential.

Equipment Chair

The equipment chair works closely with the equipment committee to see that all necessary equipment is up to the sanctioning organizations specifications and is in show condition.

Far In Advance Of The Show

Compile a list of available equipment to be given to the show chair.

Purchase/repair any additional equipment desired by the show committee and approved by the board.

As The Show Approaches.

Change the size of contact zones, adjust jump heights, make any other adjustments necessary to equipment to adapt it from the standards of the organization sanctioning the last show to meet the standards of the sanctioning organization for this show.

Once The Show Closes.

Clean equipment, usually sometime after the last class before the show (this is a big job and the equipment chair may arrange a group of volunteers to meet for this task).

On The Day Of The Show.

Make any equipment adjustments or repairs needed.

Replace/repair any equipment damaged during the show.

After The Show.

Make sure the equipment committee/equipment chair for the next show are aware of any equipment problems which they will need to rectify. The equipment chair must be very detail oriented and familiar with the equipment requirements for the specific sanctioning organization. Mechanical aptitude and/or the ability to get others with mechanical aptitude to volunteer to help is a must.

Ribbons:

The individual responsible for ribbons does essentially that – makes sure appropriate ribbons are ordered in sufficient numbers to supply the show.

Far In Advance Of The Show.

Inventories placement/qualifying ribbons remaining – usually specific to the organization.

Inventory titling ribbons.

Determine if additional ribbons need to be ordered and if so, order them.

As The Show Approaches.

Iron ribbons if necessary.

Organize ribbons for easy access at the show site.

On The Day Of The Show.

Bring ribbons to the show site.

May assist in giving out awards.

After The Show.

See that remaining ribbons are returned to the storage room. The individual in charge of ribbons must be neat and orderly, and willing to negotiate if necessary to obtain the best price possible if purchases are necessary.

Judges' Hospitality:

The individual handling judges' hospitality is responsible for assisting the judges in making all their arrangements once they have accepted the assignment. This includes making hotel reservations, making travel arrangements (or seeing that the judges do so in a timely manner), arranging to pick up or drop off at the airport if necessary, etc. Other club members are frequently recruited to provide transportation to and from the airport and to and from the showground's.

Far In Advance Of The Show.

Contact judges and find out their anticipated travel arrangements.

Make hotel reservations according to judges' preferences (smoking/non-smoking, etc).

As The Show Approaches.

Confirm both travel arrangements and hotel reservations with airlines, hotels and judges.

Once The Entries Close.

Arrange for judges' transportation by club members to/from airport/hotel and to/from showground's each day.

Find out judges' preferences for food/drink to be supplied on the show grounds.

Arrange for judges' baskets to be prepared and delivered to hotel just before they arrive.

On The Day Of The Show.

Provide coolers full of ice for each judge containing the food/drink they preferred.

Provide judges' lunch.

Arrange for judges' dinner (usually held the Saturday night of a two-day show) by getting a head count of those attending and making a reservation at a nearby restaurant.

Arrange for judges' transportation to/from dinner.

See to any other judges' needs as they arise.

After The Show.

See that judges' meals and transportation are taken care of until their departure; arrange for a club member to accompany them if necessary.

Thank the judges.

The judges' hospitality chair must be congenial, willing to make travel arrangements and flexible enough to adjust to the judges' needs (most are quite straightforward). Organizational skills are also important as the show can't go on if no one remembers to pick up the judge and get them there.

Hospitality Chair:

The hospitality chair is responsible for all other hospitality arrangements – primarily providing drinks/snacks for volunteers.

As The Show Approaches.

Check with last person handling hospitality to see what was left over.

Inventory available food/drinks remaining.

Once The Entries Close.

Purchase any additional food/drinks necessary.

On The Day Of The Show.

Provide ice filled cooler full of drinks.

Provide snacks as needed.

Refill ice/add drinks as needed.

After The Show.

Empty coolers.

See that remaining food/drinks are stored appropriately until next show.

The hospitality chair usually needs to have room to transport cases of soft drinks, water, etc. to the show site. A membership in Price Club, Sam's Club, etc. is often helpful.

Chief course builder:

The chief course builder is responsible for obtaining all courses from the judges and planning efficient course changes. In two ring shows, there is often one assigned to each ring.

Before The Show.

If available, may supervise ring set up the day before.

If possible, will obtain the first courses from the judges the day before so they can be set either that evening or the next morning before the judges arrive.

On The Day Of The Show.

Obtain the day's courses from the judges.

