

Agility/Jumpers/Games ribbon trials.

BEFORE THE EVENT. Check the following jobs have been done by the people delegated to do them.

Event details: Club to decide the venue, the classes that will be offered, the judges.	
Entry details.	
	Apply for Ribbon Trial subsidy.
	Send details to NZKCAC for online entry
	Send Flyer to NZKCAC and Clubs, Facebook, email lists etc. hand out at events before the ART
	Collect entries, collate running orders and list of payments required before the event. No levies are payable.
Judges details.	
	Contact judges and see who is available to judge, before sending contracts
	Send Contracts.
	Organise Judges pickup -check Judge's arrival time, pick up from airport, billet details etc.
	Get Judges course, make 3-4 copies. Put these in order in a folder, preferably in plastic covers.
	Make a list of equipment required. Does any need to be borrowed?
	Judges gifts - purchase. Expenses – organize a cheque for these, and thank-you card
	Keep in touch with judges – ensure contacts returned, confirm contract, get courses, confirm required arrival time on the grounds.
Ribbons/Prizes/Trophies.	
	Check and renew supply of CRC certificates, AD and ADXA if being held
	Order and delivery of ribbons.
	No prizes permitted at ARTs.
Raffle.	
	Raffle - arrange a float, the raffle item, raffle books, sell the tickets on the day.
Catering.	
	Purchase foods, collect donated food items. BBQ - clean, working and has gas and BBQ tools,
	Judges lunches, morning and afternoon tea, drinks.
	Float
GROUNDS.	
	Check grounds are booked, bins will be supplied, Porta loos etc.
	Grass - mown before the day.
Equipment	
	Arrange delivery/pick up of equipment, storage and when equipment to be returned
	Timers – make sure they have new batteries in them. Plus spares.
	Computer & Printer if required.
	Tents for shelter and scoreboard, Scrimmer tent, Tables
	Pooper scoopers and buckets
	Sound system
Helpers roster.	
	Organise helpers roster and distribute, print copy for board and copy for managers folder. Scrimmer may be rotated but must not be running in the class. Try to assign non-competitors for these jobs. Competitors can share other jobs.
	Delegate a group of people to get the equipment
	Delegate a group to put up the rings and the tents.
Stationery	
	Print scribe sheets.
	Collate CRCS, AD and ADX certs pens, pencils, White boards & pens, Set up Desks with required stationery etc
	Running order sheet. Computer generated. Enlarge to A3 size. Laminate/Spray with waterproofing agent if a chance of rain. Selotape onto white boards as required. Allow room for on the day entries.
Sponsors product.	
	Not usual for ARTs

ON THE DAY.

	Arrive 90 minutes before start time.
	Get EQUIPMENT. Get equipment needed for the day. This includes all agility equipment required, tent, tables, whiteboards, easels, buckets for Fouling and Rubbish, Disinfectant and First Aid Kit, Results secretary items, Banners, pegs, hammer, ring rope, electric fence stakes.
	Set up Rings & Assembly areas. size of rings is 30m x 40m. Use electric fence stakes and tape to mark the rings, preferably at 10m intervals. Set out assembly areas.
	Set up exclusion zones for campers/daytents
	Set up Fouling area if required. Disinfectant/Bucket beside ring.
	Set up courses. Get course plan, pick up numbers (or letters), set out numbers, check with judges before you peg equipment. Peg tunnels, measure long jump, measure the course with wheel, and take measurement to Results secretary and judge. Set out desks with all required items in them.
	Set up scrimer tent, desk, chair, pens and scime sheets, courses in desk.
	Set up Results secretary table. Scribe sheets ready. Enter CL and SCT, pens out. Clear round certificates.
	First classes = Helpers in place. Check the roster and ensure Helpers are ready BEFORE the class starts. Check helpers have all they need for their Job, Check that workers are happy, thank workers, hand out free lunch tickets (if appropriate).
	FIRST ANNOUNCEMENT- Welcome Judges & competitors. Notify competitors of plans for the day eg. # mins to walk course, If Disq allow SCT then out, leads will be at finish line. Be ready to run and go when time tells you to. Class results will be posted. Prizegiving, be ready. Lunchbreak? Raffle? location of toilets etc. Dinner.
	Presentations. Decide when to present prizes, judges gifts etc. use speaker system. Prize-giving - make sure Clear round certificates have been done . Organise judge to be available. Have ready the crcs, ribbons. Lay out the ribbons, trophies, sponsors product. Get the results and clear rounds from Results secretary. Get the judge and winners. Call out numbers in order.
	LAST ANNOUNCEMENT - thank workers, judges, competitors.
	Look after Judges. Ensure judges have plenty of drinks, are fed and made welcome. m/tea, lunch, a/tea, chair, free entry, etc. JUDGES GOODIES BAG.
	Problems – appoint a disputes committee before the day

AFTER THE EVENT.

	Return equipment and thank Club/individuals who loan it.
	Sponsors – write thanking the sponsor and enclosing a photo of the event.
	Judges – write thanking judges. Marked catalogues if required
	Winners – write and enclose a photo of their win.
	Helpers – thank all your helpers.
	Report – prepare a report for the committee meeting following the event.
	Results – upload.
	Desks - tidy and replace items as necessary.