



**Border Terrier Club
of the
Redwoods**

Earth Dog Test Procedural Manual

May 2010

Border Terrier of the Redwoods Earth Dog Test Procedural Manual

This is intended to accompany the AKC Earth dog Test Procedural Manual, and is for use by the Border Terrier Club of the Redwoods, (BTCR)

There organization of the original AKC manual has been preserved. AKC obviously uses the same template for other procedure manuals, and that leads to some peculiarities. For instance, in Chapter 1, the committee roles are laid out, including a Chairperson. In Chapter 3 there are separate sections for Chairperson and Chairman, with differing duties.

BTCR Earth dog event has an informal atmosphere that is important to maintain. The pitch in lunches, park setting, and close knit earth dog community creates a feeling reminiscent of a family reunion. However, like a family reunion, there is often a lot of bickering and sometimes deep held resentments. Layered on top are the exacting requirements of a formal AKC event.

Careful planning and good communication can help keep the bickering and other problems to a minimum.

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Introduction

This manual is intended as a guide, and is hopefully a living document.

Background

The American Kennel Club's Earth dog Test Regulations became effective October 1, 1994. The Earth dog Program has seen a brisk growth since its inception. Each year new clubs have formed and been approved to host Earth dog events. Annually, the number of dogs participating in Earth dog events has risen. This growth rate has necessitated changes in the Earth dog Program. The American Kennel Club works closely with Earth dog clubs, evaluating their progress and working with them on any troublesome areas. Periodically, Advisory Committees have been established to address issues and changes that have been suggested by the fancy. Through this process, the sport has continued to flourish while raising its standard of performance

AKC Code of Sportsmanship

The Border Terrier club of the Redwoods is an affiliate of the AKC, and upholds the AKC Code of Sportsmanship.

BTCR Mission

The object and purpose of the Club is to ensure ongoing public benefit from purebred **Border Terriers** through programs and activities as follows:

- A. To encourage and promote quality in the breeding of purebred **Border Terriers** and to do all possible to bring their natural qualities to perfection.
- B. To encourage members and breeders to accept the standard of the breed as approved by The American Kennel Club as the only standard of excellence by which **Border Terriers** shall be judged.
- C. To do all in its power to protect and advance the interests of the **Border Terrier** and to guard against the commercial exploitation of the breed.
- D. To develop programs needed to provide for the welfare of the **Border Terrier** and of individual **Border Terrier** dogs in need.
- E. To conduct sanctioned matches, specialty shows, agility trials, **earth dog tests** and other dog related activities under the rules and regulations of the American Kennel Club.
- F. To encourage and support research into the genetic and health related issues that impact **Border Terriers**.

Chapter 1 of the AKC Manual: Planning

The Border Terrier Club of the Redwoods has two earth dog trials each year, one in the Spring and one in the Fall. This semi-annual nature implies that planning for one event must start before the previous event is over, but that a lot of the broader issues have been resolved over time.

A. Scope:

The first consideration is the scope of your Test. Historically, the BTCR events have involved two trials over two days. In 2009 this was changed for the first time to three trials in two days.

B. Work Force:

BTCR is a small club with membership spread over Northern California. Work force is a perpetual problem, especially for key positions. Less key positions, such as rat wrangler, or gate stewards can often be recruited at the event.

C. Timeline:

Development of a timeline will be beneficial to all Committee members. A draft timeline is attached to this document at

D. Chairperson:

BTCR has been naming a chair and co-chair for the weekend. For AKC purposes, BTCR is running two or three separate events during the weekend (Saturday AM, Saturday PM, Sunday AM). The two can alternate which event they are listed as chairman for.

The actual duties for the two should be negotiated between them. For instance, one co-chair can deal with judge recruitment and AKC pre-event communication. The other co-chair can work on securing the venue and recruiting volunteers. See a job description at Earth Dog Event Chairperson Job Description

E. Committee:

There are effectively two committees. The official BTCR's Earth dog Trial committee, as reported to the AKC and on notice at the event includes chair and co-chair, secretary and co-secretary, and other volunteers that are present and involved in the production.

