

Agility trials – to-do list and to-take list

(updated 3-26-15)

Quick to-do checklist (details on “how to” below):

Pre-trial

- Set up trial date
- Send trial date application and fee to NADAC at NADACSharon@aol.com
- Confirm trial date and verify insurance with QCDC
- Sign contracts and send deposit to QCDC
- Send approved trial date to agilityevents.net
- Get judge
- Notify NADAC when judge accepts
- Contact photographer for availability
- Determine who will be on the trial committee
- Create premium, and submit to NADAC for approval
- Send approved premium to 4rk9s email group, 4rk9s webmaster for posting on website, Micky Jerome, and agilityevents.net once trial is open for entries
- Order ribbons
- Set up trial on laptop software, receive and verify trial entries
- Make transportation arrangements for judge’s travel (air or car), make hotel arrangements, arrange for judge’s transport to and from trial, and back to airport
- Get gift for judge
- Go through “to-take” list and make sure all items are brought to trial
- Send out final confirmation of entries to handlers
- Get worker’s list started on whiteboard

At trial

- Print out scribe sheets and gate sheets for trial
- Briefing for handlers, gift for judge
- **Have fun playing with our dogs!**
- Pay QCDC for building
- Pay judge

Post trial

- Send handlers the results
- Send NADAC the results, a show report, and an exhibitor’s list
- Send Recording fees to NADAC
- Retain trial paperwork for 6 months post-trial
- Renew NADAC membership before Jan. 1

The “how to” part:

Timetable -- at least 1 year before trial

Set up trial dates for year

- Trial cannot be on same weekend as another NADAC trial within a 300-mile radius
 - From NADAC trial secretary/chair handbook: A numbered week system is in place. The “week by number” calendar is located on the NADAC Forum at www.NADACForum.com – Trial Secretaries page. It is advised that clubs send an e-mail request to secure their week number as soon as possible in order to secure the date and ensure that it is listed on the Calendar of Events. Once a trial is listed on the calendar, whether pending or confirmed, the club may then proceed to contact judges.
 - Our June trial is Week 23 and our November trial is Week 46. AKC week calendar is easier to read than NADAC calendar:
http://www.akc.org/pdfs/Corres_Date_Table.pdf To access the NADAC calendar you have to request to have the Trial Secretaries part of the forum added to your user profile, then there are links in that area.

Timetable – 1 year to 6 months, but at least 16 weeks before trial

Send trial dates application to NADAC and have dates posted to agilityevents.net

- Form is here: <http://nadac.com/clubs.htm> A written application to host a trial must be submitted at least sixteen (16) weeks in advance of the proposed trial date. Email to NADACSharon@aol.com
- Fees: The applicable fees are due at the time an application is submitted. Upon receipt of the trial application, the NADAC office will verify the date and update the NADAC web site with the new trial’s information for exhibitors to view. Pay thru PayPal to NADACSharon@aol.com
- Applications and sanctioning fees
 - submitted up to 16 weeks prior to the date of the trial = \$10.00 per round.
 - Applications and sanctioning fees submitted 12-16 weeks prior to the date of the trial = \$15.00 per round.
 - Applications and sanctioning fees submitted 8-12 weeks prior to the date of the trial = \$20.00 per round.
 - Applications and sanctioning fees submitted within 8 weeks prior to the date of the trial = \$25.00 per round.
- Contact Jeff Reidl at agilityevents.net to get the dates on the calendar at that website (this is an agility aggregation website that many people use).

Timetable -- at least 1 year before trial, as soon as possible after setting trial date.

Get judge

- As soon as a club's trial date is listed on the NADAC Calendar of Events as "pending" or "confirmed", the club is cleared to contact judges. A current Judges List is available here: http://nadac.com/afirm/judges_list.asp ("form" email to send to judges is reprinted below)
- Notify NADAC when you have a judge: An e-mail to nadacsharon@aol.com will suffice. (Judge may also notify NADAC but we should do this too.)