Prepare for each course change by determining which obstacles need to be added, what obstacles need to be taken out, where remaining obstacles must move, in the most efficient way possible.

Direct course builders during each course change.

Consult with the judge if any course changes are necessary due to damaged equipment, equipment being used in the other ring, etc.

Walk the course with the judge and makes any small adjustments (tweaks) as the judge requests.

See that the course is numbered correctly.

See that all equipment is set up correctly and staked down if necessary. All equipment must be safe, stable and secure.

After The Show.

Thank the course builders and put up your feet.

The chief course builder must have a good spatial sense and be able to read a blueprint or map. The chief course builder must also be loud enough and bossy enough to direct the course builders to get the job done in the shortest possible time. Knowledge of the specific course requirements for a particular organization (distance between jumps, etc.) is helpful.

Clearly – a lot of work goes into many of these jobs. So why would an individual want to do any of them?

TWO REASONS TO VOLUNTEER:

FIRST, the board has voted to compensate volunteers for these positions as follows (these are subject to change):

Show chair and chief ring steward receive 1 free package in their show or the Scrambler show of their choice.

Equipment chair receive free packages for all their dogs in all Scramblers shows as long as they continue in their positions.

Show secretaries receive free packages for all their dogs in all Scramblers shows as long as they continue in their positions.

Individuals handling ribbons, judges' hospitality, and hospitality, as well as the chief course builder are rewarded with \$crip based on their estimate of how many hours were necessary for them to fulfill their responsibilities.

SECOND, AND MOST IMPORTANT, this club would not have shows without individuals willing to fill these positions! If our club did not put on six shows a year – how many club members could afford to travel to an additional six shows each year? Volunteering for any one of these key positions means that another show can happen here in Tucson and you will be guaranteed that it will be an outstanding one since you were involved in the planning! If you have never handled any of these positions before, you can be sure that there are members who have done so more than once and would be willing to guide you. Consider it!

Day of a Show Job Descriptions
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Overview

The Bay Team has had considerable success using the following job descriptions at its NADAC events (and USDAA where applicable). This list covers only the jobs assigned during the last week or on the day of the trial. Our goal is to hand each volunteer a piece of paper that describes his or her responsibilities without being intimidating.

Course Builder

Move obstacles between rounds as directed by the Chief Course Builder. Help move equipment between classes to set the course for the next class. Requires more brawn than brains. You must be aware of when each class ends so the new course can be set quickly. Efficiency in course building can significantly affect how late a show goes. Generally, the Chief Course Builder (and then the Judge during final "tweaking") provides instruction about what pieces of equipment are needed and where to place them.

Gate Steward

Make sure dogs and handlers are ready at start line.[yelling person] Armed with a running order, call out the names of handlers and dogs to make sure they are present and aware of when they will be going into the ring. You must not be too shy for this job as it can require shouting for missing handlers. You must also be prepared for nervous handlers asking repeatedly when they will be running. It's a great way to get to know names and faces. You can make a show run faster and smoother if you:

Have the next three dogs ready to go.

Have the next dog on the starting line--without its collar!--before the previous dog finishes, if possible provide information to the Assistant Scribe to ensure that the running order matches the scribe sheets.

Note: Before going to ring: Pick up running order list and pen from Score Table. (Or they might already be posted at ringside.)

Scribe

Make marks on paper when judge raises hand or calls out a number. Mark down faults and points as directed by Judge on the scribe sheet while each dog is running. Scribing differs for different classes, just as judging differs. The Judge will instruct you as to the meaning of various hand signals; s/he is always pleased to provide you with a quick one-minute primer on the signals if you ask. If you ever are unclear about a Judge's signal, wait until after that run and clarify before the next dog starts. It is wise to verify that you have the correct scribe sheet for each dog. Important: You must watch only the Judge at all times during each run, never the dog or handler.

Note: Before the first dog: Get pen and clipboard with first dog's scribe sheet from the Assistant Scribe.

Assistant Scribe

Give the Scribe the correct scribe sheet for the next dog and write down the previous dog's stopwatch time. As the first dog starts, place the first dog's scribe sheet onto a clipboard and give it to the Scribe. As each dog finishes, take the clipboard with scribe sheet from the Scribe and hand over the next scribe sheet on the second clipboard. With a two-stopwatch system, also take the stopwatch from the Timer at the end of the run, return a second zeroed stopwatch to the Timer to start the next dog, record the time on the scribe sheet, and reset the watch. This job is critical for ensuring that the Scribe writes scores on the correct scribe sheet, as there are often changes in the running order at the last minute or even during the class. When a dog has scratched a run, mark the scribe sheet "Scratched" and give it to the Runner immediately so that the Score Table knows the dog is not there.

