

## **Trials Secretary Roles and Responsibilities (Coordinator Position)**

Coordinators must perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Coordinators must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Board of Directors.

Coordinators are invited and encouraged to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun.

Coordinators must refrain from placing themselves in a situation where their duty as a Coordinator conflicts with their personal interest or with their duty to others and must abide by the terms of The Canada Not-For-Profit Act, the Paws4Fun By-Laws, The Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

All Coordinators are responsible for:

- Keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility and any committees which they chair
- Keeping the Roles and Responsibilities document for their Coordinator's position up to date

### **Trials Secretary:**

- is responsible for ensuring that all requirements defined in the AAC Rulebook section 2.2 "Responsibilities of Hosting Clubs" are met, and for performing tasks specific to Paws4Fun Agility Club's Sanctioned AAC Trials to ensure that the trials run smoothly
- works with the Trials Director on the division of tasks to be performed for AAC Trials
- proposes annual AAC trial plan to the Trials Committee:
  - number of trials
  - dates of trials
  - classes offered per trial
  - prices/discounts/bonuses/prizes
- books the trial dates with the AAC. Updates the AAC with classes and judges
- books the fields for AAC trials and builds
- hires judges, including:
  - getting dietary requirements
  - booking accommodations
  - providing them with Equipment List & Facility Plan and all other details they need to know about the trial.
- creates Annual Trial premiums, providing the premiums to the Webmaster, and working with the Webmaster to develop the entry forms and information needed for the web site.

- performs pre-trial entry management by entering all information into Agility Rocks and sending confirmation to competitors
- gets course maps, competitor and build copies from Judges.
- prepares pre-trial materials after entries close:
  - creates daily schedules, provides these to the Volunteer Coordinator
  - sends briefing email to all competitors including All Entries List, Daily Schedule and Running Order.
- is responsible during AAC trials for:
  - Ensuring that the competitors get the course maps
  - Determining prize winners making prizes available
  - providing build maps, gate lists and scribe sheets for each class of the day
  - making event results available to the competitors
  - handling day-of entries and withdrawals, updating gate lists and scribe sheets with those changes
- ensures ribbons and rosettes are available to competitors
- performs post-trial tasks:
  - ensures that the judges are paid and given their gifts
  - sends required files to the AAC
  - sends invoice for AAC trial fees to the Treasurer.