

# ACMe POLICIES & PROCEDURES

This document provides ACMe members with guidance on our policies and procedures. It serves as a supportive resource for Club Bylaws. The Board of Directors has the support of the Membership to update content as needed. Updates occur continually through board approval and are shared with members to keep them informed and included when feedback is necessary to make informed decisions.

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## ACME Calendar of Events

The process for developing the ACME calendar of events begins each fall for the coming year. In September club members are invited to suggest changes and additions for consideration. The board evaluates proposals during November and will finalize all trial dates no later than December. The full calendar will be affirmed at the annual meeting in January.

The board will work with the seminar committee to provide flexibility with dates throughout the year.

## Agility Trial Procedures

### *Overview*

ACMe is proud to offer **two CPE agility** trials to the dog sport community. The trial schedule is developed each year with input from members and is affirmed at the annual meeting.

## Timeline

Trial	Judge, Trial Chair and Secretary Identified	Application Due to CPE	Full Trial Committee identified	Premium Due to CPE
April (Week 16)	Nov. 1 prior year	Nov. 15 prior year	Jan. 1	15-Jan
September (Week 38)	Feb. 1	March 15	1-May	1-Jun

## Who is on the Trial Committee?

The official **Trial Committee** for the Premium will include the Trial Chair, Volunteer Coordinator(s), Ribbon Coordinator, and Chief Course Builder ~~or~~ **and** others as deemed necessary by the Trial Chair. At the Trial Chair's discretion, other positions may include Assistant Trial Chair, Assistant Chief Course Builder, ACMe Café Hospitality Manager, Raffle Coordinator, Logistics Manager, Communication Manager.

## How are positions filled?

All positions will be filled by candidates in good standing with ACMe and CPE. The Judge, Trial Chair and Trial Secretary will be determined by the Board. All other Trial Committee roles will be determined by the Trial Chair with preference given to club members. Club members will have an opportunity to express interest in -- or to learn -- a position throughout the year. A search will be conducted within the agility community in the event a position cannot be filled by club members.

## Trial Compensation

ACMe offers varying levels of compensation for Trial Committee roles and is listed as part of the trial job descriptions in the next section. Where noted:

One Dogs' runs = 10 runs/weekend (5 runs/day)

General compensation = 20 raffle tickets/day, \$20/day, or other arranged compensation for given trial based on 10 class sections/day.

## Trial Job Descriptions

### Trial Chair:

The Trial Chair (TC) will be on site for the duration of the trial, is the primary contact for competitors, will be counted on to resolve issues and is responsible for overseeing all aspects of a successful trial. This includes:

1. Work with Trial Secretary to complete Trial Application and submit timely to CPE for approval
2. Assembling the Trial Committee to be listed on the premium with preference given to club
3. Any trial committee member who wishes to share their compensated runs with another member of the committee is welcome to do so. ***The assignment of compensated runs must be finalized no later than two weeks before the trial opens.***
4. members (others welcome if there is no interest from members).
5. Work with the Trial Secretary on the premium to ensure it is submitted to CPE timely.

6. Ensuring a judge has been secured and completing a contract. If a judge is needed, collaborate with the board to identify one. The TC (or their designee) will arrange overnight accommodation and travel (i.e. flights, car rental).
7. Provide periodic status reports to the Board via club President.
8. Meeting CPE deadlines for placing the trial application and developing the premium for timely submission with input from Trial Committee members as needed.
9. Building camaraderie among the Trial Committee. A meeting should be held at least six weeks before the trial with additional meetings scheduled as needed. A debrief meeting should take place within two weeks of the trial.
10. The TC (or their assigned designee) will perform all communication and marketing activities designed to build ACME's reputation with the public and excitement among club members. The TC will have a \$100 budget per trial to use in any way they would like to make the trial fun.
11. Oversee the Set-up & Clean-up of the trial. [View guidelines and checklist](#)
12. **Compensation:** Trial Chair may choose to receive a full day of general volunteer compensation (20 raffle tickets/day, etc.), **or** 2 dogs free runs **or** 1 dog runs and 2 nights camping **or** other like compensation.