For BTCR management purposes, however, the Earth dog committee is limited to the chair and co-chair, secretary and co-secretary, and a member of the Board of Directors.

F. Secretary:

The Secretary's role is the one most delineated by AKC requirements. The Event application, judges contracts, premium lists, check ins, score recording, and AKC reporting are all the duty of the secretary.

Historically, there have been two or three people in the club with expertise and experience as Secretary. They rotate this role with one taking the Spring and another taking the Fall events. The club is attempting to train additional members in the Secretary role, and find a single year round software system.

Necessary supplies are already either the file box that travels with the Secretary or in the supplies in the Earth dog Trailer. At the end of each event, a quick inventory should be made to include a list of what supplies need to be updated.

Premiums are mailed sent to each club member, and to a variety of other venues as outlined in **Attachment III. Premium Distribution List.**

Premiums are returned to the Secretary who initiates the computerized record keeping. Checks coming with the premiums are maintained by the secretary and are presented to the Treasurer for deposit at the end of the trial.

Nelson's Grove has a pavilion with picnic tables. The Secretary usually sets up at the front right table, with supplies in the table immediately behind.

We recommend moving that back one table, leaving the two front tables empty. This should help control the crowds at the secretary table.

G. Publicity Chairperson:

For BTCR, publicity has been the responsibility of the event (co-) chairs.

H. Chief Steward:

For BTCR, the Steward roles have been taken by the Chair or Co-Chairs.

I. Awards Chairperson:

BTCR has not historically had a separate Awards Chairperson, and most of the tasks have fallen to the event (co-)Chair. In 2010 an Awards Chairperson job description was developed that differs in scope from the AKC suggestion. That description is attached at Hospitality Chair Job Description

J. Hospitality Chairperson:

The AKC manual implies that this person is primarily responsible for the Judge's care and comfort. BTCR uses, by and large, local judges. BTCR's usual venue (Nelson's Grove in Woodland) is outside and open. Disaster and Emergency planning is not a significant requirement.

- Typically, Hospitality Chairperson arranges for:
- Lunch for workers for the dig-in on Friday
- Breakfast rolls for workers on Saturday and Sunday
- Soft drinks and water.

A Saturday evening catered dinner is also arranged, and during the event committee meeting the responsibility for that meal should be discussed. This meal is a significant budget item.

K. Budget:

BTCR has used the same facility several times, and generally has the equipment necessary stored in a trailer, also maintained in Woodland. There will usually be at least some minor expenses related to equipment maintenance.

The judges typically provide their own stop watches.

A sample budget is at Attachment I. Budget, but major items are:

- Site use fees (rental)
- AKC fees
- Judge fees
- Hospitality
- Saturday Dinner
- Supplies
- Equipment maintenance / replacement

The budget must be approved by the BTCR Board of Directors.

L. Date:

BTCR has two events annually, one in May and the other in November. These automatically appear on the AKC site, but those dates may need to be negotiated for a variety of reasons.

M. Facility:

BTCR has generally decided to continue using Nelson's Grove in Woodland for a venue. The park is in good repair, and they are used to earth dog events. Electrical hookups are available for recreational vehicles, although a separate fee is charged. Reservations need to be made as early as possible, since the park is popular for several organizations and for family outings.

N. Judges:

A list of judges that BTCR has used in the recent past is at Attachment II. Recent Judges

O. Classes:

BTCR Earth dog Tests include Master, Senior, Junior, and Introduction to Quarry. Iron Dog has also been available as a test category.

P. Quarry

Ann Wendland raises rats, is an honorary member of the club, and provides rats for club Earth Dog events..

Chapter 2: Applications and Judges' Panel Questionnaire

BTCR Earth dog Events are Licensed Member Events.

Review this section of the AKC manual carefully. The Event application is a major document that involves significant work. It must be at AKC at least 14 weeks before the event.

The section of the manual on Sanctioned events is not applicable to BTCR Earth Dog.

Attachment I. Budget

This is a sample budget and does not reflect an actual event.

