

## Key Worker Job Descriptions Per Venue

### CPE Trials

To run an efficient and smooth CPE Trial, it requires approximately 80-100 ring workers per day. Members and non-members alike are awarded a Worker Buck for each class worked.

Each Key Worker receives a complete weekend of runs for 2 dogs. If the trial is full, the Key Workers do not take their runs. If the trial is NOT full, they may take advantage of the runs. Additionally, CPE has an allowance for overruns, but these runs are NOT allowed to be added to the entry numbers that constitute a full trial. The judges and Key Workers can use these extra runs for their dogs. The judge's fee and CPE run fee combined are \$3.00/run. CCDTC currently pays those fees. Each Key Worker can run 11 Runs / 2-1/2 day trial | 14 Runs/3 day trial | 19 runs/4 day trial.

The key workers for CPE Trials are as follows:

Trial Chair

Trial Secretary

Worker Coordinator and Equipment/Building Coordinator

Kitchen

\*We also have the floor taping, trial set up, and Thursday night clear the floor groups. None of these workers is compensated with runs, however, they may include their hours worked for member service hours.

### **Trial Chair – Approximately 38-40 hours for 2-1/2 Day Trial**

- Getting judges, filling out applications, coordinating raffle items, judges' gifts, hotel reservations, e-mail correspondences to confirm. (5 hours)
- Preparing building for cleaners (1-1/2 hours)
- Trial setup (2 hours)
- Time spent at the trial. Hours depend upon entry numbers. (25 hours)
- Judges Hospitality (2-4 hours)
- Clean up (2 hours)

**\*\*These hours are for a 2-1/2 day trial. 3 and 4 days trials will add approximately 10 hours per day.**

### **Trial Secretary – Approximately 40 Hours for 2-1/2 Day Trial**

Six Months before trial (1 hour)

- Get Trial information from the Trial Chair
- Create premium and submit to CPE
- Work with CPE to make necessary edits.
- Upon approval, forward premium to CCDTC Webmaster for posting on the CCDTC Website.

On Opening Day of Trial Entries (10 hrs.)

- Set up the Trial parameters in the CPE software and then begin to process entries. This usually takes about 30 minutes/day once the trial opens until the trial closes. (Processing time is based upon a two day trial. Longer trials take more processing time.)
- Trial entries are entered into the software and confirmation emails are sent to each competitor.
- During the open entry period, entries and move-ups are processed during the open time period.
- Monitor the [clermontsec@gmail.com](mailto:clermontsec@gmail.com) email box and 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 runs entered.
- Keep track of worker bucks submitted.
- Keep track of possible awards to be given out during the trial.

A week prior to the trial (30 minutes)

- Create the Final Confirmation Letter with details about the timing of the trial.
- Coordinate with the Trial Chair on the details of this letter.
- Email the confirmation letter to each exhibitor.
- Email the judge of record for the trial providing them with the number of entrants. (This allows the judge to make the proper number of copies of course maps.)

After the final move-up date and up to one day before the trial (2 hrs)

- Assign Arm Band Numbers and Gate Keys
- Create the running order (can take 30 minutes to 2 hours depending upon the number of competitors with multiple dogs running in the same level.)
- Print scribe sheets / separate by class and put into running order (2 hours)

The day before the trial (15 minutes)

- Download the most recent CPE database
- Print measuring sheet

Day of Trial (10 hrs/day for each full trial day | 25 hrs/2-1/2 day trial)

- Arrive hours before the start of the trial to get paperwork organized.
- Work with the score table assistant. Enter all results into the software.
- Print results and stickers for competitors.
- Answer competitor's questions and help resolve problems/issues.
- Process all move-ups during the trial.
- Set up and close out computer work for the day. (Can require hours of work after trial ends.)

At the Conclusion of the Weekend Trial (1 hr)

- Calculate the electronic trial results and send to CPE
- Finalize the paper trial report.
- Ensure that judge, course reviewer and CPE are paid.
- Prepare the trial closure packet to be mailed to CPE
- Get refund report to treasurer for refund processing.
- Count ribbons and order replacements as necessary.
- Mail trial packet to CPE.