Contact photographer

- Nieder Arts Photography -- niederartsphotography@gmail.com

Timetable – beginning of year

Confirm dates and verify insurance with QCDC

- Contact Micky and confirm dates for that year's trials.
- Micky will send contracts for us to sign
- Send deposit to QCDC after contracts are signed
- Make sure Micky has copy of our current insurance policy for the calendar year

Timetable -- 3-6 months before trial date Must be submitted to NADAC at least 6 weeks in advance of trial date.

Create premium

- Club/groups are required to submit a draft copy of their premium to the NADAC office for approval PRIOR to being posted or mailed to exhibitors. The premium should be sent as an e-mail attachment to NADACSharon@aol.com for approval, and must be submitted at least six (6) weeks in advance of the trial date.
- Determine food options and include information in premium.
- Decide on whether or not to offer a raffle. If we do, we need a raffle coordinator and reminder to people to donate items
- Once approved by NADAC, send premium to:
 - Bryon to post on 4rk9s website
 - 4rk9s email group
 - Micky Jerome to send out with her weekly updates about the QCDC
 - Send premium to agilityevents.net (Jeff Reidl) for Click to Run entries there (there is a fee to be paid to have premium posted here).
 - ✓ Let Jeff know who is trial secretary, their email, and their address (cc: Bryon so 4rk9s has same information on our website, with Click-to-Run entry option)
 - ✓ Let Jeff know we want the "volunteer" email option (people email to volunteer to help) and the name and email address of who those emails go to

Timetable -- 2-3 months before trial date

Pre-trial

- determine who will be on trial committee (chair, secretary, chief course builder, worker list)
- Order ribbons
- set up trial on laptop (trial sec)
- receive entries, verify entries and payments, send email confirmations (trial sec)
 - Trial secretary gets up to 12 free runs
 - Chief course builder gets up to 12 free runs
 - Trial chair gets \$50 entry credit (and may use up to 1 full punch card)
 - Volunteer coordinator gets \$50 entry credit (and may use up to 1 full punch card)
 - Assistant to trial secretary gets \$50 entry credit (and may use up to 1 full punch card)
 - All others (club members and non-club members) may use up to 1 full punch card (\$24 discount)
- contact judge, make arrangements for airport pickup if needed (trial chair) (see below for specifics on judge's travel information)
- make judge's hotel reservation (trial chair)
- make judge's rental car reservation (optional) (trial chair)
- get gift for judge

Timetable -- 1-2 days before trial

Trial weekend

- go over "to-take" list (see list below) and make sure someone is bringing all of the items
- send out final confirmation of entries to exhibitors (trial sec)
- print out scribe sheets, gate sheets, etc. (trial sec)
- Send worker volunteer entries received with trial entries to the worker volunteer coordinator (trial sec)
- pick up judge from hotel and take back and forth to trial
- Contact food vendor for final confirmation and let them know how many people to expect so they can prepare the right amount of food

Timetable -- at trial

Trial

- briefing welcome (trial chair)
- present gift to judge
- Pay judge: Judges are paid \$1.00 per run for Sat/Sun trials whether or not the dog actually runs. If an entry is such that there are fewer than 200 runs per day, a judge is to be paid a minimum of \$200.00 per day of judging.
Judges are paid \$1.00 per run for Friday classes or weekday mini trials. If an entry is such that there are fewer than 100 runs, a judge is to be paid a minimum of \$100.00.
- Pay Micky balance due for building rental

Timetable -- within 5 days of end of trial

7. Post trial

- send exhibitors their trial results ASAP (trial sec)
- send NADAC the results: Electronic submission of qualifiers is required. NADAC requires club/groups to use an approved, current/updated software program that allows the submission of results in an electronic format. The qualifying results must be submitted via an e-mail attachment within 5 days after the trial. E-mail qualifying results to NADACSharon@aol.com. There is a \$25.00 per day fee for late submissions. (trial sec)
- Exhibitor's List - send to NADAC. A complete list of exhibitors is due when submitting results of a trial. This list is to include the names and addresses of the registered owners of the dogs entered in the trial. E-mail addresses are encouraged, but not required. (trial sec)
- Recording fees – send to NADAC (can use Paypal) The recording fees are \$1.00 per run and are due when submitting results. Fees shall be submitted for ALL runs listed in the catalog, including runs in which a dog was entered but scratched or did not compete.
- send in Show Report form <http://nadac.com/clubs.htm> to NADACSharon@aol.com (trial sec)
- retain scribe sheets and marked catalog for 6 months post-trial (marked catalog is entry in software database)