	Number of Entries*				Rates		
	Sat AM	Sat PM	Sunday	Total	Pre	Day of test	Blended
IQ	22	17	10	49	\$12.00	\$15.00	\$12.75
Junior	15	12	10	37	\$20.00	\$25.00	\$21.25
Senior	16	16	16	48	\$20.00	\$25.00	\$21.25
Master	16	16	18	50	\$20.00	\$25.00	\$21.25
Total	69	61	54	184			

	Budget			
IQ	\$281	\$217	\$128	\$625
Junior	\$319	\$255	\$213	\$786
Senior	\$340	\$340	\$340	\$1,020
Master	\$340	\$340	\$383	\$1,063
	\$1,279	\$1,152	\$1,063	\$3,494

* number of entries pulled from AKC qualification reports for Nov 2009 event. Grey cells are estimated due to no qualifiers.

This assumes 75% are pre registered. If pre registrations increase as a percentage, income is decreased.

Estimates, including 75% are "backed into" so as to approximate the November 2009 fees.

RV Space			
Site Fees per RV			\$25
	Judge	Non Judge	Total
Estimated number of RVs	3	3	6
Expense	\$75	\$75	\$150
Income	\$0	\$75	\$75

Saturday Evening Dinners			
Caterer Charge			\$20
	Comped	Non Judge	Total
Estimated Meals	6	6	12
Expense	\$120	\$120	\$240
Income	\$0	\$120	\$120

Revenue

Fees				\$ 3,494
RV fees – other than judges				\$ 75
Saturday Evening Dinner (non comped)				\$ 120
				<u><u>\$ 3,689</u></u>

Expenses

AKC Fees

Event Fees for 3 events \$ 35 per				\$ 105
Recording fees	per entry	\$ 3		\$ 552
				<u><u>\$ 657</u></u>

Site Expenses

Site Rental				\$ 900
RV Fees -				\$ 75
Dig in assistance				\$ 200
Back Hoe Services				\$ 35
				<u><u>\$ 1,210</u></u>

Judge Expenses

Fee	Per event	\$ 50		\$ 600
Gifts for Judges				\$ 200
RV Fee for judges included above				\$ 75
				<u><u>\$ 875</u></u>

Hospitality

Water & softdrinks				\$ 75
Saturday Evening Dinner				\$ 240
Dig In Lunch				\$ 100
Saturday / Sunday Breakfast				\$ 20
				<u><u>\$ 435</u></u>

Miscellaneous

Repairs / Equipment Replacement				\$ 100
Secretarial supplies, postage, premium				\$ 100
Volunteer Gifts				\$ 100
Contingencies				\$ 187
				<u><u>\$ 487</u></u>

Total Expenses

Net

				<u><u>\$ 3,689</u></u>
				<u><u>\$ 0</u></u>

Attachment II. Recent Judges

Judges Name	Judges #	IQ	Junior	Senior	Master	Apprentice
Marie Quarles	22722					
Tom Quarles	23518					
Ann Wendland	32056					
Pia Paulson	90983					Yes
Gerald Price	ZB712					
Patricia Price	20685					
Mary Bayley	32033					
William Bartlett	90292					
Tim Carey	90631					Yes
Dennis Broderick	22788					

Judges Name	Address	City	ST	Zip	Phone
Dennis Broderick	4328 W 164th St	Lawndale	CA	90260	(310) 370-7873
	dmb.the prez@verizon.net				
Marie Quarles	24491 S. Larkin Road	Beaver Creek	OR	97004	503-632-2476
	tquarles@ix.netcom.com				
Tom Quarles	24491 S. Larkin Road	Beaver Creek	OR	97004	503-632-2476
	tquarles@ix.netcom.com				
Ann Wendland	15720 St Hwy 16	Cabay	CA	95607	(530) 796-2278
Pia Paulson	28262 REY DE COPAS LN	Malibu	CA	90265	(310) 589-9416
	tiamaribu@yahoo.com				
Gerald Price	461 Euucalyptus Ave	Cotati	CA	94931	707-765-6860
	priceg@sbcglobal.net				
Patricia Price	461 Euucalyptus Ave	Cotati	CA	94931	707-765-6860
	priceg@sbcglobal.net				
Mary Bayley	2983 Greenview Drive	Castro Valley	CA	94546	(510) 537-2095
	bayjinx@aol.com				
William Bartlett	1305 Megan Pl	Rohnert Park	CA	94928	(707) 795-2578
	borderlab@earthlink.net				
Tim Carey	10809 New Ave	Gilroy	CA	95020	408-842-0760
	Tim.Carey@cbtnorcal.com				