### **Trial Secretary:**

1. Work with Trial Chair to complete Trial Application and submit timely to CPE for approval
2. Work with Trial Chair to build the premium and submit to CPE for approval
3. Process entries from exhibitors and update the Trial Chair every 2 weeks with entry numbers
4. Collect payment from exhibitors and deposit funds within 3 days after trial closes
5. Prepare all paperwork for Trial (Gate sheets, Scribe sheets, Measuring sheet & Catalog/Run order).
6. Email preliminary and final confirmations with relevant exhibitor information provided by the TC.
7. Inform the Judge of the number of dog/handlers for measuring.
8. Provide results sheets & stickers for ribbon table
9. Process & submit all paperwork required to CPE and coordinate w/payment to CPE with Treasurer.
10. Email results to all exhibitors promptly after trial closes
11. Coordinate with the Treasurer on final deposits and forward Trial Summary report of runs, expenses, etc.
12. **Compensation:** The Trial Secretary is a contracted position and currently receives \$1.50/run, 2 dogs runs, and lodging.

### **Volunteer Coordinator:**

1. Develop Volunteer Schedule in advance of the trial.
2. Manage volunteers for each class during the trial; recruiting volunteers for open positions prior to the class, calling them to their posts, and filling in as needed.
3. Distribute compensation to volunteers throughout the trial (may include raffle tickets, cash, etc.).
4. **Compensation:** Volunteer Coordinator may choose to receive a full day of general volunteer compensation (raffle tickets, etc.), or 1 dogs free runs

### **Chief Course Builder (CCB):**

1. Ensure all equipment on the Trial Equipment List is in safe working order per CPE standards for the trial as well as needed cones, potential Jackpot tape, Snooker poles/flags, etc.
2. Oversee Ring Set-up: Trial ring fencing/gates/leash boxes
3. Build courses throughout trial per course maps provided by the Judge (first course build the eve before trial) and guide volunteer course builders to encourage efficient course builds for each class.
4. **Compensation:** CCB may choose to receive a full day of general volunteer compensation (raffle tickets, etc.), or 2 dogs free runs **or** 1 dog runs and 2 nights camping or other like compensation.

#### **Ribbon Coordinator:**

1. Set-up display and maintain inventory available to competitors during the trial
2. Maintain ribbon inventory at the trial
3. Correlate end-of-year inventory and collaborate with the Speedway Ribbon Coordinator to place the annual ribbon order at the first of each year
4. **Compensation:** Ribbon Coordinator may choose to receive a full day of general volunteer compensation (raffle tickets, etc.), or 1 dogs free runs

#### **Optional Trial Committee Roles:**

The Trial Chair has authority to designate these roles as they deem necessary with preference given to ACMe members (others welcome if there is no interest from members). More than one role can be shared by one individual, but compensation will not be doubled (or tripled).

#### **Asst Trial Chair:**

1. Collaborate with the Trial Chair to assist and share the duties of the Chair
2. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

#### **Logistics Manager:**

1. Work with the Trial Chair to manage all on-site operations to include set-up, parking oversight, technology (who does this or is it shared?), housekeeping responsibilities\*, ordering porta-pottis, etc.
2. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

#### **ACMe Café/Hospitality:**

1. Set up tables and signage/money jar for the café
2. Provide and manage volunteer snacks +/- lunches
3. Provide snacks/water and lunch for the Judge
4. Clean up the area and store items in their designated places
5. Manage budget of \$250 per trial
6. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

**Assistant Chief Course Builder:** Work with the CCB to coordinate volunteer course builders with the CCB & assign tasks to ensure an efficient course build, prepare the ring and maintain ring and build courses throughout the Trial.

1. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

### **Raffle Coe Builder:**

#### **ordinator:**

1. Gather raffle donations, by solicitation or membership donations
2. Purchase raffle items as authorized by team (\$250 budget/Trial weekend)
3. Manage raffle table throughout trial
4. Draw raffle winners during last class of each day & distribute to the winners
5. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

### **Communication Manager:**

1. Work with the Trial Chair to ensure members are kept informed and engaged in all trial activities and volunteer opportunities
2. Promote the trial externally
3. Assist with any communication needs before, during or after the trial as directed by the Trial Chair
4. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

### **\*Housekeeping:**

1. Clean bathroom & set up bathroom with our soap, paper goods & square trash can.
2. Set up poo buckets w/liners & place several outside, change bags as needed & empty @ end of day.
3. Collect trash at the end of day (bathrooms, cafe, poo buckets, etc) & deliver to the dumpster.
4. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

### **Canine Cancer Fundraiser**

ACMe holds an annual Canine Cancer Fun Run "Run for a Cure" to support canine cancer research and honor the dogs we have lost. The proceeds include all money raised minus facility fees (rental fee) rounded to the nearest \$100 and donated to The Morris Foundation's Cancer Research. Members may approve an additional matching donation.

### **Club Bylaws**

A copy of the club bylaws can be found from the About section of the ACME website.

## **Club Events**

All club events must have liability waiver signed by each participant, written facility contract, and insurance certificate naming facility/organization of site sponsoring event from our insurance agent.

Types of events include: member practices, clinics, fun runs and trials. See separate sections for each type of event for further details.

## **Committees**

ACMe is very active in offering a variety of activities frequently throughout the course of the year. To manage the broad range of offerings it is critical that general members are encouraged, empowered and provided with the support necessary to lead a specific effort such as stepping forward to chair a committee. Members will be made aware of the open committee chair positions throughout the year. Committee Chair positions are approved by the board.

### **Committee Structure**

All committees report to the board. A committee can be made up of one or more ACMe members, although more than one is preferred. To begin the process, the board will inform members of open committee chair positions and choose the most qualified person to lead the committee based on those expressing interest.

The method of recruiting committee participants will be at the discretion of the Committee Chair. The board will provide each committee with clear instructions on the task(s) required and areas of decision-making authority.

The committee reports to the board who in turn, answer to the membership. Committee Chairs will work collaboratively with the board and be provided with the support they need to carry out the purpose of the committee.

### **Committee Chair Role**

This person will provide leadership to the committee by:

- Facilitating meetings and tracking progress
- Delegating tasks
- Recruiting members to participate on the committee
- Orienting participants to the goals of the committee
- Engaging all committee members in meeting goals
- Providing updates, recommendations and requests to the board

### **Authority**

Committees will take actions, make decisions and recommendations based on the task(s) identified for the committee. All committee activity will keep membership wishes at the forefront.

## Communication

Timely and transparent communication promotes engaged club membership and supports a positive reputation within the community. All communication messages will be delivered with a tone of kindness and respect, extending to informal responses to FaceBook posts or email messages.

Club communications are the primary responsibility of the Board of Directors who will:

- Monitor communication channels
- Maintain software licenses (i.e. Zoom, Cheddarup payment portal) and web domains
- Oversee website content
- Provide support and guidance to general members who have been tasked with a role that requires they communicate information to the club
- Collaborate to develop messages for our membership and the community as needed. *A member may have communication responsibility when leading an event with messages to be approved in advance by the Board.*

Primary channels of communication include:

- Public FaceBook page
- Member FaceBook page
- Google Group
- In person and Zoom meetings
- ACMe Website

### FAQ's:

#### ***Can anyone post to the Public FaceBook page?***

Only administrators can post new messages to the public FaceBook page. All members are welcome and encouraged to share posts and comment on them to build engagement.

#### ***Can members post to the member FaceBook page?***

Yes. Posts must be delivered with kindness, patience and respect. Members cannot post information about an event or activity at which they will personally benefit. If a member is unsure of the appropriateness of a post, they should consult with a member of the board.