### **Worker Coordinator - Approximately 25+ Hours for 2 Day Trial**

A Week or More Leading up to the Trial: (4-5+ hours)

- Proofread premiums before they are submitted to CPE
- Proofread trial confirmation letter
- Type up and print out all trial papers for setup, taping and class schedules.
- Purchase Worker Candy
- Worker tickets - drive to Staples to worker tickets printed out for trial.
- Cut Printed sheets into individual Worker Tickets.
- Update Google Docs online form with trial class order.
- Export worker schedule to PDF to print out for weekend in case internet not working
- Export Worker Schedule to flash drive for use on Trial Computer

During the Trial: - (10 hours each trial day)

- Pay 100% attention at all times all day each day to what is going on - what class is ending or starting, when walk thru's are almost done, etc.
- Make sure all worker positions are filled.
- Getting positions filled when someone doesn't show up for whatever reason.
- Have all upcoming Ring Crew notified that they will be working soon.
- Have all Ring Crew in position and ready before the judge is ready to start judging.

- Work any ring position that nobody would volunteer for, or fill in for various jump heights so someone could work part of a session.
- Stay until the very end of the trial day - hours after my dogs last run of the day.
- Note: These responsibilities take precedence over everything – shortened walk-thru for your next run, your own bathroom breaks, taking your dogs outside, when you can eat lunch, giving your dogs a treat after a run or celebrating a new title, etc.
- At the end of each day, put computer away in the store for the night.
- End of trial – take down cables and wires necessary for computer and table and computer packed up.

#### After Trial

- Compile all trial result PDF's and combine into separate game PDF's.
- Putting comments, photos, and compilation of trial C-ATCHs, titles and High in Trials on CCDTC Facebook Page.

### Equipment/Building Coordinator

#### Prior to the trial: (approx. 10+ hours)

- Coordinate when last class(es) are to schedule floor clearing
- Send Club e-mails to notify of building closure.
- Send Club e-mails to request floor clearing help.
- Send e-mails out to primary and backup taping crew.
- Send e-mails out to setup crew.
- Send Last Day e-mail reminder about floor clearing.
- Floor clearing day/night before Trial: Coordinating and help bring in all trial equipment from outside garage, taking all class equipment and tunnels to garage or trailer, moving/collapsing crates, clearing any other items on the floor.
- Come in several hours before trial setup starts to set up ring gating and coordinate and help tape crating/chair space.
- Set up practice jump area.
- Coordinate and bring in equipment from crating trailer to floor
- Setting up for trial: Coordinating and bringing equipment from crating trailer to floor, easels, tearing down pile of equipment in middle of the floor, setting up tables, placing bar setter chairs and adding cushions. Help set first course if available and done with other setup.

#### During Trial Each Day (Hour amount varies)

- Arrive at club before earliest exhibitors to open doors, turn on lights, turn on coffee, adjust thermostats, get computer turned on and ready.
- Straighten ring gating from day before.
- Be on call if access is needed to garage for trial equipment (snooker flags, broad jump, etc.)
- Keep both back steps shoveled from snow and ice.
- Monitor and put salt on both back steps and front entrance as necessary.
- Help exhibitors find crate space and answer any questions about building, crating, parking, RV's, etc.
- Assume Chief Course Builder position as needed and coordinate and organize quick and efficient course building.
- When there is a Chief Course Builder - help course build as needed if short of help.

#### After Trial Each Day

- Turn thermostats to normal cycle
- Make sure garage door is locked
- Wait until last exhibitor in crating trailer leave to lock door and turn off thermostat.
- Put computer away in store for the night.

#### Last Day of Trial (2 hours)

- Decide when and which trial contacts can be removed from building during the trial to make cleanup afterwards quicker.

- During trial, when not running, walking a course or being worker coordinator, go out to garage and remove all class contacts, tunnels, jump buckets, tire and tables.
- Remove trial contacts and tunnels as they become available from trial floor to the garage.
- Bring in class contacts and tunnels during trial during course building.

#### After Trial is Complete (1 hour)

- Coordinate and help bring in class equipment: Contacts, tables, tunnels, tire, poles, etc.
- Coordinate and help take out all trial equipment to garage: Contacts, tunnels, easels, tables, parking cones, misc equipment
- Help with ring gating put away
- Help move club crates to wall
- Turn thermostats to normal cycle
- Make sure crating trailer & garage are closed/locked

## 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

The number of runs taken by a Key Worker per trial weekend could range from 1 – 30 depending upon whether the trial is a 2-1/2 day, 3 day or 4 day trial. The club is covering each Key Worker fee costing CCDTC \$3.00/run.