Judging Schedule Template

Day	Classes			
	Intro to Quarry	Junior	Senior	Master
Saturday AM				
Saturday PM				
Sunday				

Start choosing judges as soon as possible. Generally 4 to 5 months before the event.

Confirm with each judge they can commit to the dates and the number of events you would like them to judge.

Ensure that no judge is duplicated for any class within the 3 events. This way a person can qualify their dog for a title in one weekend.

2 qualifying scores (legs) in Juniors to obtain JE title

3 qualifying scores (legs) in Senior and Masters to obtain SE or ME titles

After you have a full slate of judges you may want to inquire as to who would like to Apprentice during the event.

Note: This attachment is available as a separate Microsoft Excel file.

Attachment III. Premium Distribution List

- BTCR Web site: BTCR Webmaster will, upon request, put the premium on the web site.
- Border Terrier Club of Southern California. E-mail a copy to the newsletter editor, as well as creating and e-mail a descriptive flyer. They will distribute the premium to their membership and include the flyer in their newsletter.
- Duffy's Cavern: http://duffyscavern.org/Earthe_dogges.htm
- BTCR Yahoo Group
- NorCal Earth dog Yahoo Group
- All BTCR Members
- Owners / handlers that have entered recent Earth Dog events

Attachment IV. Important Contact Information

[Yolo County YMCA](http://www.yolocountyymca.org/) 1300 College, Woodland, CA 95695 :: 530.662.1086. Nelson's Grove is property of the Yolo County YMCA. <http://www.yolocountyymca.org/>

Ann Wendland Ann is an honorary member of the BTCR, and raises rats for use in Earth Dog. Ann's e-mail address is ratracejrt@gvni.com

Randy LeBon at 916-601-3656 has done the backhoe digging at Nelson's Grove.

Woodland Veterinary Hospital will provide on call service to the events. The contact is Pam Duey at pduey@woodlandvethospital.com. The hospital is at 445 Matmor Road, Woodland, CA 95776, Tel : (530) 666-2461 Fax : (530) 666-3454

Attachment V. Typical Schedule
Three trial weekend

Class	SAT & Sunday AM Judging Time	Sat PM Judging Time
Introduction to Quarry	9:00 am	1:30 pm
Junior Earth dog	9:00 am	1:30 pm
Senior Earth dog	9:00 am	1:30 pm
Master Earth dog (limit 20 dogs)	Roll call @ 7:30 am Start @ 8:00 am	Roll call @ 12:30pm Start @ 1:00 pm

Two Trial Weekend

	Judging Time - Both Days
Introduction to Quarry	10:30 AM
Junior Earth dog	Noon
Senior Earth dog	10:30 AM
Master Earth dog	Roll Call 7:30 Am Judging 8:00:00 AM

Attachment VI. Digging in.

1. Arrangements need to be made to bring the trailer to the site. Typically two options have been used.
 - a. A truck has been rented for the weekend.
 - i. Advantage: The truck can stay on site for the weekend, and can move the trailer to the location of the specific dens.
 - ii. Disadvantage: Costs \$100 - \$200 depending on the rental
 - b. A club member / Volunteer with a trailer hitch can bring the trailer to the site.
 - i. Advantage: Saves the \$100 - \$200.
 - ii. Disadvantage: Trailer needs to be parked, and the den liners need to be loaded into the back of the truck, and then unloaded at the den site.
2. A backhoe is hired to dig trenches for the tunnel liners.