#### ***Can members post a topic through the Google group?***

Yes. Emails must be delivered with kindness, patience and respect. Members cannot share information about an event or activity at which they will personally benefit. If a member is unsure of the appropriateness of a message, they should consult with a member of the board.

## Etiquette

1. Dogs must always be 'on leash' except when in the ring or designated practice area

2. Handlers must walk their dogs away from the buildings & not urinate on any items that people must handle and pick up after their dogs & dispose of waste properly in designated bins. Negligence in this area can cost us a venue.
3. All teams must respect the '5ft rule' & keep their dog on a short leash/"heel" when traveling outside the ring to assure handler-dog focus & control; not all dogs are social & may become reactive when over-excited & in an unfamiliar venue.
4. Always practice Good Sportsmanship! We are a team in working an event and in play!

If a member demonstrates behavior that warrants possible disciplinary measures, please refer to Article III of the club bylaws.

## Equipment Handling & Care

ACMe members have worked hard to afford the best equipment for use by members and during events. Please respect our equipment by preventing damage when using club items:

1. Work together as a team to handle equipment to prevent damage and personal injury.
2. Refer to **the posted** signage that guides how (and where) equipment is stored within ACMe assigned storage areas and assure it is returned the way you found it.
3. Generally, we are working on a dirt surface, so be wary of dirt contamination of moving parts on contacts. This includes pins, snap buttons, etc. Assure pin channels are clear of debris prior to pushing pin through to prevent pushing dirt into channels.
4. Be careful with PVC items particularly in the cold. Knocking PVC in storage barrels or in transit in wagons can break jump cups.
5. Tunnels should be stored on their circumference and as noted on signage. Tunnels are sensitive to cold, so in cooler weather be sure to extend them carefully so they do not crack.
6. Transit wagons are a great assistance in hauling equipment from storage. Do Not overload as this will damage them and put them out of commission!
  - a. No more than 8 tunnel bags per wagon with lighter items on top.
  - b. Do not leave more than 6-8 bags in each wagon for storage purposes to prevent tire strain.
7. Transporting Equipment to events:
  - a. All contacts should be laid down on their flat surfaces, stacking should be metal to metal or rubber to rubber to prevent damage of rubbing in transit.
  - b. Tunnels should travel on circumferences to again prevent rubbing on sides and catching wind.
  - c. Jumps are best transported in a barrel or horizontally with bars; secured to prevent rolling about in transit.

## Equipment Loaner Program

ACMe members work hard to run events that allow us to provide safe equipment for our dogs. We are fortunate to have this equipment and welcome the opportunity to use it to further our mission and expand dog sport opportunities in the community. ACMe will loan its equipment for donation for the purpose of formal competition trials or community fun runs under the following circumstances:



1. The borrowing entity is an established and sanctioned organization with a minimum of three years history executing well-run dog events.
2. The borrowing entity will carry and show proof of their own liability insurance.
3. The borrowing entity will include a waiver for participants to sign that relieves ACMe of any liability. This can be combined with a general waiver for trials by adding ACMe to the list.
4. The borrowing entity will submit a [request to borrow equipment](#) no less than three months in advance of the event.
5. The borrowed equipment will remain at our home base of Pineland unless special circumstances warrant differently and are approved by the board.
6. The activity will benefit the dog sport community.
7. Once received, the ACMe Equipment Manager will assess the request to ensure it meets the above criteria. If it does, the request will be brought to the next monthly Board Meeting for final approval. The loan equipment log will be provided to members during regularly scheduled member meetings.

Once approved, the ACMe Equipment Manager (or fully trained designee) will:

- Secure the agreed upon donation. The suggested donation amount for a full ring of equipment is listed below.

FunRun event*	\$75-100
1 day trial	\$300
2 day trial	\$500
3 day trial	\$700

\* Designated list of equipment available for FunRuns

Loan of partial list or individual piece of equipment is also available by donation or agreed bartering

- Arrange to be on site for set up and break down of the event to ensure equipment is in good repair and stored appropriately. Site managers for Set-Up & Clean-up can be two separate individuals per event.