Note: Before going to ring: Pick up two small clipboards, scribe sheets, and two pens from Score Table.

Timer

Use stopwatch to time a dog during a run. This job requires full attention and no distractions, as focusing on the dog crossing the start line and finish line is critical. One person must time an entire jump height within a class to minimize timing differences. The Judge will give you specific instructions on timing a class before the first dog runs. The Timer is important in keeping the competition running on time, so you must cue the next dog and handler by saying "Ready!" loudly and clearly as soon as you see that the Judge is ready and you are ready to begin; you can also nod or signal with a flag but not all handlers look at the timer when starting so a loud call is important. Keep the whistle in your mouth; as soon as a dog begins and you start the watch, check immediately that the watch is running. If it is not, blow the whistle immediately and loudly, no later than the third obstacle, to stop the run.

Note: Before going to ring: Pick up two stopwatches and a whistle from Score Table. Make sure that the whistle works.

Runner

Take scribe sheet from Assistant Scribe to Score Table. Runners usually take sheets from the Assistant Scribe to the Score Table one at a time. Might require a bit of walking (probably not running).

Leash Runner

Take leashes from start line to finish line. This is a very easy job often filled by children. However, you should be as invisible as possible to the handler at the start; don't demand the leash or crowd the dog in anticipation of the removal of the leash.

Ring Steward (Pole Setter and Tunnel Straightener)

Reset bars for height changes and when they are knocked by dogs during a run. Judge will instruct you before each class as to where you should sit and whether the bars are to be reset during a run; for example, if a jump is taken twice in the same run. Bars are never reset during a Gamblers run. If the course includes a collapsed tunnel, you will also straighten the chute after each dog. This is a great job for watching each dog run as you must be attentive to the happenings in the ring at all times.

Score Table

Add up marks made by Scribe and write them on the master score sheet. Take the scribe sheet from the Runner, compute how much (if at all) the dog exceeded course time using a calculator, add up the faults (they are all multiples of 5), and determine whether the run qualifies (for example, has five or fewer faults). At the end of each jump height, determine first, second, third, and fourth places. There are always at least two people at the score table to double-check each other (three for jumpers classes), and there is always at least one experienced score table person to give instructions and answer questions. Sometimes a third person can copy scores from the master score sheets to the posted score sheets to make results available more quickly for competitors.

Registration Check-in

Check names off a list or hand out catalogs. If you can help first thing in the morning, you can offer your services at the Registration Table. You can check people off on the check-in lists, hand out catalogs or goodies, or help with measure-in (handle paperwork for the measuring judge).

Awards

Hand out ribbons. Get the results from the score table for a class (probably use the posted third copy of the score sheets), make announcement that ribbons for that class are being given out. One person reads the results, a second person hands out the ribbons and/or prizes, and (if available) a third person can write names on the backs of unclaimed ribbons.

Board Approves Benefit Packages March 1999 <Revised In Earlier Descriptions>

The board unanimously approved the following benefit packages for those who volunteer for key positions with the club.

Show Chairpersons - Entitled to enter their dogs in their shows at no cost.

Show Secretaries - Entitled to enter their dogs at shows for which they serve as secretaries at no cost.

Training Director - Entitled to attend all club-sponsored seminars at no cost and entitled to register for classes at no cost.

Chief Ring Steward - Entitled to one complete show package for the show of her/his choice or a free class for one term for one dog.

Seminar Chair - Entitled to attend the seminars at no cost.

Equipment Committee - Will have first right to purchase equipment being sold by the club and will receive \$crip for time spent working on the equipment in the amounts of \$5.00 for one-half day and \$10 for a whole day.

Equipment Chairperson - to be negotiated with the person(s) who volunteer for this position. The position of Equipment Chairperson is still open.

Board Approves Benefit Packages November 1999

The Club is desperately in need of a Treasurer for the coming year. The Treasurer is responsible for reimbursing club members for club expenses and balancing the checkbook. As an incentive to the member who fills this position, the Treasurer will receive a coupon good for one year entitling her/him to one free entry of one dog in any Saguaro Scramblers show and free attendance at one Saguaro Scramblers seminar. Anyone who is interested in this position, please contact a member of the Nominating Committee.