1. The liners (trailer) and volunteers or work crew need to be on site by 10 AM.
2. Liners are laid out on the ground in the order that they will be buried. This is 10 foot of liners with one corner for Introduction to Quarry and 45 foot of liner with several corners, a false exit, and a false den for masters and senior.
 - Liners weigh about 10 lbs per foot. A typical piece is 5 ft long.
 - Overall, liners weigh over 1,200 pounds.
3. After the liners are laid out on the ground, they are traced on the dirt with florescent paint.
4. Liners are then moved out of the way, leaving a florescent outline on the ground.
5. The backhoe digs trenches to match the florescent outline.
6. Crew comes back with shovels to clean the trenches, level the bottom, and fit the liners back in the trenches.
7. Corners and gaps between liners are covered with newspaper, and the entire system is covered with dirt. Den area is level and cleaned as much as possible to erase the presence of the back hoe.
8. Snow fences are erected around the IQ and Junior Earth dog dens.

Sunday afternoon, after the event is complete, the liners are dug up by hand, put into the trailers, and the ground is policed and leveled.

Attachment VII. Disaster and Emergency Plan:

In case of a disaster or emergency, any member of the test committee should be notified. That person should notify the Test (Co-)Chair and the appropriate emergency organization as per the list below

911. Yolo Emergency Communications Agency (YECA) is the designated 911 responder for Yolo County and for Woodland, California. Calls to 911 from the venue will obviously be wireless, and so an address will not automatically be available to the agency. A call to 911 should begin with:

“I am calling from Nelson’s Grove in on Coil Lane in Woodland. We have an emergency...”
This will agency will connect the caller to police or fire as appropriate.

The Woodland Police non- emergency dispatch number is 530-666-2411.

The closes emergency room to Nelson’s Grove is Woodland Memorial Hospital, 1325 Cottonwood Street, Woodland, CA. That hospital recommends: If you think you have a medical or psychiatric emergency, call 911 or go to the nearest hospital.

Animal emergencies should be directed to Woodland Veterinary Hospital at 445 Matmor Road, Woodland, CA 95776. 530-666-2461.

Attachment VIII. Role of the Board of Directors in Earth dog

The Board of Directors should pass a resolution that establishes their role vis a vis the event committee, and then take action and document same as appropriate given that role.

Specifically, the role of the Board of Directors is to:

- Nominate a Chair and Secretary (or co-chairs and co-secretaries)
- Approve a budget presented by the Event Chair
- Approve the date and location presented by the Event Chairman and Secretary
- Approve any gifts over \$50 or that involve “sponsorship”
- Approve any special awards or prizes
- Give the event chair the authority to spend up to \$250 without special approval as long as it is within the approved budget
- Require monthly updates
- Have a member on the Event Committee

Attachment IX. Committee Appointed Volunteer Descriptions

Earth Dog Event Chairperson Job Description

The Earth Dog Event Chairperson is appointed by the Board of Directors for a term of 6 to 11 months. Earth Dog Trails are semi-annual events, and a Chairperson should be named before the previous event ends. There is no limit to the number of consecutive appointments.

The board may name two Co-Chairs instead of one Chairperson. In that case, the two Co-Chairs will negotiate the division of labor between themselves.

While general areas of responsibility are not clearly within the purview of the Chair or Co-Chair, specific job duties are open to negotiation or delegation with other members of the event committee.

AKC requires a single Chairperson per trial. Border Terrier Club of the Redwoods holds two or three trials per event. In the case of Co-Chairs, they should take turns being titular chair for AKC purposes.

Job Summary

The Earth Dog Event Chairperson or Co-Chair is responsible for organizing and managing an Earth Dog Event in accordance with AKC rules and the AKC and BTCR Earth Dog Trials Procedure Manuals. The Chair or Co-Chair works closely with a designated member of the Board of Directors, the Event Secretary, and other appointed members of the Event Committee.