Board approved 5.7.24

## Facility Contract

A facility contract is to be used when ACME is using a facility other than Pineland. An annual contract with Pineland is completed by the Board.

[View Contract](#)

## Fun Runs

Fun Runs are an ACMe fundraising event hosted for the Public offering an agility course for all ability levels to practice their skills and obstacle performance. A mix of fun runs are offered to members only and some are open to the public.

### Equipment and Set-up/Clean-up Guidelines

#### **Participants:**

1. Dogs must have agility obstacle experience/training (see Fun Run Young/Inexperienced Dog policy)
2. Dog/handler must abide by Etiquette policies
3. Dogs are allowed to attend without registration fee for “socializing” experience
4. All participants are asked to assist in set-up, managing/working, and/or clean-up to assure a smoothly running event; all members in attendance are expected to “work” some aspect of the event.
5. Dogs in season are allowed when wearing panties.

#### **Key responsibilities necessary to hold a Fun Run:**

1. An event manager is necessary to oversee the fun run. This person will make sure a sign-up sheet is prepared and shared with members and the public (when necessary) via the website, FaceBook and ACMe email group. The event manager will oversee the event behind the scenes & onsite as a liaison between team members & the Board.
2. Helpful document templates for organizers can be found [HERE](#)
3. The event manager will identify a course to be built by working with another club member, using a map from a prior trial or other means.
4. Helpful printouts: Registration sheet for check-in (necessary), volunteer sheet and run order (optional to be determined by event manager).
5. A seasoned Chief Course Builder is necessary to oversee the course build to ensure equipment is in good order and a safe course is built for all levels. They are responsible for directing volunteers to bring equipment into the ring as required for the course.
6. Registration table: Set up a small table from garage storage, Cashier collects monies, build gate sheets for the run order, display course maps when available & club propaganda
7. Volunteers are necessary to set up and clean up. See checklists posted in the arena for duties. Checklist can be found here
8. Member volunteers are welcome to manage the following optional areas:
  - a. Raffle table: Set up table(s) from garage area, collect raffle donations, set-up display of raffle items/baskets with cups for tickets, & draw winners during last ½ hr of event. Distribute raffle items to winners, return tablecloth & tables to garage storage area by shelving unit. Raffles are offered with a combination of member donations and \$50 budgeted funds for each event.
  - b. ACMe Hospitality/Café table(s): Set-up 2 tables from garage area (1) Hotpot station with hotpot & cocoa/tea/coffee w/their fixings & paper goods from tote on the shelving unit in the garage area; (2) gather/organize food donations & keep table tidy during event. Clean up; Wipe tablecloths clean & fold & return to tote; return tables to the garage storage area by the shelving unit. Hotpot station & supplies supported by budgeted funds
  - c. Photo Op: Set up a station from supplies on hand or add your own creative touches by selecting a backdrop for the theme of the Fun Run from the tote(s) on the shelving in

the garage area and building a unique photo opportunity for the patrons & their pups at the Fun Run and dismantle and return supplies to the tote(s) at the end of the event.

## **Fun Run Young/Inexperienced Dog Policy**

Adopted: August 15, 2024

This policy is applicable to ACMe fun runs where a full -- or mostly full - ring of agility equipment has been set up for the primary purpose of honing skills for competing teams.

ACMe cares about the wellbeing of all dogs participating in our events and recognizes that members look forward to seeing their dogs grow and excel in agility. After consulting with a number of professionals we learned that young dogs attempting full size contacts, weaves, jumps (including tires, broad jumps, double/triple jumps, wall jumps, panel jumps) set to full height prematurely can have a detrimental effect on a dog's physical development and emotional stability. Professionals recommend flat work as an excellent way to prepare a young dog to be successful in agility while the dog's cognitive abilities and growth plates develop.

