

Key Worker Job Descriptions Per Venue

Conformation Show

Key workers receive an entry for 2 dog per show as an incentive to work these time consuming jobs. Key worker incentives are NOT to be substituted for hours worked toward the required 16 club hours.

Workers receive a free lunch and premier crating.

Key workers for Conformation are:

Trial Chair

Trial Secretary

Chief Ring Steward

Kitchen

Trial Chair – Approximately 50 hours for 2-1/2 Day Trial

The Trial Chair responsibilities include (not a complete list):

- Getting judges, filling out applications, coordinating raffle items, judges gifts, hotel reservations, travel arrangements, e-mail correspondences to confirm. (8 hours)
- Preparing building for cleaners (2 hours)
- Trial setup (4 hours)
- Obtain ribbons and prizes for the shows (4 hours)
- Time spent at the trial making sure the shows are running smoothly. UKC rules require the show chairperson to be at the show site the entire duration of the show. (24 hours)
- Judges Hospitality (6 hours)
- Clean up (4 hours)

Trial Secretary – Approximately 45 Hours for 2-1/2 Day Trial

Process show Entries (20 hrs.)

- Show entries are entered onto the show books by hand. There is no computer system. Part of this process is to create armbands for each entry.
- During the open entry period, entries and move-ups are process.
- Monitor emails, phone calls, etc. and to address any questions or concerns.
- Create a spreadsheet of checks to send to the treasurer.
- Calculate any refunds to be made to entrants.
- Make sure that amounts of checks are correct for the number of shows entered.

After the closing date (5 hours)

- Create the list of final entry numbers for each breed for each show.
- Post entry numbers on various web sites and social media..
- Email the judge (s) pre-entry numbers of record for the trial providing them with the number of entrants. This allows the judge to review the breed standards and for more judges to be hired if the pre-entry number are large.
- Print scribe sheets / separate by class and put into running order (2 hours)

Day of Show (12 hrs/day for each full show day)

- Arrive hours before the start of the process to get paperwork organized.
- Work with the table assistant to process the day of show entries. The bulk of the entries are day of show. Each show day has day of show entries.
- After day of show entries close create judging order for each ring.
- Answer competitor's questions and help resolve problems/issues.
- Process all move-ups during the show.

- Organize all of the judges' books. Copies of the judges' books are made available at the end of each show.
- UKC rules require at least one person to be at the secretary table at times during a show.

At the Conclusion of the show weekend (6 hr)

- Organize all paper judges book to the specific order required by UKC
- Prepare the show report to be mailed to UKC
- Get refund report to treasurer for refund processing.

Chief Ring Steward - Approximately 24 Hours for 2 Day Show

During the Trial:

- Pay 100% attention at all times all day each day to what is going on in each ring.
- Are ring fully staffed with stewards?
- Are all rings fully stocked with ribbons and awards?
- Are all rings fully stocked with cleaning supplies?
- Are all rings fully stocked with beverages for the judge?
- Make Sure all ring steward positions are filled.
- Finding a substitute steward when a volunteer does not show up.
- Stay from the beginning of the trial until the end of the day.
- Note: These responsibilities take precedence over everything.
- Bathroom breaks need to wait.
- Walking dogs needs to be scheduled
- This job will NOT allow an abundance of time with your for ring prep such as grooming.

Kitchen

Prior to Event

- Prepare Menu
- Make a trip to the club to make a grocery list.

Thursday Prior to event

- Shop at GFS for large quantities of food/items.
- Shop at other stores for smaller quantities of food/items.
- Deliver Groceries to club
- Unload Groceries from car, carry them inside, and put them away. If someone is there, sometimes there is help. Many times this is done alone.
- Set up kitchen
- Prepare Coffee for next day
- Take desserts out of freezer

Trial Morning (This is done every day of a trial)

- Arrive at club by 7:00 a.m.
- Put out Breakfast Items
- Make coffee
- Plate up desserts
- Prepare and serve lunch

Trial Evening

- Clean kitchen
- Prepare coffee for next day

Final day of trial

- Do Trial Morning Tasks
- Freeze extra desserts and leftovers
- Clean Kitchen
- Take dirty towels home
- Wash dirty towels
- Return dirty towels to club