Job Specifics

Prior to the event, the Chair or Co-Chair:

- Establishes a budget for the event, and gains approval of that budget by the Board of Directors.
- Obtains the site for the event, working with the Board and AKC to establish a date, and with the Treasurer to obtain deposits and payments.
- Recruits a panel of judges that meet AKC and club requirements.
- With the Event Secretary, completes the AKC Event Application and Judge affirmations and contracts.
- With the Hospitality Chair if there is one, establishes a plan and budget for soft drinks, snacks, and meals during the event.
- With the Field Director, if there is one, arranges for equipment, supplies, and volunteers for the dig-in.
- With the Awards Chairman if there is one, ensures the availability of awards, gifts, and prizes for the event.
- With the Event Secretary, develops, proofs, and obtains approval of, and distributes the Event Premium List.
- Obtains periodic reports from the Event Secretary on enrollments and volunteers
- Reports monthly to the Board of Directors on progress.

During the Event the Chair of Co-Chair:

- With the Field Director, if there is one, oversees the dig – in , the establishment of dens, and overall preparation of the venue.
- With the Event Secretary, oversees the lottery for Master Run order.
- Ensures that each class in each trial has necessary volunteers including Gate Steward and Rat Wrangler.
- With the Event Secretary and Awards Chairman ensures that all awards are properly and officially presented in accordance with AKC rules.
- With the Awards Chairman ensures that gifts are presented as planned.
- With the Field Director, ensures that dens are kept in good repair.
- Answers questions, settles disputes provides an example of good sportsmanship.

After the Event, the Chair or Co-Chair:

- Ensure that all equipment is returned to storage, and that the event site is left in good condition
- Ensure that the club Treasurer receives a full accounting of all expenses, and that all bills are paid and all volunteer expenses are reimbursed.
- Hold a “debriefing” meeting of the Event Committee to develop a report on the event and recommendations for future events
- With the Event Secretary ensure that all event information has been sent to AKC in a timely manner.
- Inventories existing supplies and equipment and make recommendations for purchases for the next trial.

Earth dog Event Secretary Job Description

The Earth Dog Event Secretary is appointed by the Board of Directors for a term of 6 to 11 months. Earth Dog Trails are semi-annual events, and a Secretary should be named before the previous event ends. There is no limit to the number of consecutive appointments.

The board may name two Co-Secretaries instead of one Secretary. In that case, the two Co-Secretaries will negotiate the division of labor between themselves.

While general areas of responsibility are not clearly within the purview of the Secretary or Co-Secretary, specific job duties are open to negotiation or delegation with other members of the event committee.

AKC requires a single Secretary per trial. Border Terrier Club of the Redwoods holds two or three trials per event. One of the Co-Secretaries should be the titular secretary for all trials. This will save on confusion in the handling of the Premium List.

The duties for the Event Secretary are described in detail and concisely in the AKC and the BTCR Earth dog Procedure Manuals.

Specific Job Duties:

Prior to the event

- Communicate with other event committee members to obtain information on site, dates, judges, prizes, meals, run order, and other necessary information for the premium list.
- With the Chair or co-Chair, Prepare Premium list:
- Complete and obtain signatures on the "Judge's Affirmation Form"
- Have the Premium List proofread by several people before printing.
- Distribute premiums as per established lists, electronic and in hard copy.
- Receive premiums and payments, recording all information
- With the Club Treasurer, establish procedures for handling incoming payments.
- Gather all supplies you will need the day of the event

During the Event

- Establish a work area, including computer set up and access to supplies and forms
- Hold the draw for run order in Master
- Collect final entries
- Assign contestant numbers, prepare run order labels, judge score sheets, and gatekeeper forms
- Enter information on qualifying scores, and complete secretary's report
- Have the Judges sign all paperwork.
- Complete all forms and with Club Treasurer submit all records to AKC
- With Chair or Co-Chairs complete report on the event.

Attachment X. Committee Job Descriptions

Hospitality Chair Job Description

Job Summary

The Hospitality Chair is responsible for all food and drink activities during the dig-in and two days of the event. This includes

- Soft drinks and water all three days
- Rolls or muffins on days of the tests
- Lunch during the dig in
- Pitch-in lunches on the days of the tests
- Judges' dinner on Saturday Evening.

