

## **K9 Kup Coordinator's 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
- keeping the Roles and Responsibilities document for their Coordinator's position up to date

### **Facilities Coordinator:**

- ensures K9 Kup policies and procedures are documented and available
- books the fields for events and builds
- enlists volunteer judges, assigns them to events, and ensures they receive the equipment list, facilities plan, and any other relevant information for the events
- handles registration and tracking of teams and participants
- gets competitor and build course maps from judges and provides copies to course builders and competitors
- provides briefing materials to participants and volunteers
- works with the Volunteer Coordinator to ensure that all volunteer spots are filled, by dedicated volunteers or by team members
- is responsible during events for:
  - providing build maps, gate lists and scribe sheets for each class of the day
  - handling day-of withdrawals
  - ensuring scores are processed
  - making event results available to the competitors
  - ensuring ribbons and rosettes are available to competitors
- distributes results after each event