

# TRIAL CHAIR DUTIES

## **BEFORE THE TRIAL:**

Work with the Trial Secretary, Tina Eastman. She will tell you the dates of your trial, the judges names, location etc. She will send you a list of the classes that we will offer and the preliminary class schedule. She will ask you to proof-read the premium before it is published.

## **Begin to fill the critical trial positions from the BRAC membership.**

These jobs are yearly positions, so you should stay in touch with them, but you don't need to find new people to fill those jobs.

- Hospitality Chair
- Judge Liaison
- Timer Manager
- Vendor Coordinator
- Ribbons/Prizes Coordinator
- RV Coordinator
- Facility Coordinator
- Equipment manager
- Dirt preparation—not an annual job, but the facility usually handles this so be in contact with each facility to ensure proper dirt prep. Brian Ferrand has been hired in the past for dirt prep at FENCE.

These jobs can be filled by different people at each trial, so you may need to send an email to the membership asking for volunteers to fill the positions.

- Trailer Hauling
- Setup and Teardown Manager
- Volunteer Coordinator
- Chief Course Builders (2)

A few weeks before the trial, send an email to the membership to announce the ring set-up time on the day before the trial starts and to request volunteers based on when the trailers will be hauled to the show site. Also send out an email requesting that workers sign up for the ring jobs like scribe, bar setter, etc. Tina will give you a link to the worker sign-up page on her website so you can include it in your email. Contact the judges just to be friendly. Get the worker vouchers from the voucher coordinator.

## **DURING THE TRIAL:**

- Be there to help with ring set-up the day before the competition starts.
- Provide a sign-up sheet for people who helped set up.

- On each trial day, be the first person to arrive and the last to leave the trial.
- Put the worker vouchers for each day in the provided box.
- Show the worker coordinators/ring captains where the worker vouchers are and tell them how to distribute them.
- At the first course briefing on the morning of the first day of the trial, welcome competitors and introduce yourself and judges to them.
- Address any issues that may arise during the trial, such as cars with lights left on, or asking the facility staff to adjust the lights, fans, heat.
- Be willing to step in and help where needed.
- At the end of the day, take the leftover vouchers out of the building.

#### **AFTER THE TRIAL:**

- Compile a list of all volunteer points earned at the trial and submit the list to the BRAC Points Coordinator.
- Return all unused vouchers to the Voucher Coordinator.
- Submit a brief post-trial report to the BRAC Board, including any suggestions and recommendations for future trials.
- Email the membership thanking the key workers and giving a short synopsis of the trial.
- Submit on-line, easy post-trial report form to USDAA/AKC.