Therefore, the following rules apply:

Fun Runs with courses containing all (or most) equipment

1. Dogs under six months of age are welcome to attend for the purpose of socialization (preparing a dog to enjoy and interact with their human and be comfortable with other animals, people, places, and activities) at no cost but may not enter the ring\*.
2. Dogs aged 6-12 months with foundational agility training\*\* may participate using their handler's best judgment.
3. Dogs over the age of 12 months must be comfortable and familiar with all agility equipment in order to participate.

All handlers will sign a waiver releasing the club of any liability should their dog become injured while performing an obstacle before they are ready. The ACMe board reserves the right to dismiss any handler without refund for exhibiting reckless or harmful behavior with their dog.

\*Club members are welcome to organize and manage a separate activity suitable for young dogs concurrent with a fun run provided the plan is approved no less than 5 days prior to the event by the fun run manager.

\*\*Foundational agility training may take the form of in-person or online classes with an instructor or at-home training with a seasoned handler who has participated in classes with prior dogs for the purpose of assuring the dog is comfortable and familiar with all equipment.

## **Liability Waiver**

The waiver is used for all club events including Fun Runs and member practices.

[View Waiver](#)

## Member Clinics

Club coordinated training clinic for membership in support of the growth & development of our membership teams.

- Clinics may be organized by the Board or through a proposal spearheaded by the seminar committee or any member in good standing, then developed and managed by the presenting member/group.
- Proposed seminars must be approved by the Board
- Proposals should include topic, trainer, date, trainer cost
- Once approved, the organizer will poll membership for interest
- Upon confirmation of adequate interest, the organizer will send a message to members with all pertinent information and coordinate a process for registration.
- The club sponsors clinic and pays the facility fees
- Attendants divide trainer cost
  - Dogs in Season allowed at the discretion of trainer
- Set-up & clean up from event supported by all members in attendance

Helpful resources:

[Seminar Worksheet](#)

[Sample trainer contract](#)

## Member Practices

Club coordinated open agility or Speedway practices where facility fees are paid by the participants. Practice sessions are not intended to raise funds for the clubs. In most cases, the practice cost will be divided equally among all participants. If a practice is run using a “flat fee” method the practice manager will ensure the facility fee is fully covered and any overages sent to the Treasurer to be held for the annual canine cancer fundraiser.

1. Each practice is managed by a Board member or designated member in good standing who is familiar with equipment storage.
2. Members are responsible for set-up, equipment care, clean-up and leave the venue in good order.
3. The practice manager will collect money and pay the venue manager.

## Messages of Bereavement and Well Wishes

The club will send cards to members in their time of loss and difficulty on behalf of the ACME family.

## Membership Application

ACME welcomes applications for new membership throughout the year. New member applications are reviewed at the monthly board meeting and once approved will be welcomed to the club, added to the Google email group and invited to the FaceBook member page.

A copy of the current membership form can be found from the ACME website [HERE](#). The editable version lives on the ACME Google Drive [HERE](#).

## No Show and Refund Policy

This policy applies to fun runs, seminars, and club practices. Refund policies for trials can be found on the premium.

- ACME events are popular among our members and the dog community.
- Fun runs are relied upon to help fund our programming and engage with members and the community.
- Club practices are a unique member benefit with the full cost split among participants.
- Seminars provide valuable education and training for members with facility costs paid by the club; trainer fees absorbed by participants.

It is assumed that those who sign up for a club event do so with the intention of attending. In the event you are unable to attend, please make every effort to remove yourself from the sign-up list or alert the event chair as soon as practical.

It is understood that unexpected personal or family matters, illness, and other factors may impact your ability to attend. These instances will be met with empathy and without penalty. Any participant unable to attend is welcome to donate their fee to the Club if they choose.

Those who have **prepaid for a fun run** will be refunded unless the individual chooses to donate the fee back to the club.

Those who have signed up for **club practice** but do not attend will not be held accountable to make payment. Because costs are split among participants, please take special care with your time, and respect the individual managing the practice as they are responsible for the payment.