Hospitality is a significant budget item for the event, so budget restrictions must be monitored and adhered to.

Specific Duties

Soft Drinks

- Soft drinks need to be provided for the entire event.
- With the Event chair or Co-Chairs decide whether to charge for drinks
- Review previous year purchases to estimate need
- Have drinks and ice available on Friday
- Monitor supply and purchase additional drinks as necessary.

Friday Dig-in Lunch

- An informal lunch for workers on the day of the dig-in.
- Order lunch
- Bring lunch to the site, or have it delivered.
- Past lunches have been cold cuts, prepared sandwiches, and pizza.

Judges Dinner

- With the Chair or Co-Chairs determine the caterer or setting for the lunch in time to have it printed in the premium.
- With the Secretary, accept reservations and payment for the Judges' dinner.
- Ensure that dinner is delivered on time, and that the vendor is paid.

Saturday and Sunday Pitch In

- With the Chair or Co-Chairs determine if the club should contribute to the pitch-in
- Organize the setting for pitch in
- Put out plates and utensils
- Ensure that the area is cleaned and leftover food disposed of or stored.

Awards and Gifts Chairperson Job Description

Job Summary

The Awards and Gifts Chairperson, works with the Event Chair or Co-Chairs to obtain gifts, awards, and prizes to be distributed at the Earth dog Event. This volunteer position is based on the Awards Chairperson as described in the AKC Earth Dog Test Procedural Manual, but is expanded to include all gifts and gifts and prizes. Areas of responsibility are

- Ribbons and awards as described in procedural manual.
- Gifts for judges.
- Gift bags for participants, if there are to be such.
- Gifts for volunteer
- Raffles or auctions open to participants and public.

Specific Duties

Prior to the event

- With the Event Chair or Co- Chairs solicit donations from likely donors.
- With the Event Chair or Co- Chairs, ensure that awards meet AKC requirements and are documented in the event premium.
- With the Event Chair or Co- Chairs, confirm inventory of ribbons and prizes, and purchase additional as needed and in accordance with the event budget.
- With the Event Chair or Co- Chairs, establish procedures for any raffles or auctions held at the event.

During the Event

- If there are gift bags for participants, work with the Event Secretary to ensure that they are distributed at check in.
- Complete the label on qualification ribbons and prepare them for presentation.
- Assist in organizing the award presentation.
- Ensure that judges receive their gifts.
- Assemble any display of gifts, raffles, or auctions.
- Oversee system for gifts for volunteers, including handing out raffle tickets, if appropriate.
- Oversee any raffle or silent auction.

Field Director Job Description

Job Summary

The Field Director is responsible for earth dog equipment and the site preparation. Prior to the event the Field Director ensures that sufficient tunnel liners are available and makes arrangements for them to be delivered to the site. The Field Director oversees the “Dig-in”, working with the Event Chair or Co-Chairs to establish the den layout and locations. During the event the Field Director is responsible for any repairs that need to be made to tunnels. After the event the Field Director oversees the dig out and storage of equipment as well as inventorying repairs to necessary to equipment.

The Field Director must be familiar with AKC regulations on tunnel design and area layout.

Specific Duties

Prior to Event

- With the Event Chair or Co- Chairs, ensure that arrangements are made for a backhoe to dig tunnels.
- With the Event Chair or Co- Chairs, ensure that arrangements are made to bring the trailer to and from the event.
- Review inventory of tunnels and equipment to ensure that all necessary equipment is available.
- With the Event Chair or Co- Chairs, recruit volunteers for dig-in.

Dig-in

- Oversee the dig in. Managing volunteers and approving all work. See BTCR Earth dog Procedural Manual for Dig-in procedures.

During the Event

- Be responsive about judge concerns about tunnel placement and condition
- Have dowels available for replacement and oversee such replacement as necessary

After the Event

- Oversee retrieval of tunnels and fencing
- Ensure that tunnels are back filled and leveled as much as possible
- Oversee the process of loading the trailer
- Ensure that the site is appropriately policed and appropriately cleaned.
- Ensure that the trailer is returned to storage.

