

DSA Agility Committee Chair Job Description (Difficulty Rating: Difficult; Time: 45 hr/trial)

Person needs to be very familiar with agility to chair this committee.

Establish a minimum of 4 committee chairs to assist with the organization of the event

- Chief Course Builder – responsible for ensuring that rings are set up according to judge's course maps
- Hospitality – responsible for ensuring that adequate food, water, and soda are available for volunteers and judge
- Rosettes – responsible for ordering and purchasing ribbons and/or rosettes. Also to store any unused trophies and ribbons until needed or new committee is named; in which case all inventory will be transferred to the new committee. MACH bars?
- Chief Ring Steward – responsible for putting together schedule for ring crews for each class using available club members and help forms sent in from exhibitors. Workers list is to be sent to club members a minimum of two weeks prior to being sent to exhibitors.

As of 2025

- Trial Secretary is Bev Brinson, Brinson Trial Services, 303-561-1442, bev_brin@yhoo.com
- Trial is held the 3rd weekend of January at Boulder County Fair Grounds 9595 Nelson Road, Longmont, Co. Current representative is Rebecca Harp
- Equipment Vendor is Front Range Agility Equipment Rental (FRAER), Derrell Manceaux, FDAER@centurylink.net
- Current Sweatshirt Vendor is Kanizzle, Sandra@Kanizzle.com 720-364-9299
- Current Ribbon vendor is Stineman Ribbon Company. Contact is Jean 1-800-346-9294 MACH, PACH and AGCH rosettes are custom made for exhibitor.
- MACH bar vendor?
- Any vendor choosing to be present at the trial are asked to donate to Denver Samoyed Rescue

Timeline for Tasks

Minimum of 2 years before trial

- Work with Committee to select possible judges
- Contact judge and sign contract
- Send arena information, proposed running order, available equipment list and other pertinent information when returning signed contract

1 year before trial

- Establish Subcommittees
- Sign contract with equipment vendor and trial secretary
- Confirm dates with Boulder County Fairgrounds

6 months before trial

- Work with Show Secretary to create Premium List. Goal is to publish for trial opening mid-November

3 months before trial

- Obtain contract from facility and sign
- Send Certificate of insurance to facility. Certificate of Insurance is provided by the treasurer
- Work with treasurer to send deposit and rental fee to facility – checks will not be deposited by Boulder County Fairgrounds until after January 1st of the trial year.
- Send premium list to Information Technology committee to post on Website. Show secretary will post on Colorado Agility Group in Groups IO
- Check with judge to see if there is any additional that he/she needs
- Count and Order Sweatshirts as needed
- Order ribbons and or rosettes as needed
- Buy judge's gift

3 Weeks before Trial

- Send workers list to DSA Club members
- Make hotel reservations for judge and send confirmation. Currently using Home2Suites in Longmont on Sherman Street

2 Weeks before Trial

- Verify with equipment vendor setup date and time and any last-minute details
- Obtain Workers Coupons from Treasurer.
- Send Workers list out to exhibitors via Colorado Agility Group on Groups IO
Check in with Show Secretary and committees
 - MACH bars
 - Hospitality
 - Chief ring steward
 - Course builder
- Wrap judge's gift and write thank you card

Day before Trial

- Obtain coordinate map from judge for 1st class on Saturday, give to course builder
- Make sure disaster plan is updated and on site
- Obtain keys from Boulder County Fair Grounds and set up

Last Day of Trial

- Pay Judge, Equipment Vendor and Show Secretary
- Obtain 1099 forms for any payment over \$1000.00
- Give Judge gift

Day after Trial

- Turn in AKC Report
- Order any customized MACH, PACH or AGCH Ribbons
- Post any found items on Colorado Agility Group on Groups IO
- Post Thank You note on Colorado Agility Group on Groups IO

1 month after trial

- Confirm with next year judge we are still on their books
- Confirm next year's date of trial with Facility

- Contact Equipment Vendor and sign contract for next year
- Contact Trial Secretary and sign contract for next year
- Count remaining ribbons/rosettes and MACH bars. Update excel spreadsheet.
- Confirm subcommittee leads

Submit AKC application for following year using AKC's Online Event Management System