Those who have prepaid for a **seminar** are encouraged to find an alternate handler to take their place as soon as practical. If one is not available, the fee may be refunded depending on the “closing” dates listed on the seminar registration form or in the event of special circumstances approved by the board.

Board approval: 3.4.24

## Speedway Trial Procedures

### *Timeline:*

Trial	Trial Chair and Secretary identified	Application Due to CPE	Full Trial Committee identified	Premium Due to CPE
June (wk 22)	December 15 prior yr	Jan 1	Feb15	March 1
Nov (wk 46)	May 1	May 15	July 1	July 15

## ***Who is on the Trial Committee?***

The official Trial Committee for the Premium will include the Trial Chair, Volunteer Coordinator(s), Ribbon Coordinator, Chief Course Builder and Chief Course Marshall and others as deemed necessary by the Trial Chair. At the Trial Chair's discretion, other positions may include Assistant Trial Chair, Assistant Chief Course Builder, ACMe Café Hospitality Manager, Raffle Coordinator, Logistics Manager, Communication Manager.

## ***How are positions filled?***

All positions will be filled by candidates in good standing with ACMe and CPE.

The Trial Chair and Trial Secretary will be determined by the Board. All other Trial Committee roles will be determined by the Trial Chair with preference given to club members. Club members will have an opportunity to express interest in -- or to learn -- a position throughout the year. In the event positions are unable to be filled by club members, a search will be conducted within the SpeedWay community.

## **Trial Compensation:**

ACMe offers varying levels of compensation for Trial Committee roles and is listed as part of the trial job descriptions in the next section. Where noted:

1 Dog free runs = 10-12 runs/day as per classes on premium

General compensation = 20 raffle tickets/day, \$20/day, or other arranged compensation for given trial per 10 classes/day

Any trial committee member who wishes to share their compensated runs with another member of the committee is welcome to do so. ***The assignment of compensated runs must be finalized no later than two weeks before the trial opens.***

## **Trial Job Descriptions:**

### **Trial Chair:**

The Trial Chair (TC) will be on site for the duration of the trial, is the primary contact for competitors, will be counted on to resolve issues and is responsible for overseeing all aspects of a successful trial. This includes:

1. Work with Trial Secretary to complete Trial Application and submit timely to CPE for approval
2. Assembling the Trial Committee to be listed on the premium with preference given to club members (others welcome if there is no interest from members).
3. Work with the Trial Secretary on the premium to ensure it is submitted to CPE timely.
4. Insuring 2 Course Marshals have been secured and completing their contracts. If a Course Marshal is needed, collaborate with the board to identify one.
5. Provide periodic status reports to the Board via club President.
6. Meeting CPE deadlines for placing the trial application and developing the premium for timely submission with input from Trial Committee members as needed.

7. Building camaraderie among the Trial Committee. A meeting should be held at least six weeks before the trial with additional meetings scheduled as needed. A debrief meeting should take place within two weeks of the trial.
8. The TC (or their assigned designee) will perform all communication and marketing activities designed to build ACME's reputation with the public and excitement among club members. The TC will have a \$100 budget per trial to use in any way they would like to make the trial fun.
9. Oversee the Set-up & Clean-Up of the trial. [View Checklist and Guidelines](#)
10. **Compensation:** Trial Chair may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.), or 1 dog runs/day or other like compensation.