Attachment XI. Volunteer Roster

A volunteer roster should be posted at the event in a place that is accessible for contestants and potential volunteers.

The suggested format is an 8.5 X 11 form on the next page. There should be one for each event, (either 2 or 3 depending on the schedule)

A roster is also available in a separate word document.

Saturday AM volunteer Roster

Masters Earth Dog

Judge	
Apprentice Judge	
Rat Wrangler	
Leash Runner	
Gate Steward	

Senior Earth Dog

Judge	
Apprentice Judge	
Rat Wrangler	
Leash Runner	
Gate Steward	

Junior Earth Dog

Judge	
Apprentice Judge	
Leash Runner	
Gate Steward	

Introduction to Quarry

Judge	
Apprentice Judge	
Leash Runner	
Gate Steward	

Attachment XII. Equipment Inventory

At the end of each event an inventory should be completed on equipment and supplies in the trailer. This inventory should be the basis for purchases prior to the next Earthdog Event.

Item	Quantity
Wells Cargo Tote Wagon Steel Structured Cargo trailer - 6' x 10'	1
EZ-Up Shelters	2
Grooming Table with Arm	1
Folding Tables	2
Wooden liners for Earthdog Testing	1
Coolers	2
Misc. disposable kitchen supplies	1
Office Supplies	1
Motorola Talkabout Walkie Talkies	1
Extension Cord	1
Electrical Power Bar	1
First Aid Kits	2
BTCR Personalized Water Bottles	7
BTCR Personalized Coffee Travel Mugs	4

Attachment XIII. Purchase requirements

Friday – Dig in

Lunch – enough for 12 -15 people

Example: two family sized pizzas Or Sandwich tray

Refreshments

- 6 pack of Beer – for dig in volunteers and if weather is appropriate
- Water 3 cases of water
- Softdrinks One case each diet and regular cola
- Ice
- NOTE: amounts will vary by the weather. Use your judgement.

Saturday

- Muffins for breakfast
- Fresh fruit (tangerines?)
- Sandwich tray to augment pitch in lunch (Note: may be leftover from Friday lunch)

Sunday

- Muffins for breakfast
- Something to augment pitch in lunch... Saturday dinner leftovers may suffice

Attachment XIV: Sample Timeline

#	Task	Days Before Event		First Day of Event					
		Start	Finish	Start	Finish	Notes	Responsible Party	Completed On	Completion Notes
1	Formalize Event Committee	180	150				Board of Directors		
2	Set Date	180	150				Event Chair		
3	Confirm Parameters, including budget and timelines	180	150				BoD & Event Committee		
4	Arrange Site (Nelson's Grove)	180	150				Event Chair		
5	Arrange for Judges, including recruiting, confirming, getting AKC approval, and making any necessary special arrangements	180	100			Same judge can't judge the same level in different trials. That is, If we do 3 trials, we need 3 different Masters judges, 3 different senior judges, etc.	Event Chair		
6	Complete Event Application	180	100				Event Secretary		
7	Inventory existing supply of Prizes, Gifts, Awards, obtain whatever new is necessary	180	4				Awards Chair		
8	Hospitality - decide on all hospitality areas, make arrangements, carry out final plan	180	-1				Hospitality Chair		
9	Premium - gather information, complete document, get approvals, mail.	100	60				Event Secretary		
10	Collect Premiums / Payments begin all data entry	90	4				Event Secretary		
11	Gather forms for on site	90	1				Event Secretary		
12	Site Prep, inspect site & equipment, Initiate any repairs or replacement, arrange for backhoe & trailer.	180	1				Field Director		
13	Welcome	0	0				Committee		
14	Saturday AM Trials	0	0				Committee		

15	Saturday PM Trials	0	0				Committee		
16	Sunday AM Trials	-1	-1				Committee		
17	Clean site	-1	-1				Field Director		
18	Wrap Up, including debriefing, writing AKC report, board report, newsletter article.	-1	-7				Committee		
19	Thank you notes to volunteers	1	-7				Event Chair		

A more complete timeline is available in Microsoft Excel.