Timetable -- before Jan. 1

Renew club's NADAC membership

- before Jan. 1 of each year -- \$25.00 (costs more if late)

Helpful information for obtaining judge and working with judge on travel reservations

- They can make their own arrangements instead of us making the arrangements
- Let them know they can stay overnight Sunday at our expense if they are concerned about flight connections
- We can reimburse them for the plane ticket before the trial if judge prefers, or judge can submit it with bill at end of trial, judge's choice
- Example of email to send when invited judge to our trial:

Dear XXXXX,
Our club is holding a NADAC trial at the Quad City Dog Center in Davenport, Iowa. The dates are XXXX. Would you be available to judge? The Quad City International Airport (<http://qcairport.com/>) is about 20 minutes from the trial location. Another alternative is the Eastern Iowa Airport in Cedar Rapids (<http://eiairport.org/>). Our club is actually located in Cedar Rapids. Thanks.

- Example of email to send to judge once judge accepts:

Hi XXX,

That's great! Our trials aren't huge, but it might be close getting you out for a XXX flight. For our upcoming trial next weekend we have XXX runs on Saturday and XXX runs on Sunday. Generally first dog on the line at 8:00 am. We would be glad to pay for an extra night's lodging. Guess we don't need to make that decision right now anyway. We will make reservations for you at the LaQuinta near the airport and they have a shuttle for you to get to and from the airport. We'll make sure one of our club members gets you to and from the trial site each day or back to the airport on Sunday if you choose that option.

Once you purchase your ticket, just send us the receipt and we can reimburse you so you don't have to wait until after the trial to get reimbursed for it. Other than contacting Becky at NADAC, I can't think of anything else we need to do right now. If you have any special requests feel free to let us know. You can check out our club's website at <http://4rk9s.com/> and the website for the Quad City Dog Center is <http://www.qcdogcenter.com/>. Thanks!

Check-list from NADAC website:

Pre Trial:

- [] Apply for your trial dates either via e-mail to NADACSharon@aol.com for “pending” dates or submit Trial Application form and sanctioning fees for “confirmed”. Trial applications may be submitted via an e-mail attachment and the sanctioning fees paid via Paypal (NADACSharon@aol.com)
- [] Contact Judges as to their interest and availability in judging your trial after your trial date has been listed on the NADAC Calendar of Events as either “pending” or “confirmed”.
- [] Contact a Supervisory Judge if applicable.
- [] Contact NADAC to confirm the names of the judges you have hired.
- [] Confirm that your premium information and the Calendar of Events match.
- [] Submit premiums to NADACSharon@aol.com at least 6 weeks prior to the date of your trial.

Post Trial:

- [] Submit the electronic qualifying file via an e-mail attachment to NADACSharon@aol.com within five (5) days post trial.
- [] Submit the Show Report form, Exhibitor’s List and Recording Fees to: NADAC, 24605 Dodds Rd., Bend, OR 97701 within seven (7) days post trial. The show report and exhibitor’s list may be e-mailed to NADACSharon@aol.com and the recording fees may be paid using Paypal.

What to take to the trial:

- timer
- 30+ AA batteries for timer (Each of the four uprights takes 6 AA batteries and the controller takes 4)
- clipboards
- laptop/mouse/cord
- printer
- extra toner for printer
- extra printer (Johnnette usually can bring hers, drivers for it are already on laptop)
- labels
- printer paper
- worker punch cards/puncher
- trial entries and paperwork submitted by exhibitors
- copy of premium
- copy of exhibitor list
- box w/plastic container for ribbons
- ribbons (Q ribbons plus special award ribbons)
- notebook for results
- 3-hole punch
- move up forms
- day of entry forms (if needed)
- height cards
- judge's gift
- spreadsheet w/ who still owes what or needs refunds
- NATCH bar(s)
- pens
- worker's list board
- dry erase markers
- wipes for worker's board
- ribbon cutter (usually use Johnnette's)