#### Trial Secretary:

1. Work with Trial Chair to complete Trial Application and submit timely to CPE for approval
2. Work with Trial Chair to build the premium and ensure it is submitted to CPE timely
3. Process entries from exhibitors and process confirmation of receipt timely. Update the Trial Chair weekly with entry numbers
4. Collect payments from exhibitors and deposit funds within 3 days after trial closes
5. Prepare all paperwork for the Trial (Gate sheets, Scribe sheets, Measuring sheet & Catalog/Run order).
6. Email preliminary confirmations within days after closing & final confirmations the night before day of show with maps and any relevant exhibitor information provided by the TC
7. Provide results sheets & stickers for ribbon table
8. Process & submit all paperwork required to CPE and coordinate payment with Treasurer
9. Email results to all exhibitors promptly after trial closes
10. Forward Trial Summary report of runs, expenses, etc to Club Treasurer
11. **Compensation:** TS is a contracted position and receives - 2 dog's free runs/day

Course Marshals \* (CM): TWO CMs are secured with the intent that one will be the primary Chief Course Builder for the trial and the CM "judging" duties will be shared between the 2 CMs as agreed between 2 parties.

1. Each CM will present a briefing on their assigned classes
2. The CM agrees to "Judge" & Scribe their classes
3. They agree to oversee the management of the E-timers for each class
4. **Compensation:** CMs may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.) or 1 dog's free runs/day

#### Volunteer Coordinator:

1. Develop Volunteer Schedule to be distributed with the exhibitor confirmations for volunteer sign-up online prior to the trial
2. Manage volunteers for each class during the trial; recruiting volunteers for open positions prior to the class, calling them to their posts, and filling in as needed.
3. Distribute Volunteer raffle tickets, Café stamps, and/or other agreed volunteer compensation.
4. **Compensation:** Volunteer Coordinator may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.), or 1 dogs free runs/day

Chief Course Builder (CCB)\*/Course Marshal (CM): Shared role with ONE of the CMs

1. Ensure all equipment on the Trial Equipment List is in safe working order per CPE standards for the trial as well as needed cones, Slingshot tape, etc
2. Oversee Ring Set-up: Trial ring fencing/gates/leash boxes
3. Build courses throughout trial per course maps provided by CPE and guide volunteer course builders to encourage an efficient course build.
4. **Compensation:** See CM\*

#### Ribbon Coordinator:

1. Secure ribbons from storage.
2. Set-up display and maintain inventory available to competitors during the trial
3. Maintain ribbon inventory throughout the trial
4. Correlate ribbon inventory at the end of each trial and record remaining inventory to collaborate with the Agility Ribbon Coordinator to place the annual ribbon order at the first of each year
5. **Compensation:** Ribbon Coordinator may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.), or 1 dogs free runs/day

#### **Optional Trial Committee Roles:**

The Trial Chair has authority to designate these roles as they deem necessary with preference given to ACMe members (others welcome if there is no interest from members). More than one role can be shared by one individual, but compensation will not be doubled (or tripled).

#### Asst Trial Chair:

1. Collaborate with the Trial Chair to assist and share the duties of the Chair
2. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

#### Logistics Manager:

1. Work with the Trial Chair to manage all on-site operations to include set-up, parking oversight, housekeeping responsibilities\*, ordering porta-potties, etc.
2. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

#### ACMe Café/Hospitality:

1. Set up table and signage/money jar for the café
2. Provide and manage volunteer snacks +/- lunches
3. Clean up the area and store items in their designated places
4. Manage budget of \$50/day for Volunteer snacks
5. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

#### Raffle Coordinator:

1. Gather raffle donations, by solicitation or membership donations
2. Purchase raffle items as authorized by trial team (\$50 budget/day of Trial)
3. Manage raffle table throughout trial
4. Draw raffle winners during last class of each day & distribute to the winners



5. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)

Communication Manager:

1. Work with the Trial Chair to ensure members are kept informed and engaged in all trial activities and volunteer opportunities
2. Promote the trial externally
3. Assist with any communication needs before, during or after the trial as directed by the Trial Chair
4. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day etc.)

\*Housekeeping:

1. Clean bathroom & set up bathroom with Our soap, paper goods & trash can.
2. Set up poo buckets w/liners & place several outside, change bags as needed & empty @ end of day.
3. Collect trash at the end of day (bathrooms, cafe, poo buckets, etc) & deliver to dumpster.
4. **Compensation:** This role may choose to receive a full day of general volunteer compensation (raffle tickets/day, etc.)